

# OSWEGO COUNTY LEGISLATIVE AGENDA



## AGENDA - REGULAR MEETING

OSWEGO COUNTY, NEW YORK

**Date/ Time:** July 13, 2023 2:00pm

**Location:** Chambers - Legislative Office Building 46 East Bridge Street Oswego, New York 13126

### 2:00<sup>pm</sup> – PUBLIC HEARING

- Public Hearing - A Local Law Amending Local Number 2 of 2021 Regarding Concerns of Residency Requirements for Assistant Public Defenders
- Public Hearing – Resolution Approving An Amended And Restated Title VI Plan For The County Of Oswego

### 2:00<sup>pm</sup> – CALL TO ORDER

<b>Roll Call</b>	Clerk of the Legislature, Betsy Sherman-Saunders
<b>Invocation</b>	Clerk of the Legislature, Betsy Sherman-Saunders
<b>Pledge of Allegiance</b>	Chairman of the Legislature, James Weatherup

### APPROVAL OF MINUTES

- Minutes of the Oswego County Legislature Regular Meeting on **June 15, 2023**

### PROCLAMATIONS AND RECOGNITIONS

- **Proclamation** – Americans with Disabilities Awareness Day

### INTRODUCTION OF VISITORS

### PUBLIC SPEAKERS ON RESOLUTIONS OF THE DAY

### REPORTS

- Reports of County Officials
- Reports of Standing Committees
- Reports of Special Committees

### RESOLUTIONS AND MOTIONS

#### GOVERNMENT, COURTS & CONSUMER AFFAIRS COMMITTEE

- GC-1** Resolution Allocating Funds Made Available to the County of Oswego Through the American Rescue Plan Act To Certain Sub-Recipients and Beneficiaries  
*\*Pending Jurisdictional Committee Approval*
- GC-2** Resolution Authorizing Budgetary Modification Office of Strategic Initiatives, American

Rescue Plan Funds

- GC-3** Resolution Rescinding Certain Previously Approved ARPA Awards
- GC-4** Resolution Authorizing Budget Modification County Clerk/Department of Motor Vehicles
- GC-5** Resolution Awarding Professional Services Contract –RFP 23-PD-001 Case Management Software
- GC-6** Resolution Authorizing Budget Modification to Increase Wages for Temporary and Part-Time Warehouse, Trucking and Technician Workers for Board of Elections
- GC-7** Resolution Setting Standard Workdays and Reporting for Elected and Appointed Officials
- GC-8** Resolution Authorizing the Reclassification of One Position in the County Attorney's Office
- GC-9** Resolution Denying Administrative Tax Refund or Credit Pursuant To New York State Real Property Tax Law §556 Regarding Real Property Located At 10 Wedgeworth Drive In The Town of West Monroe
- GC-10** A Resolution Adopting County of Oswego Local Law Number 2 of 2023, Entitled "A Local Law Amending Local Law Number 2 of 2021 As Concerns Residency Requirements for Assistant Public Defenders"
- GC-11** Resolution Authorizing The Chairman Of The Legislature To Execute Documents That May Be Necessary As County Departments Seek Public And Private Funds To Support Approved Programs And Projects
- GC-12** Resolution Fixing Time And Place For A Public Hearing Relative To Proposed County Of Oswego Local Law No. 3 Of The Year 2023, Entitled, "A Local Law Allowing Eligible Volunteer Firefighters And Volunteer Ambulance Workers To Receive A Real Property Tax Exemption Under Real Property Tax Law (RPTL) §466-A"
- GC-13** Resolution Appointing A Historian For The County Of Oswego

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PUBLIC SAFETY COMMITTEE

- PS-1** Resolution Authorizing the Creation of One Temporary Position in the Emergency Management Department
- PS-2** Resolution Authorizing Capital Project No. 0923- County Fire Coordinators Special Teams
- PS-3** Resolution Authorizing Budget Modification District Attorney's Office Transfer from Salaries and Wages to Other Equipment
- PS-4** Resolution Designating Chief Medical Officer for the Oswego County Correctional Facility Pursuant to Corrections Law §501(2)

