

**RESOLUTIONS OF THE OSWEGO COUNTY LEGISLATURE FOR
AUGUST 11, 2022**

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RESOLUTION NO. 190

RESOLUTION ACKNOWLEDGING THE DESIRE BY THE OSWEGO COUNTY LEGISLATURE TO INSPIRE AND SUPPORT SAFER, HEALTHIER AND MORE PROPEROUS COMMUNITIES

By Legislator David Holst:

WHEREAS, This body, in concert with a variety of local and regional partners, has long been involved in developing an environment that would inspire new jobs and growth in the County of Oswego, and

WHEREAS, These efforts have involved reviews and analysis of our assets, opportunities and challenges with input from a wide variety of stakeholders both public and private throughout the County and beyond, and

WHEREAS, The Oswego County Legislature finds it desirable and appropriate to acknowledge their interest and intent to focus their efforts on specific initiatives, programs and projects, then ese efforts have involved reviews and analysis of our assets, opportunities and challenges with input from a wide variety of stakeholders both public and private throughout the County and beyond, and

NOW, Upon recommendation of the Government, Courts and Consumer Affairs Committee of this body, be it

RESOLVED, that in the interest of creating an environment that will enable future growth and development in the County and region, this body endorses enhanced efforts to provide affordable high-speed broadband services; public drinking water services and public wastewater conveyance and treatment services throughout the County, and be it further

RESOLVED, that in addition to improvements to our critical infrastructure networks, the Legislature recognizes the importance of hosting a robust support system for business and economic development services up to and including support for affordable and accessible child-care programs, all of which are intended to enhance retention and attraction of businesses in and to our communities and be it also

RESOLVED, that the safety and security of our communities and their respective members are amongst our top responsibilities and that support for the men and women who help ensure that on all levels, remains paramount in our objectives.

ADOPTED BY VOICE VOTE ON AUGUST 11, 2022:

YES: 22 NO: 0 ABSENT: 3 ABSTAIN: 0



David R. Turner
Director

**OSWEGO COUNTY
OFFICE OF STRATEGIC INITIATIVES**

COUNTY BUILDING
46 EAST BRIDGE STREET
OSWEGO, NEW YORK 13126

TELEPHONE (315) 349-8260
OSI@oswegocounty.com

Kyle Boeckmann
Strategic Programs Specialist

Kasey Chewing-Kulick
Administrative Assistant

INFORMATIONAL MEMORANDUM

SUBJECT: Acknowledge legislative priorities

PURPOSE: This resolution is proposed to recognize that the legislature wishes to clarify its intent to focus on growing Oswego County in such a way that will stimulate investment in homes and businesses in an effort to ensure that we may all enjoy safer, healthier and more prosperous communities.

SUMMARY: Over the years, Oswego County has, at several times and through various processes, made an effort to review the overall condition of our communities including the natural, physical and economic environments in which we live, work and raise our families. Often, these exercises provide the opportunity to re-focus and fine-tune our legislative priorities.

Most recently, our experiences, conversations and outreach to key community stakeholder groups both during and after the Covid-19 pandemic have led us to a place where we should once again clarify those areas where we believe we should focus our attentions.

FISCAL IMPACT: None to the County at this time.

**RECOMMENDED
ACTION:**

The Committee on Government, Courts & Consumer Affairs recommends adoption by the full legislature.

RESOLUTION NO. 191

RESOLUTION AUTHORIZING BUDGET MODIFICATION BOARD OF ELECTIONS

By Legislator David Holst:

WHEREAS, The Board of Election requires a funds to pay for a truck rental to deliver and pickup voting machines and election equipment for the August 23, 2022 Primary Election and November 8, 2022 General Election.

NOW, Upon recommendation of the Government, Courts and Consumer Affairs Committee of this body, with the approval of the Finance and Personnel Committee, be it

RESOLVED, that the County Treasurer be, and he hereby is, authorized to transfer the funds from and to the accounts as shown on the attached budget modification request, and be it further

RESOLVED, that a certified copy of this resolution delivered to the County Treasurer and Budget Officer shall be his authority to affect such transfer and make such adjustments.

ADOPTED BY VOICE VOTE ON AUGUST 11, 2022:

YES: 22 NO: 0 ABSENT: 3 ABSTAIN: 0

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification

Res. 191 of 2022

A1450 545500

(\$18,000.00)

A1450 544300

\$18,000.00



BOARD OF ELECTIONS

COUNTY OF OSWEGO
185 EAST SENECA STREET BOX 9
OSWEGO, NEW YORK 13126
FAX (315-349-8357)



Laura Brazak, Commissioner
315-349-8350

Carol M. Bickford, Commissioner
315-349-8351

L.B.

Peggy Bickford

DATE: July 18, 2022
TO: P.R. Church, County Administrator
FROM: Peggy Bickford/Laura Brazak
SUBJECT: Budget Modification

Attached please find budget modification to cover cost of Trucking for the August 23, 2022 Congressional Primary and November 8, 2022 General Election.

Your approval is respectfully requested.

RESOLUTION NO. 192

**RESOLUTION INCREASING PETTY CASH FUNDS IN THE
MOTOR VEHICLE OFFICES.**

By Legislator David Holst:

WHEREAS, this legislative body has previously authorized the establishment of petty cash funds, Pursuant to §371 of the County Finance Law, and

WHEREAS, the authorized amounts in the Motor Vehicle Offices are now as follows:

OSWEGO	\$1000.00
FULTON	\$1000.00
PULASKI	\$1000.00

WHEREAS, due to the increase in the number of processing terminals at the Oswego Motor Vehicle Office and the increase in the amount of transactions that we are processing we are in need of an increase in the pretty cash amount.

NOW, upon recommendation of the Government, Courts & Consumer Affairs Committee of this body, and with the approval of the Finance & Personnel Committee, be it

RESOLVED, that the Oswego County Legislature hereby authorizes and increases petty cash fund in the following amount for the Oswego Motor Vehicle Office \$500 for a total of \$1500 and be it further

RESOLVED, that the administration of said petty cash funds shall be in accordance with the provisions of §371 of the County Finance Law, be it further

RESOLVED, that this resolution shall be effective upon adoption and the Clerk of the Legislature shall provide a copy of said Resolution to the County Treasurer as his authorization to increase said accounts.

ADOPTED BY VOICE VOTE ON AUGUST 11, 2022:

YES: 22 NO: 0 ABSENT: 3 ABSTAIN: 0



OSWEGO COUNTY CLERK'S OFFICE

46 EAST BRIDGE STREET, OSWEGO, NEW YORK 13126

Phone 315-349-8621 315-349-8383 (Fax)

CATHY M. SHARKEY
SUPERVISOR – MOTOR VEHICLES
DMV OFFICES
OSWEGO/FULTON/PULASKI

Terry M. Wilbur
COUNTY CLERK
CLERK OF SUPREME
AND COUNTY COURTS

MATTHEW BACON
DEPUTY CLERK
Nancy L. Belcher
DEPUTY CLERK OF OPERATIONS

August 11, 2022

Informational Memorandum

Subject: Increase the petty cash for Oswego Motor Vehicle

Purpose: Increase the amount of petty cash at the Oswego Motor Vehicle by \$500 to \$1500 at this location only.

Summary:

Increasing the petty cash fund in the Oswego Motor Vehicle office to \$1500.00 will help as we have an increased number of terminals open to help alleviate long lines at this location. The current fund allotments and the additional money needed for this DMV office is:

OSWEGO: \$1000.00 (+\$500.00)

Total additional petty cash funds requested = \$500.

Recommended

Action: The Government, Courts & Consumer Affairs Committee approve and authorize this increase.

RESOLUTION NO. 193

RESOLUTION ALLOCATING FUNDS MADE AVAILABLE TO THE COUNTY OF OSWEGO THROUGH THE AMERICAN RESCUE PLAN ACT TO CERTAIN SUB-RECIPIENTS AND BENEFICIARIES

By Legislator David Holst:

WHEREAS, the United States Congress, through the U.S. Department of the Treasury created and funded the American Rescue Plan Act (ARPA) with the intent to help mitigate the physical and financial hardships of the COVID-19 Pandemic that negatively impacted communities across America, and

WHEREAS, Congress entrusted the disbursement and use of the funds within the ARPA to local governments across the country based on their direct knowledge of their respective communities and the residents and businesses within them, and

WHEREAS, the Treasury has provided significant guidance as to the appropriate and eligible uses of the ARPA funds, and

WHEREAS, Oswego County has developed a process for the evaluation of the needs within the County that included consultation with various stakeholder groups that are representative of the community at large, and

WHEREAS, the County has received requests for financial support from individuals, organizations, and businesses throughout the County, and

WHEREAS, the Chairman of this body established a Taskforce for the purpose of reviewing these proposals and making recommendations to the Legislature for appropriate actions that are consistent with the eligibility and use guidance issued by the U.S. Treasury, and

WHEREAS, the “projects” attached hereto on Schedule A have also been reviewed by the respective jurisdictional committees of this body at their regularly scheduled public meetings, then therefore be it and it is hereby

RESOLVED, that, the Oswego County Legislature finds the disbursements identified on Schedule A to be consistent with the intent of the ARPA and eligible under the guidance issued by the U.S. treasury, be it further

RESOLVED, that these disbursements are authorized subsequent to the acceptance of the contract terms and conditions developed for each of these respective entities which will be consistent with the obligations that Oswego County incurs for the use of the ARPA funds and continued compliance with same, and be it further,

RESOLVED, that the Chairman of the Legislature and County Treasurer be and are hereby authorized to execute any and all documents that may be necessary to access and disburse these funds.

ADOPTED BY VOICE VOTE ON AUGUST 11, 2022:
YES: 21 NO: 1 ABSENT: 3 ABSTAIN: 0

ARPA Request Fulton Police Department — \$30,000

The Fulton Police Department proposes to create two satellite offices, one on each side of the Oswego River. The east side office would be within a qualified census tract and the west side office would be in the general proximity of the high school. The offices would not be manned 24/7 but available to on-duty law enforcement individuals for access to Wi-Fi and other appropriate law enforcement amenities. The locations would create a law enforcement presence in two neighborhoods that would benefit from the extra sense of security and provide a backup location for Fulton police in the event the department's headquarters would be inaccessible. Initial request was for \$40,000 of a \$60,000 project to purchase equipment for the facilities.

RESOLUTION NO. 194

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION SHERIFF'S
OFFICE TRANSFER FROM INSURANCE RECOVERY (TREASURER'S OFFICE)
TO AUTOMOTIVE SUPPLIES AND REPAIR (ROAD DIVISION)**

By Legislator Marc Greco:

Upon recommendation of the Public Safety and Emergency Services Committee of this body, with the approval of the Finance and Personnel Committee, be it

RESOLVED, that the County Treasurer be, and he hereby is, authorized to transfer the funds from and to the accounts as shown on the attached budget modification request, and be it further

RESOLVED, that a certified copy of this resolution delivered to the County Treasurer shall be his authority to affect such transfer and make such adjustments.

ADOPTED BY VOICE VOTE ON AUGUST 11, 2022:

YES: 22 NO: 0 ABSENT: 3 ABSTAIN: 0

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification

Res. 194 of 2022

A1325 426800

(\$5,241.63)

A3110 544100

\$5,241.63



OSWEGO COUNTY SHERIFF'S OFFICE

ADMINISTRATION
(315) 349-3307
FAX (315) 349-3483

ROAD PATROL
(315) 349-3411
FAX (315) 349-3303

CRIMINAL INVESTIGATION
(315) 349-3318
FAX (315) 349-3317

DONALD R. HILTON
SHERIFF



JOHN F. TOOMEY
UNDERSHERIFF
MICHAEL R. BENJAMIN
JAIL ADMINISTRATOR



CIVIL DIVISION
(315) 349-3302
FAX (315) 349-3373
1-800-582-7583

JAIL DIVISION
(315) 349-3300
FAX (315) 349-3349

39 Churchill Road, Oswego, New York 13126-6613

INFORMATIONAL MEMORANDUM

DATE: July 6, 2022

SUBJECT: Vehicle Repair from the Insurance Recovery Fund

SUMMARY: A request is being made to transfer funds from the Insurance Recovery Fund (A1325.426800) in the amount of \$5,241.63 into Automotive Supplies and Repair (A3110.544100) to repair one 2021 Ford Utility Police Interceptor that collided with a deer. Attached is a copy of the claim check sent from New York Municipal Insurance Reciprocal.

RECOMMENDED

ACTION: The Sheriff's Office respectfully requests your review and approval of this request.