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## HUMAN SERVICES COMMITTEE

- HS-1** Resolution Authorizing Budget Modification Department of Social Services Video Conferencing Monitors for Assistance Programs Division
- HS-2** Resolution Authorizing Budget Modification Department of Social Services/Residential Domestic Violence Services
- HS-3** Resolution Authorizing Budget Modification Department of Social Services/Postage (Administrative)
- HS-4** Resolution Authorizing Budget Modification Department of Social Services/Other Supplies & Expense
- HS-5** Resolution Authorizing Budget Modification Department of Social Services/Postage (Adult & Family Services)
- HS-6** Resolution Authorizing Budget Modification for Department of Social Services to Accept and Expend Additional State Aid From NYS OASAS, OMH And OPWDD
- HS-7** Resolution Authorizing Creation of One Principal Social Welfare Examiner Position in the Department of Social Services Assistance Programs Unit
- HS-8** Resolution Requesting Modification to Capital Project No. 0823 Department of Social Services - Space Maximization Project
- HS-9** Resolution Authorizing Budget Modification Department of Social Services – Media and Advertising Outreach For Recruitment

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## ECONOMIC DEVELOPMENT AND PLANNING COMMITTEE

- EP-1** Resolution Approving an Amended and Restated Title VI Plan for the County of Oswego
- EP-2** Resolution Appointing the Director of Mobility Management as the Public Transportation Liaison
- EP-3** Resolution Authorizing Budgetary Modification Department of Community Development, Office of Planning And Community Development – Land Use Planning

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## HEALTH COMMITTEE

- HE-1** Resolution to Reclassify Two Early Intervention Specialist to Senior Early Intervention Specialist
- HE-2** Resolution Awarding Professional Services Contract – RFP 23-HLTH-002- Analytical Testing Services

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## INFRASTRUCTURE, FACILITIES & TECHNOLOGY COMMITTEE

- IT-1** Resolution Establishing Capital Project No. 0723 – Airport HVAC Replacement

- IT-2** Resolution to Transfer Authorization for Sales Scrap & Excess Materials into Highway Expense
- IT-3** Resolution Establishing Capital Project No. 1023 Scriba Garage Vehicle Lifts
- IT-4** Resolution Authorizing Expenditure from Capital Reserve No. 146 – Highway & Equipment
- IT-5** Resolution Increasing Authorization of Capital Project No. CO123 – Asbestos Remediation
- IT-6** Resolution Authorizing Budget Modification Central Services Increase Capital Project No. T0322 County Video Surveillance System
- IT 7** Resolution Awarding Professional Services Contract Lower Apron Repairs At The Energy Recovery Facility

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#### **FINANCE & PERSONNEL COMMITTEE**

- FP-1** Resolution Authorizing the Reclassification Of One Position In The Treasurer's Office

#### **UNFINISHED BUSINESS**

#### **MISCELLANEOUS BUSINESS**

#### **ADJOURNMENT**

#### **PUBLIC COMMENT PERIOD**



# OSWEGO COUNTY LEGISLATIVE MEETING



MINUTES - REGULAR MEETING

OSWEGO COUNTY, NEW YORK

**Date/ Time:** June 15, 2023, at 7:00 p.m.

**Location:** Chambers - Legislative Office Building 46 East Bridge Street Oswego, New York 13126

## PUBLIC HEARING

**Public Hearing** – regarding the 8-year review of the Agricultural District

Public Hearing was called to order at 7:05 p.m.

No speakers

Public Hearing was closed at 7:07 p.m.

**Public Hearing** – regarding the requests of landowner inclusion within the existing certified Agricultural District pursuant to the NYS Agricultural and Markets Law (AML), Section 303-B, as amended.

Public Hearing was called to order at 7:07 p.m.

No speakers

Public Hearing was closed at 7:08 p.m.

## CALL TO ORDER

A Regular Meeting of the Oswego County Legislature was called to order at 7:08 pm by Chairman James Weatherup with the Clerk of the Legislature present.

Roll Call was taken with all legislator's present except Leg. Martino and Walpole.

The invocation was given by the Clerk of the Legislature Betsy Sherman-Saunders, followed by the Pledge of Allegiance led by Chairman James Weatherup.

## **APPROVAL OF THE MINUTES**

Minutes of the Oswego County Legislature Regular Meeting on **May 11, 2023** were approved.

## **PROCLAMATIONS AND RECOGNITIONS**

Recognition – Robert Lighthall, Stop DWI – Retirement  
Proclamation – Dairy Month  
Proclamation – Envirothon  
Proclamation – Lake City Lodge – 175 Years of Freemason  
Recognition – Richard Mitchell, County Attorney – 30 years

## **INTRODUCTION OF VISITORS**

Chairman Weatherup introduced former Legislator Heather DelConte and Supreme Court Justice Scott DelConte.

## **PUBLIC SPEAKERS ON RESOLUTIONS OF THE DAY**

None.

## **REPORTS**

Reports of County Officials – None.  
Reports of Standing Committees – None.  
Reports of Special Committees – None.