NEW YORK MUNICIPAL INSURANCE RECIPROCAL

DATE ISSUED 6/23/22

CHECK NO. 0000123795

Description	Check Amount
Claim No: OSWEG-2022-025-001, Commercial Automobile Comprehensive/Glass, Invoice No: First and Final - Claimant: Oswego County DOL: 6/5/2022, 2021 Ford Explorer Vin: 3956 less \$500 ded	\$5,241.63
CHECK TOTAL	\$5,241.63

THIS CHECK IS VOID WITHOUT A BLUE & GREEN BACKGROUND AND A WATERMARK PATTERN ON THE BACK - HOLD AT ANGLE TO VIEW

NEW YORK MUNICIPAL INSURANCE RECIPROCAL

CHECK NO. 0000123795

119 WASHINGTON AVENUE
ALBANY, NY 12210

KEY BANK OF NEW YORK
99 WASHINGTON AVENUE, ALBANY, NY 12210
TWIN TOWERS OFFICE

29-7 213	DATE
	6/23/22

PAY: Five thousand two hundred forty one and 63/100 Dollars

TO THE ORDER OF OSWEGO COUNTY

CHECK AMOUNT
\$*****5,241.63

MAIL TO OSWEGO COUNTY
46 EAST BRIDGE STREET
OSWEGO, NY 13126

Richard B...
Auctioneer

⑈0000123795⑈ ⑆02⑆300077⑆ 325680004174⑈ SIGNATURE HAS A COLORED BACKGROUND

RESOLUTION NO. 195

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION SHERIFF'S
OFFICE TRANSFER FROM FEDERAL AID TO ESTABLISH CAPITAL PROJECT
NUMBER 0722 - CORRECTIONAL FACILITY WORKSTATIONS**

By Legislator Marc Greco:

Upon recommendation of the Public Safety and Emergency Services Committee of this body, with the approval of the Finance and Personnel Committee, be it

RESOLVED, that the County Treasurer is hereby authorized to transfer \$219,646 from A3150.443890 Federal Aide Other Public Safety to Capital Project No. 0722 – Correctional Facility Workstations, and that the following project is hereby authorized for the maximum expenditure as indicated.

RESOLVED, that a certified copy of this resolution delivered to the County Treasurer shall be his authority to affect such transfer and make such adjustments.

OSWEGO COUNTY LEGISLATURE

<u>Capital Project # 0722</u>	<u>Total Authorization</u>
Correctional Facility Workstations	\$ 219,646

ADOPTED BY VOICE VOTE ON AUGUST 11, 2022:
YES: 22 NO: 0 ABSENT: 3 ABSTAIN: 0

Authorized Budget Modification	Res. 195 of 2022
A3150 443890	(\$219,646.00)
A9901 599014	\$219,646.00
H450310 722	(\$219,646.00)
H529000 722	\$219,646.00



OSWEGO COUNTY SHERIFF'S OFFICE



ADMINISTRATION
(315) 349-3307
FAX (315) 349-3483

ROAD PATROL
(315) 349-3411
FAX (315) 349-3303

CRIMINAL INVESTIGATION
(315) 349-3318
FAX (315) 349-3317

DONALD R. HILTON
SHERIFF

JOHN F. TOOMEY
UNDERSHERIFF
MICHAEL R. BENJAMIN
JAIL ADMINISTRATOR

CIVIL DIVISION
(315) 349-3302
FAX (315) 349-3373
1-800-582-7583

JAIL DIVISION
(315) 349-3300
FAX (315) 349-3349

39 Churchill Road, Oswego, New York 13126-6613

INFORMATIONAL MEMORANDUM

SUBJECT: Budget Modification Request

DATE: August 3, 2022

PURPOSE: To transfer funding received from United States Marshalls to establish CP #0722 Upgrading Workstations Correctional Facility.

SUMMARY: The Sheriff's Office requests permission to transfer funds from revenue line A3150.443890 (Federal Aid Other Public Safety) in the amount of \$219,646.00 (Amount billed to date for housing Federal Inmates) to establish Capital Project # 0722 Upgrading Workstations Correctional Facility.
The funds were received for housing federal inmates through July 2022. These funds were not a 2022 budgeted revenue line. We are requesting this revenue to be utilized to fund the project for the purpose of upgrading the Officers Workstations in the Correctional Facility. These workstations are in desperate need of upgrading, they are the original workstations and are over 25 years old.

RECOMMENDED ACTION: The Sheriff's Office respectfully recommends the approval of this budget modification.

RESOLUTION NO. 196

RESOLUTION ACCEPTING GRANT FROM THE OSWEGO COUNTY ATV CLUB, INC. REGARDING ENHANCED ATV SAFETY AND ENFORCEMENT

By Legislator Marc Greco:

WHEREAS, There are 4,615 all-terrain vehicles registered within Oswego County; and

WHEREAS, The vast majority of owners are responsible and comply with laws regarding speed, use and other requirements such as registration and insurance, some, however, do not; and

WHEREAS, the Oswego County ATV Club, Inc. has 2,000 members and wishes to donate to the Oswego County Sheriff's Office to promote ATV safety and enforcement of laws pertaining to the use of ATVs by way of enhanced patrols along public roadways and county-owned trails; and

WHEREAS a resolution is both necessary and desirable, now, therefore be it

RESOLVED, upon the recommendation of the Public Safety Committee of this body, it is hereby,

RESOLVED, that Oswego County hereby accepts a grant of \$1,000 from the Oswego County ATV Club, Inc. to be used by the Oswego County Sheriff's Office for enhanced ATV patrols and safety checks along county-owned trails and roadways.

ADOPTED BY VOICE VOTE ON AUGUST 11, 2022:

YES: 22 NO: 0 ABSENT: 3 ABSTAIN: 0

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification

Res. 196 of 2022

A3110 427700

(\$1,000.00)

A3110 511000

\$1,000.00



OSWEGO COUNTY SHERIFF'S OFFICE



ADMINISTRATION
(315) 349-3307
FAX (315) 349-3483

ROAD PATROL
(315) 349-3411
FAX (315) 349-3303

CRIMINAL INVESTIGATION
(315) 349-3318
FAX (315) 349-3317

DONALD R. HILTON
SHERIFF

JOHN F. TOOMEY
UNDERSHERIFF
MICHAEL R. BENJAMIN
JAIL ADMINISTRATOR

CIVIL DIVISION
(315) 349-3302
FAX (315) 349-3373
1-800-582-7583

JAIL DIVISION
(315) 349-3300
FAX (315) 349-3349

39 Churchill Road, Oswego, New York 13126-6613

INFORMATIONAL MEMORANDUM

SUBJECT: Budget Modification Request

DATE: July 18, 2022

PURPOSE: To accept and transfer funding received from the Oswego County ATV Club.

SUMMARY: The Sheriff's Office requests permission to accept funds from the Oswego County ATV Club in the amount of \$1,000 into revenue line A3110.427700 (Miscellaneous Revenue) and to transfer the funds into expenditure line A3110.511000 (Salary Expense). The funds will be used to enhance patrols along public roadways and county-owned trails.

RECOMMENDED ACTION: The Sheriff's Office respectfully recommends the approval of this budget modification.

RESOLUTION NO. 197

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION EMERGENCY
MANAGEMENT OFFICE TRANSFER FROM INSURANCE RECOVERY
(TREASURER'S OFFICE) TO OTHER EQUIPMENT**

By Legislator Marc Greco:

Upon recommendation of the Public Safety Committee of this body, with the approval of the Finance and Personnel Committee, be it

RESOLVED, that the County Treasurer be, and he hereby is, authorized to transfer the funds from and to the accounts as shown on the attached budget modification request, and be it further

RESOLVED, that a certified copy of the resolution delivered to the County Treasurer shall be his authority to affect such transfer and make such adjustments.

ADOPTED BY VOICE VOTE ON AUGUST 11, 2022:

YES: 22 NO: 0 ABSENT: 3 ABSTAIN: 0

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification

**A1325 426800
A3540 526000**

Res. 197 of 2022

**(\$1,251.00)
\$1,251.00**



OSWEGO COUNTY
EMERGENCY MANAGEMENT OFFICE

Phone (315) 591-9150

Fax: (315) 591-9176

COUNTY OFFICE BUILDING – 200 NORTH 2ND STREET, FULTON, NY 13069

Cathee Palmitesso, Director

Email: Cathleen.Palmitesso@OswegoCounty.com

Informational Memorandum

Date: August 1, 2022

To: Members of the Public Safety and Finance and Personnel Committees

From: Cathee Palmitesso, Director

Subject: Transfer Insurance Recovery to EMO Other Equipment to replace stolen equipment.

Summary: A request is being made to transfer funds from the Insurance Recovery Fund (A1325.426800) in the amount of \$1,251.00 into EMO Other Equipment (A3640.526000) to replace equipment stolen from our radiological emergency trailer stored at the NYS Fairgrounds.

Recommended

Action: The Emergency Management Office respectfully requests your review and approval of this request.

NEW YORK MUNICIPAL INSURANCE RECIPROCAL

DATE ISSUED 6/30/22

CHECK NO. 0000123932

Description	Check Amount
Claim No: OSWEG-2022-026-001, Commercial Inland Marine Unscheduled Equipment, Invoice No: Claimant: Oswego County DOL: 6/10/2022, Stolen property	\$1,251.00
CHECK TOTAL	\$1,251.00

*2/12/22
sent original
to Treasurer - Email
to copy to EMO.*

THIS CHECK IS VOID WITHOUT A BLUE & GREEN BACKGROUND AND A WATERMARK PATTERN ON THE BACK - HOLD AT ANGLE TO VIEW.

NEW YORK MUNICIPAL INSURANCE RECIPROCAL

119 WASHINGTON AVENUE
ALBANY, NY 12210

KEY BANK OF NEW YORK
99 WASHINGTON AVENUE, ALBANY, NY 12210
TWIN TOWERS OFFICE

CHECK NO. 0000123932

29-7	DATE
213	6/30/22

PAY: One thousand two hundred fifty one and 00/100 Dollars

TO THE ORDER OF OSWEGO COUNTY

CHECK AMOUNT
\$*****1,251.00

MAIL TO OSWEGO COUNTY
ATTN: RICHARD MITCHELL
46 EAST BRIDGE STREET
OSWEGO, NY 13126

Richard Mitchell
Auctioneer

RESOLUTION NO. 198

**RESOLUTION AUTHORIZING THE RECLASSIFICATION OF ONE POSITION
IN THE DISTRICT ATTORNEY'S OFFICE**

By Legislator Marc Greco:

WHEREAS a review of workload, staffing, and succession planning needs has been conducted; and

WHEREAS, the District Attorney has identified the need to better reflect the duties of the personnel who perform key administrative responsibilities of the Department in order to continue to ensure the delivery of efficient and effective services.

NOW, upon recommendation of the Public Safety Committee with approval of the Finance and Personnel Committee of this body, be it

RESOLVED, that position #116521901, Senior Typist, Grade 5, CSEA Bargaining Unit, be reclassified to a Paralegal, Grade 11, in the same CSEA Bargaining Unit, and be it further

RESOLVED, that certified copies of this resolution delivered to the County Treasurer, Budget Officer, and Director of Human Resources shall be their authority to make such changes.

ADOPTED BY VOICE VOTE ON AUGUST 11, 2022:

YES: 22 NO: 0 ABSENT: 3 ABSTAIN: 0

INFORMATIONAL MEMORANDUM

Subject: Request for authorization to reclassify a Senior Typist position (CSEA Grade 5) to a Paralegal (CSEA Grade 11) within the District Attorney's Office.

Purpose: Due to increased workload created by discovery and bail reforms, and given the difficulty in recruiting and retaining Assistant District Attorneys, the DA's Office is seeking to create an additional paraprofessional position so that the office may continue to meet its obligations.

Summary: Across New York State, District Attorney Offices are having difficulty recruiting and retaining attorneys to serve as prosecutors due to the increased workload and time constraints created by discovery and bail reform. The exodus of attorneys put additional work and pressure on the remaining attorneys, making a difficult situation unbearable. The creation of the Paralegal position will help attorneys with matters that required legal training so that the office can meet its obligations within the statutorily required time frames.

Recommended Action: To authorize the proposed reclassification of the Senior Typist position (CSEA Grade 5) to Paralegal (CSEA Grade 11) within the District Attorney's Office.

Fiscal Impact: Currently, the designated employee (position 116521901) makes \$18.52/hr as a Senior Typist and would earn \$ 24.99/hr as a Paralegal. The annual salary difference is \$11,705.40.

The additional salary can be paid for with the current budget because there is a Typist Position that has been vacant for several months, and the savings from that vacancy exceed the additional pay from the new designation. I do not intend to fill the vacant Typist position and will seek to eliminate it in the 2023 budget to permit this reclassification, plus the funding of additional hours for the remaining Typists / Senior Typist. Overall, this restructuring will produce a cost savings for the County.

RESOLUTION NO. 199

**RESOLUTION ACCEPTING GRANT AWARD FROM THE NYS DEPARTMENT
OF CRIMINAL JUSTICE SERVICES CRIMINAL JUSTICE DISCOVERY
REFORM GRANT**

By Legislator Marc Greco:

WHEREAS, the State of New York has implemented bail and discovery reforms in criminal proceedings as of January 1, 2020; and

WHEREAS, this has resulted in counties incurring additional expenses related to the implementation of discovery and bail reforms and in the complying with same; and

WHEREAS, the New York State Department of Criminal Justice Services has notified the Chair of the Legislature, the Office of the District Attorney and the Department of Probation that the County of Oswego is eligible to receive up to \$553,171 in grant funds upon the submission and approval of a Discovery Reform Funding plan by DCJS for county costs incurred April 1, 2021 through March 31, 2022; and

WHEREAS, a resolution is both necessary and desirable,

NOW, THEREFORE, upon recommendation of the Public Safety Committee of this body, it is hereby,

RESOLVED, that the Chairman of the Legislature be and hereby is authorized to submit a Discovery Reform Funding Plan on behalf of the County of Oswego under this grant program, which includes letters of support from the District Attorney and Director of Probation; and, it is further

RESOLVED, that, should the county's plan be approved in whole or in part by DCJS, the County of Oswego hereby accepts any grant funding for which it may be eligible up to the maximum allowable amount of \$553,171.

ADOPTED BY VOICE VOTE ON AUGUST 11, 2022:

YES: 22 NO: 0 ABSENT: 3 ABSTAIN: 0

DATE: July 20, 2022
TO: Public Safety Legislative Committee Members
FROM: Gregory Oakes, District Attorney

INFORMATIONAL MEMO

SUBJECT: Criminal Justice Discovery Reform Grant

PURPOSE: To Accept a Grant from DCJS

SUMMARY: The NYS Department of Criminal Justice Services (DCJS) recently notified Oswego County that we are eligible to receive a Grant Award of up to \$555,171, which is to reimburse the County for expenses incurred by the District Attorney's Office and/or public safety departments to comply with the new discovery demands that took effect on January 1, 2020. Attached is the Grant Award Notice.

The grant covers expenses during the period between April 1, 2022 and March 31, 2022.

To receive the award, the Chairman of the Legislature must submit an application to DCJS, which must include a letter of support from both the District Attorney and Director of Probation.

RECOMMENDED

ACTION: It is respectfully recommended that the Public Safety Committee accept the grant and authorize the Chairman to submit an application on behalf of the County seeking the entire award amount.



Division of Criminal Justice Services

KATHY HOCHUL
Governor

ROSSANA ROSADO
Commissioner

YVONNE TURNER
Director of Funding

Grant Award Notice

Table with 2 columns: Field Name and Value. Fields include Grantee/Contractor (Oswego County), Date (6/28/2022), Program Name (Criminal Justice Discovery Reform Grant), Award Amount (\$553,171), Name of Official (James Weatherup), SFY 2022-23 dates, Email (James.Weatherup@oswegocounty.com), and Contract # (C460094).

Criminal Justice Discovery Reform Grant - Additional Information:

The New York State Division of Criminal Justice Services (DCJS) is pleased to provide funding to your county to support local law enforcement agencies with expenses related to the implementation of discovery and pretrial reforms that took effect January 1, 2020.

Funding is contingent upon the submission by the county and subsequent DCJS approval of a Discovery Reform Funding Plan. Please see the attached 2022-23 Discovery Reform Application and the Discovery Reform Funding Plan for additional information.

The county Discovery Reform Funding Plan should be submitted to DCJS using the DCJS Grants Management System (GMS). Additional information about GMS is provided in the attached Application document.

DCJS will assist counties in amending submitted Plans if needed. Once Plans are approved by DCJS, grantees will be notified and shall receive payment for their entire award.

Attachment (2)

Cc: The Honorable Gregory Oakes, Oswego County District Attorney
David Hall, Oswego County Probation Director



Division of Criminal
Justice Services

2022-23
Criminal Justice Discovery Reform
Application for Funding
June 2022

IMPORTANT DATES	
Award Notice and Application Release Date:	June 23, 2022
Questions:	dcjsfunding@dcjs.ny.gov (Include "Discovery Reform" in Subject Line)



2022-23 Criminal Justice Discovery Reform Application for Funding June 2022

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APPENDICES:

- Appendix: Discovery Reform: Average Annual Arraignments by Arresting Agencies (5-Year Average)
- Appendix: Sample Statement of Approval of the Plan Submission from the Chief Elected Official
- Appendix: Sample Letter(s) of Support from District Attorney and Probation Director
- Appendix: Grants Management System (GMS) Instructions and Helpful Hints

ATTACHMENT:

- 2022-23 Discovery Reform Funding Plan

I. INTRODUCTION

The New York State Division of Criminal Justice Services (DCJS) is providing funding to support local law enforcement agencies with expenses related to the implementation of discovery and pretrial reforms that took effect January 1, 2020. Subject to available funding, approximately \$40 million will be made available during FY 2022-23 to counties outside of New York City. Funding is contingent upon the submission and subsequent DCJS approval of a Discovery Reform Funding Plan submitted to DCJS by the county.

Discovery Reform legislation passed in 2020 better aligns New York State with criminal justice practices long in place throughout the nation by requiring that prosecutors share evidence in their possession soon after arraignment and well in advance of trial. At the same time, prosecutors are provided remedies to protect witnesses and victims, shielding them from intimidation or coercion. These reforms also allow defendants an opportunity to review evidence prior to pleading guilty to a crime and eliminate bail for many non-violent and low-level offenses, significantly reducing the number of people held in jail prior to trial.

II. FUNDING INFORMATION AND INSTRUCTIONS

Each county outside of NYC is eligible to receive an award no greater than the amount included in the award notice accompanying this Application. Maximum award amounts have been determined based on each county's prorated share of criminal court arraignments statewide.

Grants will be provided to the chief elected official in each county, with funding contingent upon the county's submission and DCJS approval of a Discovery Reform Funding Plan describing how the funds will be distributed among and utilized by county agencies. The development of each county's Discovery Reform Funding Plan should be a collaborative effort by local stakeholders. The Discovery Reform Funding Plan should be prepared by completing the attached document, Attachment: *2022-23 Discovery Reform Funding Plan*. Plans must adhere to the following funding guidelines:

- 1) The Plan must describe the activities and expenses that will be supported with the grant funds, delineate activities and expenses related to Discovery Reform from those related to Bail Reform (and Pretrial Supervision), and explain how those activities/expenditures will support implementation of the discovery and/or pretrial reform efforts in the county;
- 2) The Plan must detail the distribution of funds through sub-grants (or an equivalent arrangement) to specific law enforcement entities within the county. **Please note: Given the intent of this important legislation, counties are expected to prioritize funding for their District Attorney's office as well as for local police departments and sheriffs' offices whose average arrests represent a significant number or proportion of arraignments in the county. Please see Appendix: *Discovery Reform – Average Annual Arraignments by Agencies (5-Year Average)*.**

Counties electing to allocate a portion of their awards toward pre-trial services and supervision are also expected to prioritize funding for their probation departments or other organizations that provide pre-trial release support services.

- 3) Counties may also distribute their funding as appropriate to crime laboratories and not-for-profit organizations who may have and/or will incur costs.
- 4) The chief elected official of the county shall serve as signatory for the county's Discovery Reform Funding Plan and must include a statement of approval for the Plan in their submission. See Appendix: *Statement of Approval of the Plan Submission from the Chief Elected Official*.
- 5) Counties will also be required to include letters of support for the county's Discovery Reform Funding Plan from their District Attorney and Probation Director. See Appendix: *Sample Letter(s) of Support from District Attorney and Probation Director*.

The county Discovery Reform Funding Plan should be submitted to DCJS using the DCJS Grants Management System (GMS). Additional information about GMS is provided below. Questions about the submission of the Plan should be emailed to DCJS at dcjsfunding@dcjs.ny.gov. Please include "Discovery Reform Question" in the subject line of the email to ensure it is directed to the appropriate agency representative. Any questions about GMS access or other technical assistance can also be directed to dcjsfunding@dcjs.ny.gov.

There is no submission deadline for completing Discovery Reform Funding Plans, but counties are encouraged to submit the Plan as timely as possible to facilitate prompt payment. DCJS reserves the right to approve the final submissions and will assist counties in amending submitted Plans if needed. Once Plans are approved by DCJS, grantees will be notified. Final approvals will be made by DCJS in accordance with the best interests of the State. Nothing herein requires DCJS to approve funding for any grantee.

III. PAYMENT

Counties shall receive payment for their entire award following DCJS approval of the county's Discovery Reform Funding Plan.

IV. ELIGIBLE EXPENSES

Eligible expenses that will be allowed with a Discovery Reform grant include, but are not limited to:

- 1) Administrative support, including costs of staff and personnel;
- 2) Computers, hardware and operating software;
- 3) Data connectivity;
- 4) Development of training materials;
- 5) Staff training;
- 6) Overtime costs;
- 7) Litigation readiness; and

8) Pre-trial services and supervision

Grantees whose Plan includes ineligible expenses will be required to revise their submissions. All funding provided is primarily intended to support actual and estimated costs during the state fiscal year 2022-23; however, this funding may be used to cover any costs in SFY 2021-22 (April 1, 2021 to March 31, 2022).

V. DISCOVERY REFORM PLAN REQUIREMENTS

- A. Please attach separate documents attesting to the respective approvals of the county's Discovery Reform Funding Plan submission by the Chief Elected Official of the county, the county District Attorney, and the county Probation Director. Sample documents are provided in Appendix: *Sample Statement by County Official of Discovery Reform Funding Plan Approval and Sample Statement of Support by District Attorney and Probation Director*.
- B. Please complete the attached *Discovery Reform Funding Plan* and save as a PDF document. The completed Plan must be submitted as part of the Application in GMS. The total amount requested cannot exceed the total county allocation provided in the award notice.

VI. SUBMISSION REQUIREMENTS

A. Instructions

Plans must be submitted to DCJS using the DCJS Grants Management System as instructed below. Please refer to the grant award notice for any additional instructions regarding the submission of your county's Discovery Reform Funding Plan and note that, as instructed below, submitted documents should be saved as either a PDF or Word Document and attached to GMS when completed.

The Plan submitted to DCJS must include the completed Discovery Reform Funding Plan (see attached), the required letter of approval from the Chief Elected Official of the county, and letters of support from the county District Attorney and the county Probation Director. Please see Section V for additional information about the required submissions demonstrating support or approval by these officials and see also Appendix: *Sample Statement by County Official of Discovery Reform Funding Plan Approval* and Appendix: *Sample Letter(s) of Support by District Attorney and Probation Director*.

B. Specific GMS Instructions

For general guidance and GMS Helpful Hints, including how to submit attachments, see Appendix: *Grants Management System (GMS) Instructions and Helpful Hints*. The following information is specific to this grant application:

Accessing and Submitting the Application on GMS

- Log in to the GMS system using the county signatory account at <https://grants.criminaljustice.ny.gov/>.
 - In the event the login name and/or password for the county signatory account are not known please email DCSJFunding@dcjs.ny.gov or call (518) 457-9787.
 - If the County does not have a signatory account, please complete and submit a GMS signatory registration form, found [here](#).
- Once you are in GMS, locate your county's specific record on the grid using the Project ID#. The Project ID# was provided in the Award Notice and starts with the prefix DG22
- Please note that required information has been pre-entered in each module in your GMS record. Please review the County and Signatory information for accuracy and contact DCSJFunding@dcjs.ny.gov or call (518) 457-9787 should changes or updates need to be made.

Completing the Application on GMS:

Each Application in GMS requires completion and submission of the following:

- A Discovery Reform Funding Plan (see Attachment: *Discovery Reform Funding Plan*) in PDF format;
- A statement from the Chief Elected Official in a PDF or Word format (See Appendix: *Sample Statement of Discovery Plan Approval by County Chief Elected Official*).
- Letters of Support from the District Attorney and Probation Director in a PDF or Word format. See Appendix: *Sample Letter(s) of Support from District Attorney and Probation Director*.

When all the above requirements and any other indicated GMS components are completed, click the "Submit" button.

GMS will review the application for completeness. If any fields are missing, a report will display what remains to be completed. Once all fields are complete and the application is submitted successfully, GMS will display a pop-up screen that says, "Your application has been submitted."