## **RESOLUTIONS AND MOTIONS**

**GC-1** Legislator Holst offered a resolution entitled, **RESOLUTION FIXING TIME AND PLACE FOR PUBLIC HEARING RELATIVE TO PROPOSED COUNTY OF OSWEGO LOCAL LAW NO. 3 OF THE YEAR 2023, ENTITLED “A LOCAL LAW AMENDING LOCAL NUMBER 2 OF 2021 AS CONCERNS RESIDENCY REQUIREMENTS FOR ASSISTANT PUBLIC DEFENDERS”**

**Resolution 158 of 2023 adopted** by a voice vote: Yes: 21 No: 2 Absent: 2  
(Leg. Castiglia and Schadt in opposition)

**GC-2** Legislator Holst offered a resolution entitled, **RESOLUTION AUTHORIZING THE RECLASSIFICATION OF ONE POSITION IN THE REAL PROPERTY TAX SERVICES OFFICE**

**Resolution 159 of 2023 adopted** by a voice vote: Yes: 23 No: 0 Absent: 2

**GC-3** Legislator Holst offered a resolution entitled, **RESOLUTION APPROVING AND CONFIRMING THE SALE AND TRANSFER OF CERTAIN FORECLOSED TAX PROPERTY PURSUANT TO RPTL §1166**

Leg. Holst motioned to amend the resolution adding 3 properties, multiple seconds.

Motion **passed** by a voice vote: Yes: 23 No: 0 Absent: 2

**Amended Resolution 160 of 2023 adopted** by a voice vote: Yes: 23 No: 0 Absent: 2

**GC-4** Legislator Holst offered a resolution entitled **RESOLUTION APPROVING AND CONFIRMING THE SALE AND TRANSFER OF CERTAIN FORECLOSED TAX PROPERTIES TO THE CITY OF OSWEGO PURSUANT TO RPTL §1166**

**Resolution 161 of 2023 adopted** by a voice vote: Yes: 23 No: 0 Absent: 2

**GC-5** Legislator Holst offered a resolution entitled **RESOLUTION AUTHORIZING THE PURCHASE OF TWO AUTOMOBILES IN PUBLIC DEFENDER'S OFFICE**

**Resolution 162 of 2023 adopted** by a voice vote: Yes: 21 No: 2 Absent: 2  
(Leg. Castiglia and Schadt in opposition)

**GC-6** Legislator Holst offered a resolution entitled **RESOLUTION AUTHORIZING THE RECLASSIFICATION OF ONE POSITION AND DELETION OF ONE POSITION IN PUBLIC DEFENDER'S OFFICE**

**Resolution 163 of 2023 adopted** by a voice vote: Yes: 23 No: 0 Absent: 2

**PS-1** Legislator Greco offered a resolution entitled, **RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH WELLPATH, LLC CONCERNING THE PROVISION OF MEDICAL SERVICES FOR THE OSWEGO COUNTY CORRECTIONAL FACILITY**

**Resolution 164 of 2023 adopted** by a voice vote: Yes: 23 No: 0 Absent: 2

**PS-2** Legislator Greco offered a resolution entitled, **RESOLUTION AUTHORIZING BUDGET MODIFICATION SHERIFF'S OFFICE – BOARDING FEMALE INMATES**

**Resolution 165 of 2023 adopted** by a voice vote: Yes: 23 No: 0 Absent: 2

**PS-3** Legislator Greco offered a resolution entitled, **RESOLUTION DELETING POSITION AND AUTHORIZING BUDGET MODIFICATION – STOP DWI**

**Resolution 166 of 2023 adopted** by a voice vote: Yes: 23 No: 0 Absent: 2

**PS-4** Legislator Greco offered a resolution entitled, **RESOLUTION APPROVING AN INTERMUNICIPAL AGREEMENT WITH THE COUNTY OF YATES REGARDING INCARCERATED PERSONS BOARDED OUT PURSUANT TO SUBSTITUTE JAIL ORDERS**

**Resolution 167 of 2023 adopted** by a voice vote: Yes: 23 No: 0 Absent: 2

**HS-1** Legislator Reehil offered a resolution entitled **RESOLUTION AUTHORIZING BUDGET MODIFICATION TO REDUCE THE FEDERAL REVENUE FOR THE DEPARTMENT OF SOCIAL SERVICES DIVISION OF EMPLOYMENT AND TRAINING**

**Resolution 168 of 2023 adopted** by a voice vote: Yes: 23 No: 0 Absent: 2

**HS-2** Legislator Reehil offered a resolution entitled **RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF SOCIAL SERVICES TO ACCEPT FEDERAL ADULT PROTECTIVE COVID-19 FUNDING**