Appendix: Average Annual Arraignments by Arresting Agencies (5-Year Average)



Division of Criminal
Justice Services

2022-23

Criminal Justice Discovery Reform

Average Annual Arraignments by Arresting Agencies (5-Year Average)

Source: DCJS, Computerized Criminal History file (as of 3/18/22)

Criminal Justice Discovery Reform
Five - Year Average Arraignments by Primary Arresting ORI
2017-2021

County	Primary Arresting ORI	2017-2021 Average Arraignments	
		5-Year Average	% of Total Arraignments within County
Oswego	County Total	2,166	100.0%
Oswego	Oswego City PD	707	32.6%
Oswego	New York State Agencies	676	31.2%
Oswego	Fulton City PD	372	17.2%
Oswego	Oswego County Sheriff	327	15.1%
Oswego	Central Square Village PD	33	1.5%
Oswego	Pulaski Village PD	26	1.2%
Oswego	Phoenix Village PD	17	0.8%
Oswego	Oswego County District Attorneys Office - Drug Task Force	9	0.4%

Note: New York State Agencies include New York State Police, New York State Park Police, SUNY Police and other New York State agencies with law enforcement jurisdiction. These agencies are not eligible to receive this local assistance funding.

Appendix: Sample Statement from Chief Elected Official

Official Letterhead

Date
Name
County

To the NYS Division of Criminal Justice Services:

I affirm that the Discovery Reform Funding Plan submitted to the NYS Division of Criminal Justice Services by County XX has been developed in collaboration with local stakeholders and describes the activities and expenses that will be supported with the grant funds provided by DCJS, and how those activities/expenditures will support implementation of the discovery and/or pretrial reform efforts in our county during the state fiscal year 2022-23; however, this funding may be used to cover any costs in SFY 2021-22 (April 1, 2021 to March 31, 2022).

Signature and Date

*Appendix: Sample Letter of Support from District Attorney and Probation Director –
These may be submitted as two separate documents if needed.*

Official Letterhead

Date
Name
County

To the NYS Division of Criminal Justice Services:

District Attorney - Letter of Support:

As District Attorney for County XX, I affirm my support for the Discovery Reform Funding Plan submitted to the NYS Division of Criminal Justice Services by the Chief Elected Official and agree that this Plan will support implementation of the discovery and/or pretrial reform efforts in our county during the state fiscal year 2022-23; however, this funding may be used to cover any costs in SFY 2021-22 (April 1, 2021 to March 31, 2022).

Probation Director – Letter of Support

As Probation Director for County XX, I affirm my support for the Discovery Reform Funding Plan submitted to the NYS Division of Criminal Justice Services by the Chief Elected Official and agree that this Plan will support implementation of the discovery and/or pretrial reform efforts in our county during the state fiscal year 2022-23; however, this funding may be used to cover any costs in SFY 2021-22 (April 1, 2021 to March 31, 2022).

Signature and Date

Appendix: DCJS Grants Management System (GMS) Instructions and Helpful Hints

IMPORTANT: See Application for additional specific GMS directions.

First time GMS users should download the GMS User Manual located at https://www.criminaljustice.ny.gov/ofpa/pdfdocs/gms_app_manual.pdf

Persons familiar with GMS can use the following simplified guidelines:

Please note that GMS will time out after 30 minutes of inactivity.

Once you are logged into GMS please proceed as follows:

Participants/Contacts - Complete the text screens and press save.

Click on "Add Participant" and in the search prompt that appears type in your agency name. This should take you to a list, find your agency, and click in the blue section of your agency name. This will prompt a drop-down list that defaults to "Grantee." Click "Add." If there will be a separate Implementing Agency, repeat the process, choosing "Implementing Agency" as the Participant Type. In the event your agency is not listed, click the "New" button to add your agency to our database. Please complete all required information on the screen, including the Employer Identification Number (EIN) before you SAVE the entry. GMS will only allow one attempt then locks the entry to edits. Should you still need additional information added to the Participant record, please call GMS Help at (518) 457-9787.

Scroll to the bottom of the screen to add contact information. Click on "Add Contact" and in the search prompt that appears type in the last name of the person to be added. This should take you to a list. Find the person to be added and click in the blue section of the name. This will prompt a drop-down list that defaults to "Primary." Ensure you do this until you have added a minimum of three contacts: Primary, Signatory and Fiscal. If the contact you are attempting to add does not appear in a search, click the "New Contact" button to add the contact to our database.

Note: If the signatory you attempt to add is not eSignature registered, you will get an error message and will not be allowed to add that person at that time. You will NOT be able to submit the application without a signatory attached. Please refer to <http://www.criminaljustice.ny.gov/ofpa/gms.htm> to add a signatory for your agency.

Budget – A budget is not required to be entered here in GMS. This field has been pre-filled with your pre-determined amount.

Work plan – A work plan is not required to be entered here in GMS. This field has been pre-filled with TBD.

Hint: Any documents that you are attaching should be attached in Word or a PDF as instructed. Please note that GMS will time out after 30 minutes and unsaved material will be lost. Cutting and pasting from a Word document will prevent the loss of any work.

Attachments -

Click on "Attachment," and upload the required attachments for this application. Note: Follow the instructions in the GMS User's Manual for Attachments; also, see screen instructions for accepted file types and advice on file names.

When all requirements are completed, click the "Submit" button. If any fields are missing, a report will display what remains to be completed. Once all fields are complete and the application is submitted, GMS will display a pop-up that says, "*Your application has been created and submitted.*" In addition, GMS will send an email notification to the Signatory official listed on the application to make him or her aware that an application has been submitted on your jurisdiction's or organization's behalf.

Attachment: SFY 2022-23 Discovery Reform Funding Plan

End of Application

RESOLUTION NO. 200

RESOLUTION AUTHORIZING THE COUNTY OF OSWEGO TO ACCEPT THE DONATION OF A FIRE APPARTUS AND ASSORTED EQUIPMENT.

By Legislator Marc Greco:

WHEREAS, the Novelis Corporation, of 3560 Lenox Road Suite 2000 Atlanta Georgia 30326, is donating a 1992 HME/Saulsbury Fire Engine with assorted equipment, Vin # 44KFT4283PWZ17673 to the Oswego County Fire Coordinator's Office.

NOW, upon recommendation of the Public Safety Committee, the apparatus will be used and assigned to the County Airport and is replacing an older outdated fire apparatus.

RESOLVED, that the County accept the donation of the above-mentioned fire apparatus and assorted equipment.

ADOPTED BY VOICE VOTE ON AUGUST 11, 2022:

YES: 22 NO: 0 ABSENT: 3 ABSTAIN: 0

RESOLUTION NO. 201

**RESOLUTION INCREASING MEMBERSHIP OF THE OSWEGO COUNTY
CAUSE AND ORIGIN TEAM & NAME CHANGE.**

By Legislator Marc Greco:

WHEREAS the County of Oswego established a 10 person Cause and Origin Team by Resolution Number 47 of 1978 and the size of the team was increased by four individuals by virtue of Resolution Number 120 of 1988; and

WHEREAS fire chiefs are required by New York State General Municipal Law §204-d to determine the cause of each fire or explosion which their fire department or company has been called to suppress and to file with the New York State Office of Fire Prevention and Control a report containing such determination and any additional information required by such office regarding the fire or explosion; and

WHEREAS, the Oswego County Cause & Origin Team's primary objectives include establishing and maintaining: a quality service to assist fire chiefs in the determination of the origin and cause of suspicious fires throughout the county, consistent with the requirements of GML 204-d; standards for training and experience of police and fire professionals engaged as Cause and Origin Team members; standardized call-out procedures and dispatches for the Cause and Origin Team; and, standardized reporting procedures for the Cause and Origin Team; and

WHEREAS, the Oswego County Cause & Origin Team works with multiple agencies including the Oswego County Sheriff's Office, New York State Police, local police departments, local fire departments, the Office of the District Attorney, the Office of the Oswego County Coroner and the New York State Office of Fire Prevention and Control; and

WHEREAS General Municipal Law §91-a also provides statutory authority for the county to investigate and formulate a team to ascertain the cause of fires or explosions of suspicious origin within the county, pursue necessary investigation thereof and assist in the preparation and prosecution of cases stemming from any alleged criminal activity attendant to such fires or explosions; and

WHEREAS, due to staffing and logistical concerns, the Oswego County Fire Coordinator has requested that the Oswego County Cause & Origin Team be increased from ten (10) to twenty-four (24) persons,

NOW, THEREFORE, upon recommendation of the Public Safety Committee of this body, it is hereby

RESOLVED, that the Oswego County Cause and Origin Team shall be comprised of up to twenty-four (24) New York State certified fire investigators, who are volunteer firefighters, paid firefighters or police officers to be selected by the Fire Coordinator; and it is further

RESOLVED, that up to 8 trainees/observers may also participate in the Cause & Origin Team; and it is further

RESOLVED, that the Oswego County Cause and Origin Team may also be known and referred to as the Oswego County Fire Investigation Team.

ADOPTED BY VOICE VOTE ON AUGUST 11, 2022:
YES: 22 NO: 0 ABSENT: 3 ABSTAIN: 0

RESOLUTION NO. 202

**RESOLUTION AUTHORIZING BUDGET MODIFICATION YOUTH BUREAU -
ADDITIONAL CITY OF OSWEGO FUNDS**

By Legislator Roy Reehil:

Upon recommendation of the Human Services Committee of this body, with the approval of Finance and Personnel Committee, be it

RESOLVED, that the County Treasurer be, and he hereby is authorized to transfer the funds from and to the accounts as shown on the attached budget modification request, and be it further

RESOLVED, that a certified copy of this resolution delivered to the County Treasurer and Budget Officer shall be his authority to affect such transfer and make such adjustments.

ADOPTED BY VOICE VOTE ON AUGUST 11, 2022:

YES: 22 NO: 0 ABSENT: 3 ABSTAIN: 0

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification

Res. 202 of 2022

A7320 438200 YCITY	(\$600.00)
A7320 545500	\$600.00
A7320 438200 YCITY	(\$670.00)
A7320 545500 YCITY	\$670.00

Oswego City-County Youth Bureau

OSWEGO COUNTY COMPLEX
70 BUNNER STREET
OSWEGO, NY 13126

(315) 349-3452
FAX (315)-349-3231



Brian Chetney Executive Director
brian.chetney@oswegocounty.com

August 11, 2022

Informational Memorandum

Purpose:

Additional 2022 City of Oswego Youth Bureau funds

Summary:

The City of Oswego passed resolution 192 on June 27, 2022, adding \$600 to the Youth Bureau budget. The Youth Bureau also moved \$670 within its city budget. These funds were already approved in the 2022 City of Oswego operating budget. Because these funds are being moved, they need to be added to the county budget.

Recommended Action:

The department recommends the budget modification to accept the additions/changes from the City of Oswego be approved.

RESOLUTION NO. 203

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF
SOCIAL SERVICES TO ACCEPT FEDERAL FUNDS FOR THE
TRANSPORTATION INCENTIVE PROGRAM**

By Legislator Roy Reehil:

Upon recommendation of the Human Services Committee of this body, with the approval of the Finance and Personnel Committee, be it

RESOLVED, that the County Treasurer be, and he hereby is, authorized to transfer the funds from and to the accounts as shown on the attached budget modification request, and be it further

RESOLVED, that a certified copy of this resolution delivered to the County Treasurer shall be his authority to affect such transfer and make such adjustments.

ADOPTED BY VOICE VOTE ON AUGUST 11, 2022:

YES: 22 NO: 0 ABSENT: 3 ABSTAIN: 0

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification

Res. 203 of 2022

**A6010 545500 TIP
A6010 446890 TIP**

**\$28,213.00
(\$28,213.00)**



COUNTY OF OSWEGO
Department of Social Services

Stacy Alvord, MSW
Commissioner

P.O. Box 1320 • Mexico, New York 13114
phone 315.963.5435 • fax 315.963.5477

INFORMATIONAL MEMORANDUM

TO: Human Services Committee, Oswego County Legislature

FROM: Stacy Alvord, MSW, Commissioner

DATE: July 19, 2022

SUBJECT: Transportation Initiative State Fiscal Years 21-22,22-23

PURPOSE: To amend the Social Services budget to accept \$28,213 in Transportation Initiative Program funding.

SUMMARY: The 2021-2022 and 2022-2023 enacted state budgets included an appropriation to help meet the transportation needs of individuals eligible for Temporary Assistance for Needy Families (TANF) who are employed or participating in other allowable work activities.

These are 100% federal funds with no local share.

RECOMMENDED ACTION: The Social Services Department recommends the Human Services Committee; the Finance & Personnel Committee and the Oswego County Legislature authorize the Department of Social Services to accept this federal funding.

RESOLUTION NO. 204

**RESOLUTION APPOINTING MEMBERS TO THE VETERANS SERVICE
ADVISORY COMMITTEE**

By Legislator Roy Reehil:

WHEREAS, the Oswego County Legislature established the Veterans Service Advisory Committee by Resolution 180 of 2018;

NOW, upon recommendation of the Human Services Committee of this body; be it

RESOLVED, that the following named individuals be, and they hereby are, appointed to the Veterans Service Advisory Committee for a term to expire August 11, 2024.

Peter Allen	Veteran, Oswego County
Trudell, Bradley	Veteran, Oswego County
Boozer, Eric	Veteran, Director of Veterans Services (Ex-Officio)
Beasley, Nathan	Veteran, President Oswego Team Red White & Blue
Visconti, Gary	Veteran, Oswego County
Yerdon, Michael	Veteran, Oswego County Legislator
Murray, Lorraine	Veteran, Senior Case Work Adult Services Unit
Hamlin, Jamie	Veteran, Oswego County

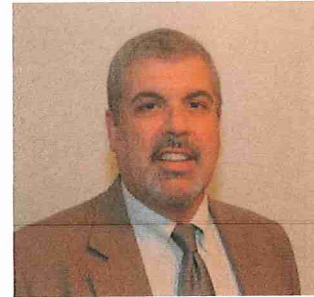
ADOPTED BY VOICE VOTE ON AUGUST 11, 2022:

YES: 22 NO: 0 ABSENT: 3 ABSTAIN: 0

Peter Allen

Military and Community Involvement Bio

Promoting community growth and development through engagement, collaboration, and innovation



Peter currently works as a Regulatory Specialist for Constellation Nuclear. He holds a Bachelor of Science degree in Nuclear Technology from Excelsior College and a Master Certificate in Applied Project Management from Villanova University. He is retired from National Grid, where he was the U.S. Director of Process Performance for Gas Process and Engineering.

He is the founder and current Board President of the local veteran's charity Thank a Service Member, Inc. He was the co-founder and former Chair of National Grid's Veterans' Employee Resource Group and led over 500 members across three States.

Additionally, he developed and currently leads many Oswego County community activities, including the annual Military Appreciation Fishing event in Oswego, the yearly Fulton Memorial Day Watchfire event, and the annual POW/MIA Remembrance Day Watchfire event at Fort Ontario in Oswego.

In 2019 he led the development and implementation of a county-wide initiative to collect worn and unserviceable U.S. Flags. This program has been highly successful. In response to positive community feedback and increased engagement, the charity will expand the program in 2023 to ensure that flag collection boxes are accessible to all areas of Oswego County.

Peter is a City of Oswego Planning Board member and volunteers at the City of Oswego Visitors Center. He is also a member of the American Legion Post 587 in Fulton and a member of the Oswego Veterans Council and the Fulton Veterans Council.

Peter was recognized for his work in the community by being honored as the 2022 Fulton Veteran of the Year, and the Rotary Foundation previously recognized him with a Paul Harris Fellow award. He is also a 3-time recipient of the prestigious National Grid Chairman's Award in the Inclusion and Diversity and Community categories.

Peter is a military veteran who served in the U.S. Army. He lives in Oswego, NY, with his wife Anne; they have two adult children

DD FORM 1 JUL 79 214 PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE. **CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY**

1. NAME (Last, first, middle) **ALLEN, PETER FLOYD JR.** 2. DEPARTMENT, COMPONENT AND BRANCH **ARMY/RA** 3. SOCIAL SECURITY NO. [REDACTED]

4a. GRADE, RATE OR RANK **SPA** 4b. PAY GRADE **E-4** 5. DATE OF BIRTH **611205** 6. PLACE OF ENTRY INTO ACTIVE DUTY **Syracuse, New York**

7. LAST DUTY ASSIGNMENT AND MAJOR COMMAND **United States Military Academy Military Police Company, West Point, New York - MA** 8. STATION WHERE SEPARATED **USMA, West Point, New York**

9. COMMAND TO WHICH TRANSFERRED **USAR Control Group (REINF) RCPAC St Louis, MO 63132** 10. SGU COVERAGE AMOUNT \$ **35,000** NONE

11. PRIMARY SPECIALTY NUMBER, TITLE AND YEARS AND MONTHS IN SPECIALTY (Additional specialty numbers and titles involving periods of one or more years) 95B10, Military Police, 2 years and 8 months	12. RECORD OF SERVICE			
	a. Date Entered AD This Period	80	11	19
	b. Separation Date This Period	83	11	18
	c. Net Active Service This Period	03	00	00
	d. Total Prior Active Service	00	00	00
	e. Total Prior Inactive Service	00	02	15
	f. Foreign Service	00	00	00
	g. Sea Service	00	00	00
	h. Effective Date of Pay Grade	83	03	01
	i. Reserve Oblig. Term. Date	86	11	18

13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service)
Good Conduct Medal (1st Award), Army Service Ribbon, Expert Qualification Badge with Hand Grenade Bar, Expert Qualification Badge with Rifle Bar (M-16), Marksman Qualification Badge with Pistol Bar (.45 Cal), Army Achievement Medal

14. MILITARY EDUCATION (Course Title, number weeks, and month and year completed)
Law Enforcement Course, 14 weeks (March 1981)

15. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERANS' EDUCATIONAL ASSISTANCE PROGRAM YES NO 16. HIGH SCHOOL GRADUATE OR EQUIVALENT YES NO 17. DAYS ACCRUED LEAVE PAD **0**

18. REMARKS
Dental care was not provided 90 days prior to separation. NOTHING FOLLOWS.

19. MAILING ADDRESS AFTER SEPARATION
**3 Mason Road
New Hartford, New York 13413** 20. MEMBER REQUESTS COPY & BE SENT TO **NY** DIR. OF VET AFFAIRS YES NO

21. SIGNATURE OF MEMBER BEING SEPARATED [Signature] 22. TYPED NAME, GRADE, TITLE AND SIGNATURE OF OFFICIAL AUTHORIZED TO SIGN
LARRY H. LUTZ, CW2, USA, Asst AG

SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)

23. TYPE OF SEPARATION Relief from Active Duty	24. CHARACTER OF SERVICE (Includes upgrades) HONORABLE		
25. SEPARATION AUTHORITY AR 635-200, Chapter 4	26. SEPARATION CODE LBK	27. REENLISTMENT CODE RE-1	
28. NARRATIVE REASON FOR SEPARATION Expiration Term of Service			
29. DATES OF TIME LOST DURING THIS PERIOD None	30. MEMBER REQUESTS COPY 4 PA INITIALS		

RESOLUTION NO. 205

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION DEPARTMENT
OF COMMUNITY DEVELOPMENT, TOURISM AND PLANNING, CP# 95**

By Legislator Tim Stahl:

Upon recommendation of the Economic Development and Planning Committee of this body, with the approval of Finance and Personnel Committee, be it

RESOLVED, that the Chairman of the Legislature be and is hereby authorized to execute any and all documents that may be necessary to access and disburse these funds, and be it also

RESOLVED, that the County Treasurer be, and he hereby is, authorized to transfer the funds from and to the accounts as shown on the attached budget modification request, and be it further

RESOLVED, that a certified copy of this resolution delivered to the County Treasurer and Budget Officer shall be his authority to affect such transfer and make such adjustments.

ADOPTED BY VOICE VOTE ON AUGUST 11, 2022:

YES: 22 NO: 0 ABSENT: 3 ABSTAIN: 0

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification

Res. 205 of 2022

H 529000 95
H 450310 95

(\$67,216.00)
\$67,216.00



David R. Turner
Director

**OSWEGO COUNTY DEPARTMENT OF COMMUNITY
DEVELOPMENT, TOURISM AND PLANNING**

COUNTY BUILDING
46 EAST BRIDGE STREET
OSWEGO, NEW YORK 13126

TELEPHONE (315) 349-8292
FAX (315)349-8279

*Office of Promotion
And Tourism*

Donna B. Scanlon
*Office of Community
Development Programs*

Kelly Allen
Office of Housing Assistance

INFORMATIONAL MEMORANDUM

- SUBJECT:** Amend Capital Project #95 and modify the budget accordingly.
- PURPOSE:** To authorize the amendment of Capital Project #95 to reflect a decrease in the fund.
- SUMMARY:** Capital Project # 95 was established to fund the County's contracted mobility management services. It originally contained an inter-fund transfer that was not utilized and this action reverses that action and decreases both the revenue and expense lines by \$67,216.00
- FISCAL IMPACT:** A reduction in the funds available in CP#95.
- RECOMMENDED ACTION:** The committee on Economic Development & Planning with concurrence from the Finance and Personnel committee recommend that the Oswego County Legislature authorize this action.

RESOLUTION NO. 206

**RESOLUTION ACKNOWLEDGING THE REVIEW AND CONSIDERATION OF
THE PROPOSED ACTIVITIES AT THE H. DOUGLAS BARCLAY COURTHOUSE
AND THE RESULTANT ENVIRONMENTAL IMPACT IF ANY**

By Legislator Tim Stahl:

WHEREAS, the County of Oswego (“the County”) is the owner of the H. Douglas Barclay Courthouse (the Courthouse) in Pulaski NY, and

WHEREAS, the Courthouse, which is now over 200 years old requires certain repairs and renovation in order to continue as a safe and functional facility in the County’s inventory of public buildings, and

WHEREAS, the County has reviewed the proposed scope of work as defined by C&S Engineers, and

WHEREAS, activities such as those proposed here require an environmental review under the New York State Environmental Quality Review Act, and

WHEREAS, “maintenance or repair involving no substantial changes in an existing structure or facility” are categorized as Type II under SEQRA, pursuant to 6 CRR-NY 617.5(c)(1), and

WHEREAS, Type II actions are those actions identified by the State of New York as having little or no impact on the environment and are thus not subject to SEQRA review, then therefore be it and it is hereby

RESOLVED, that the activities proposed at the Pulaski Courthouse are determined to be Type II actions under SEQRA and thus require no additional review.

ADOPTED BY VOICE VOTE ON AUGUST 11, 2022:

YES: 22 NO: 0 ABSENT: 3 ABSTAIN: 0



David R. Turner
Director

**OSWEGO COUNTY DEPARTMENT OF COMMUNITY
DEVELOPMENT, TOURISM AND PLANNING**

COUNTY BUILDING
46 EAST BRIDGE STREET
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Donna B. Scanlon
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Kelly Allen
Office of Housing Assistance

INFORMATIONAL MEMORANDUM

- SUBJECT:** SEQR review of repairs and renovations to Pulaski Courthouse.
- PURPOSE:** To establish lead agency status for the review of plans for repairs at the courthouse and the potential environmental impact from those activities.
- SUMMARY:** The County has recently conducted an architectural review of the Pulaski Courthouse with the assistance of C&S Engineers. The purpose was to thoroughly understand the full scope of repairs and renovations necessary to stabilize the building so that it can remain as a safe and functional resource for the entities that use it.
- FISCAL IMPACT:** While there is a cost associated with the eventual work at the courthouse, there is no fiscal impact from this specific document/action.
- RECOMMENDED ACTION:** The committee on Economic Development & Planning committee recommends that the Oswego County Legislature authorize this action.

RESOLUTION NO. 207

**RESOLUTION AUTHORIZING HEALTH DEPARTMENT – RECLASSIFICATION
OF ACCOUNT CLERK POSITION TO TYPIST**

By Legislator James Karasek:

WHEREAS, the level of work performed and assigned tasked performed by the position Account Clerk (403524702) are more suitable for a Typist due to the decrease in COVID-19 activities; and

WHEREAS, with the restructuring of the department, the Immunization Coordinator oversees immunization billing, tracks vaccine inventory and compiles immunization data, duties which the Account Clerk performed;

NOW, upon recommendation of the Health Committee with the approval of the Finance and Personnel Committee, be it

RESOLVED, that Chairman of Oswego County Legislature approve the reclassification of this position.

ADOPTED BY VOICE VOTE ON AUGUST 11, 2022:

YES: 22 NO: 0 ABSENT: 3 ABSTAIN: 0

**INFORMATIONAL MEMORANDUM**

Subject: Request for reclassification of one position.

Purpose: To reclassify an Account Clerk position in the Preventive division to a Typist.

Summary: The level of work performed by this position is more suitable for a Typist rather than an Account Clerk. With the decrease in the number of COVID-19 activities, staff duties have changed, and the assigned tasks are that of a Typist, not an Account Clerk. With the restructuring of the department, we have created a position, the Immunization Coordinator, that oversees immunization billing, track vaccine inventory and compile immunization data; duties in which the Account Clerk held in the past. The Immunization Coordinators sole focus is on immunizations, so additional assistance is not needed.

This would not result in any increase to the total Preventive Salaries and Wages line, therefore, no budget modification necessary. This position would remain eligible for Article 6 reimbursement.

Recommended

Action: The Health Committee approve and recommend the reclassification of an Account Clerk position to a Typist.

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: Health

DIVISION/UNIT (NUMBER): A4035

A. NEW POSITION REQUEST

1. Position Title Requested:

2. Bargaining Unit: CO-OP Highway Silver Star Deputies OCPA Mgmt.

3. a. Bargaining Unit – Hourly Rate from Grade plan: _____ Grade: _____

b. Management or OCPA – Salary Requested: _____ Grade: _____

4. Percent of Federal and or State Reimbursement: _____ Fringe Reimbursed: Yes No

5. Justification of Need (Use additional sheets as necessary):

6. Complete New Position Duties Statement (p. 3 & 4).

B. RECLASSIFICATION REQUEST

1. Present Title: Account Clerk

2. Position #: **403524702**

3. Present Salary/Hourly Rate: 16.09

Grade: 4

4. Requested Title: Typist

5. Requested Salary: _____

a. Bargaining Unit: CO - OP Hourly Rate: \$15.56 Grade: 3

b. Management or OCPA – Salary Requested: _____ Grade: _____

6. Percent of Federal and/or State Reimbursement: 62% Fringe Reimbursed: Yes No

7. Justification of Need (use additional sheets as necessary): *With Covid-19 activities decreasing, there is no longer a need for 2 account clerks in Preventive. A typist is able to perform the duties required of this position, which include answering the main health department phone, answering the main health department door, data input, assisting the nurses with activities such as inputting medical information, printing physician orders, creating medical records, etc. Additionally, this position requires the staff person to be able to run reports such as COVID reporting, immunization and lead reports, communicable disease reports, etc. The employee would be expected to assist with vaccination clinics (back to school, flu, and COVID). Finally, this position would be responsible for taking meeting minutes, schedule appointments for immunization appointments and home visits for nursing staff, ordering of supplies, greeting patients before a nurse provides medical services, etc.*

C. POSITION DELETION	
1. Title to be Deleted:	
2. Position #	3. Salary Savings: (See attached the memo)
4. Reason for Deletion:	
8. Complete New Position Duties Statement (p. 3 & 4).	

SD 222

<p>Civil Service Law: Section 22. Certification for positions. Before any new positions in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such position reclassified only with the title approved and certified by the commission.</p>	<p>OSWEGO COUNTY DEPARTMENT OF PERSONNEL</p> <p>NEW POSITION DUTIES STATEMENT</p> <p>Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit. Forward two typed copies to this office.</p>	
<p>1. DEPARTMENTS/SCHOOL DISTRICT/TOWN OR VILLAGE Health</p>	<p>DIVISION, UNIT, OR WORK SECTION Preventive</p>	<p>LOCATION OF POSITION Bunner St.</p>
<p>2. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.</p> <p>Title requested: Typist</p>		
<p>PERCENT OF WORK TIME</p>		
5	<i>Assisting with department statistical reporting including immunization, communicable disease, lead, influenza, maternal child health home visiting reports, etc.</i>	
15	<i>Lead Poisoning Prevention Program – assist with daily lead web activities, filing, other grant related activities.</i>	
20	<i>Immunization Action Plan – scheduling vaccination appointments, immunization paperwork, filing immunization cards, data input, creating reports, working vaccination clinics, tracking immunization ordering including funding.</i>	

15	<i>Maternal Child Health Program – filing, printing orders, data input into the electronic medical record, fielding phone calls, scheduling appointments.</i>
45	<i>General department duties – answering the main health department phone and door, accepting packages, supply ordering, mail duties, assisting supervisors with daily tasks, assisting health educators with car seat appointments, emergency preparedness duties.</i>
	(Attach additional sheets if more space is needed)

3. Names and titles of person supervising (general, direct, administrative, etc.).		
NAME	TITLE	TYPE OF SUPERVISION
Jennifer Purtell	Supervising Public Health Nurse	Direct Supervisor
Jodi Martin	Director of Preventive Services	Indirect Supervisor
4. Names and titles of persons supervised by employee in this position.		
NAME	TITLE	TYPE OF SUPERVISION
NA		
5. Names and titles of persons doing substantially the same kind and level of work as will be done by the incumbent of this new position.		
NAME	TITLE	LOCATION OF POSITION
Bonnie Savage	Data Entry Operator	Hospice
6. What minimum qualifications do you think should be required for this position?		
Education: <input checked="" type="checkbox"/> High School _____ years		
<input type="checkbox"/> College _____ years, with specialization in _____		
<input type="checkbox"/> Other _____ years, with specialization in _____		
Experience (list amount and type):		
A. Graduation from high school or possession of an equivalency diploma; OR		
B. One (1) year of clerical experience which involved keyboarding (typing); OR		
C. An equivalent combination of training and experience as defined by the limits of "A" and "B" above.		

Essential knowledge, skills and abilities: Experience with maintaining statistical reports, office terminology, practices and procedures, basic arithmetic, write legibly, organize and maintain records and files, understand written and oral instructions, use of software, experience with Microsoft programs (Word, Excel, PPT), experience with electronic medical records, excellent communication skills, multitasking ability.

Type of license or certificate required: NA

7. The above statements are accurate and complete.

Date:

Title:

Signature:

CERTIFICATE OF OSWEGO COUNTY PERSONNEL OFFICER

8. In accordance with the provisions of Civil Service Law (Section 22), the Oswego County Personnel Officer certifies that the appropriate civil service title for the position described is:

POSITION CLASS TITLE:

JURISDICTIONAL CLASS:

Date:

Signature:

RESOLUTION NO. 208

**RESOLUTION AUTHORIZING CREATION OF CAPITAL PROJECT No. C0322 –
B&G ROOF REPLACEMENT FROM CAPITAL RESERVE NO. 21 – BUILDING
RENOVATIONS**

By Legislator Stephen Walpole:

Upon recommendation of the Infrastructure and Facilities Committee of this body,
with the approval of the Finance and Personnel Committee, be it

RESOLVED, that the County Treasurer is hereby authorized to transfer \$ 50,000
from Capital Reserve No. 21 – Buildings Renovations to Capital Project No. CO322 – B&G
Roof Replacement that the following project is hereby authorized for the maximum
expenditure as indicated.

RESOLVED, that a certified copy of this resolution delivered to the County
Treasurer shall be his authority to affect such transfer and make such adjustments.

<u>Capital Project # CO322</u>	<u>Total Authorization</u>
B&G Roof Replacement	\$ 50,000

ADOPTED BY VOICE VOTE ON AUGUST 11, 2022:
YES: 22 NO: 0 ABSENT: 3 ABSTAIN: 0

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification	Res. 208 of 2022
CO 322 529000	\$50,000.00
21 450300	(\$50,000.00)
21 595000	\$50,000.00
21 159900	(\$50,000.00)



Rick Doten
Acting Superintendent

COUNTY OF OSWEGO
BUILDINGS AND GROUNDS DEPARTMENT

111 East Eleventh Street
Oswego, New York 13126

Phone: (315) 349-8233

Fax: (315) 342-2481

INFORMATIONAL MEMORANDUM

SUBJECT: To establish a capital project to replace the roof and repair water damage to the façade of the building.

PURPOSE: This project replaces the roof and repair the façade of the B&G office and shop located at 111 East 11th Street, Oswego, NY 13126

SUMMARY: The 30-year-old roof is leaking and is causing water damage to the building.

RECOMMENDED: I respectfully request \$ 50,000 for architectural and engineering services for the project be transferred from the Building Renovations reserves to Capital Project # CO 322 B&G Roof Replacement

ACTION: To transfer \$ 50,000 from the Building Renovations Reserve fund to Capital Project No. # CO322 B&G Roof Replacement.

RESOLUTION NO. 209

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION DEPARTMENT
OF SOLID WASTE-GASOLINE & OIL**

By Legislator Stephen Walpole:

Upon recommendation of the Infrastructure, Facilities and Technology Committee of this body, with the approval of the Finance and Personnel Committee, be it

RESOLVED, that the County Treasurer be, and hereby is, authorized to transfer the funds from and to the accounts shown on the attached budget modification request, and be it further

RESOLVED, that a certified copy of this resolution delivered to the County Treasurer shall be his authority to affect such transfer and make such adjustments.

ADOPTED BY VOICE VOTE ON AUGUST 11, 2022:

YES: 22 NO: 0 ABSENT: 3 ABSTAIN: 0

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification

Res. 209 of 2022

**CL 159900
A1450 544300**

**(\$145,000.00)
\$145,000.00**



Oswego County Department of Solid Waste

Carl L. Schmidt, Director of Solid Waste Programs

TO: Infrastructure, Facilities and Technology Committee
Personnel and Finance Committee

FROM: Carl Schmidt, Acting Director of Solid Waste Programs

RE: Budget Modification-Highway and Street Equipment

DATE: July 20, 2022

The Department of Solid Waste requests a budget modification to transfer One-Hundred Forty-Five Thousand (\$145,000.00) Dollars from its unappropriated funds to its Gasoline & Oil account (CL8160.5442). Due to rapid and unexpected inflation in the cost of transport fuels the originally budgeted amount in this budget line is expected to be exhausted next month.

Solid Waste operates various on- and off-road equipment at each of its facilities for the processing and placement of waste materials and for the transport of materials between facilities and to final disposal locations. The purpose of this budget transfer is to fund ongoing fuel purchases to permit the continuation of department operations. The amount requested to be transferred is projected to cover all transport fuel costs for the department's solid waste division through the end of the budget year.

RESOLUTION NO. 210

**RESOLUTION AMENDING RESOLUTION No. 188 OF 2022 REGARDING
CAPITAL PROJECT No. 0222**

By Legislator Stephen Walpole:

WHEREAS, this body previously approved Resolution No. 188 of 2022 which established a Capital Project budget for the Rehabilitation of Runway 6-24 (Construction Phase) at the Oswego County Airport, Fulton, N.Y.; and

WHEREAS, the total cost is estimated at \$1,810,350 with a federal share of 90% (\$1,629,315), a state share of 5% (\$90,517.50) and a local share of 5% (90,517.50); and

WHEREAS, the budget modification accompanying the resolution was incorrect,

NOW, on recommendation of the Infrastructure, Facilities and Technology Committee with the approval of the Finance and Personnel Committee, be it

RESOLVED, that Resolution No. 188 of 2022 be amended by substituting the budget modification attached hereto, and be it further

RESOLVED, that a certified copy of this resolution delivered to the County Treasurer shall be his authority to affect such transfer and make such adjustments.

ADOPTED BY VOICE VOTE ON AUGUST 11, 2022:

YES: 22 NO: 0 ABSENT: 3 ABSTAIN: 0

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification

H435050 0222
H445920 0222

Res. 210 of 2022

(\$10,354.75)
(\$186,375.50)

RESOLUTION NO. 211

**RESOLUTION TO CLOSE CAPITAL PROJECT No. 182 ENERGY
CONSUMPTION AND REDUCTION PROJECT**

By Legislator Stephen Walpole:

WHEREAS, this body established Capital Project #182 via Resolution #73 of 2015;
and

WHEREAS, this project was part an effort to reduce the County's carbon footprint
through improvements to the heating, cooling and lighting systems at the Bunner and Bridge
Street facilities; and

WHEREAS, the activities under this project have helped reduce the energy
consumption at these facilities by more than 2.7 million kilowatt hours resulting in a savings
in excess of \$656,000.00 as of 2020; and

WHEREAS, there are no further activities or expenses anticipated under this capital
project; then

NOW, on the recommendation of the Infrastructure, Facilities and Technology
Committee of this body, be it

RESOLVED, that Capital Project No. 182 be closed.

ADOPTED BY VOICE VOTE ON AUGUST 11, 2022:

YES: 22 NO: 0 ABSENT: 3 ABSTAIN: 0



David R. Turner
Director

**OSWEGO COUNTY DEPARTMENT OF COMMUNITY
DEVELOPMENT, TOURISM AND PLANNING**

COUNTY BUILDING
46 EAST BRIDGE STREET
OSWEGO, NEW YORK 13126

TELEPHONE (315) 349-8292
FAX (315)349-8279

*Office of Promotion
And Tourism*

Donna B. Scanlon
*Office of Community
Development Programs*

Kelly Allen
Office of Housing Assistance

INFORMATIONAL MEMORANDUM

SUBJECT: Close Capital Project #182.

PURPOSE: To authorize the closure of Capital Project #182.

SUMMARY: Capital Project # 182 (Energy Consumption Reduction Project) was established by Resolution #73 of 2015 to fund the County's efforts to reduce our carbon footprint (energy consumption) at the Bunner and Bridge Street buildings. As of 2020, the improvements have saved us over \$656,000 and reduced our energy use by more than 2.7 million kWh.

FISCAL IMPACT: None at this time.

RECOMMENDED

ACTION: The committee on Economic Development & Planning with concurrence from the Finance and Personnel committee recommend that the Oswego County Legislature authorize this action.

RESOLUTION NO. 212

**RESOLUTION AUTHORIZING CREATION OF CAPITAL PROJECT No. C0422 –
LOB ELEVATOR REPLACEMENT FROM CAPITAL RESERVE No. 21 –
BUILDING RENOVATIONS**

By Legislator Stephen Walpole:

Upon recommendation of the Infrastructure and Facilities Committee of this body,
with the approval of the Finance and Personnel Committee, be it

RESOLVED, that the County Treasurer is hereby authorized to transfer \$ 60,000
from Capital Reserve No. 21 – Buildings Renovations to Capital Project No. CO422 –LOB
Elevator Replacement that the following project is hereby authorized for the maximum
expenditure as indicated.

RESOLVED, that a certified copy of this resolution delivered to the County
Treasurer shall be his authority to affect such transfer and make such adjustments.

OSWEGO COUNTY LEGISLATURE

<u>Capital Project # CO422</u>	<u>Total Authorization</u>
LOB Elevator Replacement	\$ 60,000

ADOPTED BY VOICE VOTE ON AUGUST 11, 2022:
YES: 22 NO: 0 ABSENT: 3 ABSTAIN: 0

Authorized Budget Modification

Res. 212 of 2022

CO 422 52900	\$60,000.00
21 450300	(\$60,000.00)
21 595000	\$60,000.00
21 159900	(\$60,000.00)



Rick Doten
Acting Superintendent

COUNTY OF OSWEGO
BUILDINGS AND GROUNDS DEPARTMENT

111 East Eleventh Street
Oswego, New York 13126

Phone: (315) 349-8233
Fax: (315) 342-2481

INFORMATIONAL MEMORANDUM

SUBJECT: To establish a capital project to replace the elevator at the Legislative Office Building.

PURPOSE: This project is requested to replace the elevator at the Legislative Office Building located at 46 East Bridge Street, Oswego, NY 13126

SUMMARY: The elevator which was installed in the 1950's has become unreliable and a potential safety concern. Due to the age of the elevator, replacement parts are no longer available.

RECOMMENDED: I respectfully request \$ 60,000 for architectural and engineering services be transferred from the Building Renovations reserves to Capital Project # CO 422 LOB Elevator Replacement.

ACTION: To transfer \$ 60,000 from the Building Renovations Reserve fund to Capital Project No. # CO422 LOB Elevator Replacement.

RESOLUTION NO. 213

RESOLUTION AWARDED PROFESSIONAL SERVICES CONTRACT — RFP 22-BG-009 — LOB ELEVATOR REPLACEMENT

By Legislator Stephen Walpole:

WHEREAS, the County issued a request for proposal for a vendor to provide Architectural and Engineering Services for LOB Elevator Replacement; and

WHEREAS, in accordance with Oswego County Purchasing Policy, the Oswego County Purchasing Department solicited requests for proposals (RFP 22-BG-009) from multiple qualified firms to provide Architectural and Engineering Services for the LOB Elevator Replacement; and

WHEREAS, the Oswego County Facilities and Technology Department and Oswego County Purchasing Department have reviewed the proposals received and determined the proposal from Tetra Tech Architects and Engineers, 10 Brown Road, Ithaca, N.Y. 14850, meets the County's needs; now therefore be it

RESOLVED, that upon the recommendation of the Infrastructure, Facilities and Technology Committee that the County of Oswego awards the professional service contract for providing Architectural and Engineering Services for the LOB Elevator Replacement to Tetra Tech, not to exceed the cost of \$49,000; and be it further

RESOLVED, that a certified copy of this resolution delivered to the Treasurer and Purchasing Director shall be their authority to affect the procurement of services.

ADOPTED BY VOICE VOTE ON AUGUST 11, 2022:

YES: 22 NO: 0 ABSENT: 3 ABSTAIN: 0



OSWEGO COUNTY PURCHASING

46 E Bridge Steet, Oswego NY 13126
 Phone (315)326-6050 Fax (315)349-8237
 Email: Holly.Carpenter@OswegoCounty.Com

RFP 22-BG-009 – LOB Elevator Replacement

Name of Company	Location	Evaluation Rating	Replacement Total Cost	Required Documentation PRCS/PIS/SHC/NCC/RFC					
Delta E.A.S	860 Hooper Road Endwell, NY 13760	90%	\$68,000	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">X</td> <td style="width: 10%; text-align: center;">X</td> <td style="width: 10%; text-align: center;">X</td> <td style="width: 10%; text-align: center;">X</td> <td style="width: 10%; text-align: center;">X</td> </tr> </table>	X	X	X	X	X
X	X	X	X	X					
Tetra Tech A&E	10 Brown Rd Ithaca, NY 14850	86.5%	\$49,000	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">X</td> <td style="width: 10%; text-align: center;">X</td> <td style="width: 10%; text-align: center;">X</td> <td style="width: 10%; text-align: center;">X</td> <td style="width: 10%; text-align: center;">X</td> </tr> </table>	X	X	X	X	X
X	X	X	X	X					

SHC=Sexual Harassment Certification; PRCS=Proposer Reply Cover Sheet; PIS=Proposer Information Sheet; NCC=Non-Collusion Certification; RFC= Resolution for Corporations

Solicitation Process: RFP 22-BG-009 was publicly advertised in the official newspaper, on Bidnet, and on the Oswego County website on May 26, 2022. It was also sent directly to the following vendors:

- Aubertine & Currier
- Barton & Loguidice
- BCA A&E
- Bell & Spina
- CHA Consulting
- C&S Engineers
- Delta A&E Surveyors
- EDR
- Foit-Albert Associates
- FS Consulting Engineers
- JMT
- Keystone A&E
- Prudent Engineering
- Shumaker Consulting
- SWBR Architects
- Tetra Tech A&E

Number of Responses: Two (2)

Delta Engineers, Architects, Land Surveyors & Landscape Architects, DPC	Pro <ul style="list-style-type: none"> • Experienced Con <ul style="list-style-type: none"> • Expensive
Tetra Tech Architects & Engineers	Pro <ul style="list-style-type: none"> • Cost effective • Experienced • Very capable of completing the project. Con <ul style="list-style-type: none"> • Poor proposal

Proposals Reviewed By:

- Rick Doten
- Robert Wilmott

Evaluation Summary: The evaluation committee reviewed and rated each proposal according to the criteria listed on the attached schedule. The Committee recommends awarding the contract to Tetra Tech Architects and Engineers.

Recommended Actions: Oswego County Purchasing Department certifies that the solicitation complies with Oswego County Purchasing Policy and New York State General Municipal Law. The Purchasing Department recommends awarding the contract.

Evaluation Comparison

RFP 22-BG-009 A Services for LOB Elevator Replacement

Total Points	Evaluation Criteria	DELTA E.A.S		Tetra Tech A&E	
		R.D	R.W	R.D	R.W
40	Evaluator Experience & Capabilities	35	40	35	40
30	Management Outline and Project Approach	25	25	25	20
10	Business & Organization	10	10	10	10
20	Cost	15	20	18	15
100	Total Points	85	95	88	85
Rating per Evaluation		90		86.5	

RESOLUTION NO. 214

RESOLUTION APPROVING THE APPOINTMENT OF A DEPUTY HIGHWAY SUPERINTENDENT IN AND FOR THE COUNTY OF OSWEGO PURSUANT TO NEW YORK STATE HIGHWAY LAW §102-a

By Legislator Martino:

WHEREAS, a new Highway Superintendent has been appointed effective August 1st, 2022; and

WHEREAS, the Highway Superintendent has appointed a Deputy Highway Superintendent; and

WHEREAS, New York State Highway Law §102-a requires the approval of the appointment by the County Legislature; and

NOW, THEREFORE, upon motion of the Finance & Personnel Committee of this body, it is hereby

RESOLVED, that the appointment of Kelly M. Prior of the Town of Schroepel by the County Highway Superintendent be and is hereby approved without bond for a term to run concurrently with that of the County Highway Superintendent unless sooner terminated by the County Highway Superintendent at his pleasure or as provided for by law; and, it is further

RESOLVED, that the Deputy Superintendent shall act for and have all the powers and duties of the County Highway Superintendent during his inability to act as superintendent or during the regular or approved vacation period of such County Highway Superintendent; and, it is further

RESOLVED, the annual salary of the Deputy Highway Superintendent shall be \$74,159.00 effective August 1, 2022 with benefits under the Management Compensation Plan.

ADOPTED BY VOICE VOTE ON AUGUST 11, 2022:

YES: 21 NO: 1 ABSENT: 3 ABSTAIN: 0



COUNTY OF OSWEGO
HIGHWAY DEPARTMENT

31 Schaad Drive
Oswego NY 13126
(315) 349-8331 Fax (315) 349-8256

Shawn Walker, Highway Superintendent

Chris Baldwin, P.E., Highway Engineer

TO: Phil Church, County Administrator
FROM: Shawn Walker, Highway Superintendent
DATE: August 3, 2022
SUBJ: Appointment of Deputy of Superintendent

The Highway Department has a vacancy for Deputy of the Highway Superintendent and would like to appoint Kelly Prior to that position. This position is a Grade SG60 Step 6, with a salary of \$74,159.

Kelly has been with Oswego County since 1991 and is currently a Crew Leader.

Kelly Prior

NOV 13 2020

Heavy Equipment Operator

Education

Graduated from Phoenix High School 1988

Associates Degree from Hudson Valley Community College 1990

Worked for Oswego County from 1988 to present.

Seasonal from 1988 to 1991

Landfill from 1991 to 1998.

Highway Department 1998 to present.

Job Experience

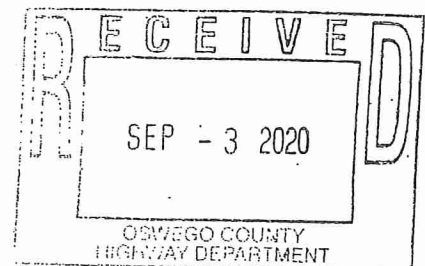
Class A license, trucking driving, snowplowing, gradeall, dozer,

Earth mover, [pan]:

Can operate any heavy equipment.

Worked on crews with tree cutting, ditching, Paving,

Worked on liner at the landfill.





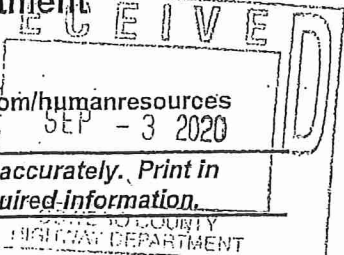
APPLICATION FOR EXAMINATION OR EMPLOYMENT

Oswego County Human Resources Department

46 East Bridge Street, Oswego, NY 13126

Phone: (315) 349-8209 Fax: (315) 349-8254

Email: humanresources@oswegocounty.com Web: www.oswegocounty.com/humanresources



This application is part of your examination. Please answer all questions completely and accurately. Print in black ink or type application. Attach additional 8 1/2 x 11 sheets if necessary to provide required information.

SOCIAL SECURITY NUMBER: _____

NAME AND LEGAL RESIDENCE: (Please notify Oswego County Human Resources Department immediately of any changes)

LAST NAME: Prior FIRST NAME: Kelly MIDDLE INITIAL: M
STREET: _____ CITY: Phoenix STATE: NY ZIP: 13135

MAILING ADDRESS: (if different from above) STREET: _____ CITY: _____ STATE: NY ZIP: 13135

PHONE NUMBER: _____ () _____ Home Business Cell

EMAIL ADDRESS: _____

EXAM/JOB TITLE(S)	EXAM NUMBER(S)	OFFICE USE ONLY		
		FEE PAID	STATUS	CHECKED BY
<u>Crew Leader</u>			A D C	
<u>9/2/20</u>			A D C	
			A D C	
			A D C	
			A D C	

PLEASE SPECIFY THE FOLLOWING PERTAINING TO YOUR PERMANENT LEGAL RESIDENCE:

State your permanent legal residence and indicate how long you have resided there continuously, up to and including the date of this application. (IMPORTANT) This section will determine what resident list (if any) your name will be certified to.

I currently reside (indicate one of the three) in the: (1) City of _____
 OR (2) Town of Schroton OR (3) Village of _____
 in the School District of Phoenix located in the County of Oswego in the
 State of New York. I have lived in Oswego County for (indicate) number of years 51 and months _____

Are you 18 years of age or older? YES NO If no, you must supply a work permit.

Are you a citizen of the United States? YES NO If selected for employment, you will be required to submit documentary proof of citizenship or status as a foreign citizen authorized to work in the United States.

Do you have a High School diploma? YES NO
 If YES, NAME AND LOCATION OF HIGH SCHOOL: Phoenix Central Schools 116 Dolney St Phoenix NY 13135

Or, a High School Equivalency Diploma (GED)? YES NO
 If YES, GOVERNMENT AUTHORITY (GED) NUMBER: _____

Please check college degree program(s) completed: Associate Bachelor Master Doctorate

NAME: Prior Kelly Michael
LAST FIRST MIDDLE

EDUCATION:

Read the exam announcement for educational requirements, if any. If specialized coursework is required, attach a copy of your transcript or a list of the required courses and the number of credit hours you have completed.

INDICATE COLLEGE, UNIVERSITY, PROFESSIONAL or TECHNICAL SCHOOL(S) IN SPACE BELOW	TOTAL CREDITS EARNED	TYPE OF DEGREE EARNED	MAJOR SUBJECT OR COURSE	DID YOU GRADUATE	DEGREE EXPECTED
NAME OF SCHOOL: <u>Phoenix High School</u>	<u>19 1/2 NR</u>			<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	MO YR <u>6 '88</u>
Address (City, State): <u>116 Volney st. Phoenix NY 13135</u>					
NAME OF SCHOOL: <u>Hudson Valley Comm col.</u>		<u>Associates</u>		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	MO YR <u>5 '90</u>
Address (City, State): <u>80 Wardenburgh Ave. Troy, New York, 12180</u>					
NAME OF SCHOOL:				<input type="checkbox"/> YES <input type="checkbox"/> NO	MO YR <u>1</u>
Address (City, State):					

PLEASE LIST MOST RELEVANT COURSE WORK IF REQUIRED FOR POSITION:

NAME OF COURSE	DIVISION	CREDIT HRS.	NAME OF COURSE	DIVISION	CREDIT HRS.
<u>Race & Ethnicity</u> (Example)	<u>Sociology</u> (Example)	<u>3</u> (Example)			

LICENSES/CERTIFICATES OR OTHER AUTHORIZATIONS TO PRACTICE A SKILL, TRADE OR PROFESSION:

Skill, Trade or Profession	License or Certificate Number	Issued by: (Name of City, State, or Agency)	License Dates (Mo/Day/Yr)		Permanent	
			From	To	From	To
<u>Driver's License</u>						
Date of Expiration: <u>1/19/2027</u> Class of License: <u>A</u> Endorsements: <u>None</u> Restrictions: <u>A3 R</u>						

VETERANS' CREDITS:

Veterans of the Armed Forces and Active Duty members soon to be discharged wishing to claim additional examination credits as a veteran or disabled veteran must submit an "Application for Veterans' Credit" form and a copy of their discharge papers (form DD-214). You may call the Human Resources Department at (315) 349-8209 to request a form be mailed to you or you may download the form at <http://www.oswegocounty.com/humanresources/forms.html>.

BACKGROUND INVESTIGATION:

Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

NAME:

Prior
LAST

Kelly
FIRST

Michael
MIDDLE

EXPERIENCE: Begin with the most recent employment. List all employment or military service that shows you meet the minimum qualifications for the examination. Omissions or vagueness will not be interpreted in your favor. You are responsible for an accurate and clear description of your experience. You may include a resume but **do not substitute a resume**. Under "DUTIES" describe the nature of work which you personally performed including the estimated percentage of time spent on each type of activity. If you supervised, state how many people and the nature of such supervision. **Part-time experience will be prorated unless otherwise stated on the announcement.** Verified and documented volunteer experience will only be credited when specifically stated on the examination announcement. If more space is needed, attach 8 1/2 x 11 sheets of paper. Sheets must contain all information as requested on this form (E.g. number of hours worked per week, dates of employment, etc.)

LENGTH OF EMPLOYMENT Month/Year to Month/Year 	EMPLOYER	ADDRESS	CITY, STATE, ZIP CODE
HOURS WORKED PER WEEK	PLEASE CHECK WORK TYPE: <input type="checkbox"/> PAID <input type="checkbox"/> VOLUNTEER	DUTIES:	
YOUR TITLE			
TYPE OF BUSINESS			
NAME AND TITLE OF SUPERVISOR			
REASON FOR LEAVING			
LENGTH OF EMPLOYMENT Month/Year to Month/Year 	EMPLOYER	ADDRESS	CITY, STATE, ZIP CODE
HOURS WORKED PER WEEK	PLEASE CHECK WORK TYPE: <input type="checkbox"/> PAID <input type="checkbox"/> VOLUNTEER	DUTIES:	
YOUR TITLE			
TYPE OF BUSINESS			
NAME AND TITLE OF SUPERVISOR			
REASON FOR LEAVING			
LENGTH OF EMPLOYMENT Month/Year to Month/Year 	EMPLOYER	ADDRESS	CITY, STATE, ZIP CODE
HOURS WORKED PER WEEK	PLEASE CHECK WORK TYPE: <input type="checkbox"/> PAID <input type="checkbox"/> VOLUNTEER	DUTIES:	
YOUR TITLE			
TYPE OF BUSINESS			
NAME AND TITLE OF SUPERVISOR			
REASON FOR LEAVING			
LENGTH OF EMPLOYMENT Month/Year to Month/Year 	EMPLOYER	ADDRESS	CITY, STATE, ZIP CODE
HOURS WORKED PER WEEK	PLEASE CHECK WORK TYPE: <input type="checkbox"/> PAID <input type="checkbox"/> VOLUNTEER	DUTIES:	
YOUR TITLE			
TYPE OF BUSINESS			
NAME AND TITLE OF SUPERVISOR			
REASON FOR LEAVING			
LENGTH OF EMPLOYMENT Month/Year to Month/Year 	EMPLOYER	ADDRESS	CITY, STATE, ZIP CODE
HOURS WORKED PER WEEK	PLEASE CHECK WORK TYPE: <input type="checkbox"/> PAID <input type="checkbox"/> VOLUNTEER	DUTIES:	
YOUR TITLE			
TYPE OF BUSINESS			
NAME AND TITLE OF SUPERVISOR			
REASON FOR LEAVING			

NAME:

Prior
LAST

Kelly
FIRST

Michael
MIDDLE

COMPLETE ALL QUESTIONS:

<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Were you ever discharged from any employment except for lack of work or funds, disability or medical condition?
<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Did you ever resign from any employment rather than face discharge?
<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Did you ever receive a discharge from the Armed Forces of the United States which was other than "Honorable" or which was issued under other than honorable conditions?
<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Have you ever been convicted of any crime (felony or misdemeanor)? For crimes other than traffic violations, you must provide a Certificate of Conviction from the sentencing court, in or out of state, for each and every conviction. You must also provide any applicable Certificate of Relief from Disability or Certificate of Good Conduct from the Department of Corrections & Community Supervision, if you qualify for, and wish to have the same considered.
<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Are you currently charged with any crimes?
<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Are you an Exempt Volunteer Firefighter? If yes, indicate years of service:

If you answered (YES) to any of these questions, provide details on a separate 8 1/2 x 11 sheet of paper attached to this application. Your failure to answer any of these questions or to provide details will significantly delay a determination concerning your qualifications and may deprive you of potential employment opportunities.

COMPLETE THIS SECTION ONLY IF YOU QUALIFY TO HAVE THE EXAM FEE WAIVED:

Section 50.5(b) of the NYS Civil Service Law allows exam fees to be waived for candidates who certify that they are currently in one of the following categories. Please check box that applies to you:

- Unemployed and primarily responsible for support of a household
- Eligible to receive Medicaid
- Receiving Supplemental Security Income (SSI)
- Receiving Temporary Assistance for Needy Families (TANF)
- A certified eligible under the Workforce Investment Act (WIA)

I certify that I am qualified to receive an exam fee waiver because of my current status indicated above. I understand that my waiver claim may be investigated and that I may be disqualified from the civil service exam(s) if I make a false statement regarding my eligibility for the exam fee waiver.

Signature (if eligible) _____

Date _____

TESTING ACCOMMODATIONS:

We provide reasonable accommodations in testing for persons with disabilities. If you require special arrangements, a written request should be attached to this application describing the type of special arrangements required.

Yes, I need testing accommodations. (Attach description describing accommodation request).

ALTERNATE TEST DATE:

If you cannot take the test on the announced test date because of any of the following reasons, arrangements may be made for you to take the test on an alternate test date. If applicable, check the appropriate box below and attach supporting documentation with this application. In the case of an emergency, please notify the Human Resources Department on the next business day following the exam date. You will be required to submit documentation of your emergency.

- A death in the immediate family or household within the week preceding the examination.
- A medical emergency involving you or a member of the immediate family.
- Military Orders.
- Religious Observance.
- Participant or immediate family member of a participant in a religious or civil ceremony (wedding, graduation, baptism, bar mitzvah).
- Vacation plans for which a non-refundable down payment was made before the exam announcement was issued.
- A required court appearance.
- A conflicting professional or educational examination.

STATEMENT:

I affirm under penalties of perjury that all statements made on this application, and any accompanying attachments are true and complete to the best of my knowledge. I understand that all statements made by me in conjunction with this application are subject to investigation and verification and that a material misstatement or fraud may disqualify me from appointment and/or lead to revocation of my appointment. I authorize Oswego County to contact schools/colleges and former employers cited in this application or attachments in order to verify work record and/or educational credentials. I understand that acceptance of this application for employment by Oswego County does not constitute or imply a commitment or willingness to offer employment to me in this or any other position and that my application is not complete for purposes of filing and consideration, until all required documentation has been received by the Oswego County Human Resources Department.

Signature _____

Date _____

OSWEGO COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

It is the policy of the Oswego County Human Resources Department to provide for and promote the equal opportunity of employment, compensation, and other terms and conditions of employment without discrimination because of age, race, color, religion, national origin, sex, disability, military status, sexual orientation, marital status, or criminal record.

RESOLUTION NO. 215

**RESOLUTION AUTHORIZING BUDGET MODIFICATION OSWEGO
COUNTY CLERK'S OFFICE TRANSFER FUNDS FROM MOTOR VEHICLE
SALE OF EQUIPMENT TO INTO COUNTY CLERK'S OTHER EQUIPMENT
FUND**

By Legislator John Martino:

With approval from the Finance and Personnel Committee be it,

RESOLVED, that the County Treasurer be, and he hereby is, authorized to transfer the funds from account A1411.426650 to the account 1410.526000 as shown on the attached budget modification request, and it be further

RESOLVED, that a certified copy of this resolution be delivered to the County Treasurer, and it shall be his authority to affect such transfer and make such adjustments.

**ADOPTED BY VOICE VOTE ON AUGUST 11, 2022:
YES: 22 NO: 0 ABSENT: 3 ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification

Res. 215 of 2022

A1411 426650
A1410 526000

(\$9,400.00
\$9,400.00



OSWEGO COUNTY CLERK'S OFFICE
46 EAST BRIDGE STREET, OSWEGO, NEW YORK 13126
Phone 315-349-8621 315-349-8383 (Fax)

CATHY M. SHARKEY
SUPERVISOR – MOTOR VEHICLES
DMV OFFICES
OSWEGO/FULTON/PULASKI

TERRY M. WILBUR
OSWEGO COUNTY CLERK
CLERK OF SUPREME
AND COUNTY COURTS

MATHEW F. BACON
DEPUTY CLERK

NANCY L. BELCHER
DEPUTY CLERK OF OPERATIONS

Date: August 3, 2022

To: Members of the Finance and Personnel Committee

From: Terry M. Wilbur, County Clerk

Informational Memorandum

Subject: Budget Modification for the County Clerk's office

Purpose: Transfer \$9400.00 from 1411.426650 to 1410.526000

Summary: The County Clerk deposited \$9400.00 from the sale of the used automobile previously used by the DMV Courier service. I would like these funds to be applied to upgrades to our pistol permit/passport photo station and our current credit card system.

The current photo station has been in place for the past 15 years. The technology is dated, and we are finding it increasingly difficult to find replacement items. The pistol permit application process has changed, and we are now the office where the original applications are turned in. We anticipate a large spike in the number of photos we will be taking to accommodate pistol permit applicants. We also process passport photos that generate \$15.00 for every transaction.

Our current credit card system is web based and very cumbersome. Also, its reliability and capability with Microsoft has been challenging. We are exploring more reliable systems to process credit card transactions more efficiently.

Recommended Action: Finance and Personnel Committee approve this budget modification.