**Resolution 169 of 2023 adopted** by a voice vote: Yes: 23 No: 0 Absent: 2

**HS-3** Legislator Reehil offered a resolution entitled **RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF SOCIAL SERVICES FOR COURT LIAISON FURNITURE AND FURNISHINGS**

**Resolution 170 of 2023 adopted** by a voice vote: Yes: 23 No: 0 Absent: 2

**HS-4** Legislator Reehil offered a resolution entitled **RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF SOCIAL SERVICES ADULT AND FAMILY SERVICES ADDITIONAL HOURS**

**Resolution 171 of 2023 adopted** by a voice vote: Yes: 23 No: 0 Absent: 2

**HS-5** Legislator Reehil offered a resolution entitled **RESOLUTION APPROVING MOU FOR STREET OUTREACH SERVICES FOR RUNAWAY YOUTH BETWEEN OSWEGO COUNTY DEPARTMENT OF SOCIAL SERVICES, OSWEGO CITY-COUNTY YOUTH BUREAU AND OSWEGO COUNTY OPPORTUNITIES**

**Resolution 172 of 2023 adopted** by a voice vote: Yes: 23 No: 0 Absent: 2

**HS-6** Legislator Reehil offered a resolution entitled **RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF SOCIAL SERVICES – ACCEPT RENTAL SUPPLEMENT PROGRAM FUNDING**

**Resolution 173 of 2023 adopted by a voice vote: Yes: 23 No: 0 Absent: 2**

- HS-7** Legislator Reehil offered a resolution entitled **RESOLUTION ESTABLISHING CAPITAL PROJECT NO. 0823 DEPARTMENT OF SOCIAL SERVICES – SPACE MAXIMIZATION PROJECT**

**Resolution 174 of 2023 adopted by a voice vote: Yes: 23 No: 0 Absent: 2**

- HS-8** Legislator Reehil offered a resolution entitled **RESOLUTION APPOINTING MEMBER TO THE COMMUNITY SERVICES BOARD**

**Resolution 175 of 2023 adopted by a voice vote: Yes: 23 No: 0 Absent: 2**

- HS-9** Legislator Reehil offered a resolution entitled **RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF SOCIAL SERVICES – WIRELESS HEADSETS FOR ASSISTANCE PROGRAMS DIVISION**

**Resolution 176 of 2023 adopted by a voice vote: Yes: 23 No: 0 Absent: 2**

- HS-10** Legislator Reehil offered a resolution entitled **RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF SOCIAL SERVICES – NOTHWOODS TRAVERSE OPTIMIZATION PROJECT**

**Resolution 177 of 2023 adopted by a voice vote: Yes: 23 No: 0 Absent: 2**

- HS-11** Legislator Reehil offered a resolution entitled **RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF SOCIAL SERVICES – ACCEPT CONTRACTED FUNDING FROM CENTERSTATE CORPORATION FOR DIVISION OF EMPLOYMENT AND TRAINING**

**Resolution 178 of 2023 adopted by a voice vote: Yes: 23 No: 0 Absent: 2**

- HS-12** Legislator Reehil offered a resolution entitled **RESOLUTION AUTHORIZING BUDGET MODIFICATION YOUTH BUREAU – CORRECTING BUDGET LINES 2023 NYS RUNAWAY YOUTH AID**

**Resolution 179 of 2023 adopted by a voice vote: Yes: 23 No: 0 Absent: 2**

- HS-13** Legislator Reehil offered a resolution entitled **RESOLUTION AUTHORIZING THE RECLASSIFICATION OF TWO POSITIONS IN THE OFFICE FOR THE AGING**

**Resolution 180 of 2023 adopted by a voice vote: Yes: 23 No: 0 Absent: 2**

- HS-14** Legislator Reehil offered a resolution entitled **RESOLUTION AMENDING CONTRACT RFP-19-HD-005 – SENIOR NUTRITION SERVICES – CONCREGATE DINING CENTER CHANGES**



**Resolution 181 of 2023 adopted** by a voice vote: Yes: 21 No: 2 Absent: 2  
(Leg. Emmons and Salmonsens in opposition)

**HS-15** Legislator Reehil offered a resolution entitled **RESOLUTION AMENDING CONTRACT RFP19-HD-005 – SENIOR NUTRITION SERVICES - MEALS**

**Resolution 182 of 2023 adopted** by a voice vote: Yes: 21 No: 2 Absent: 2  
(Leg. Kline and Castiglia in opposition)

**HS-16** Legislator Reehil offered a resolution entitled **RESOLUTION FOR ADDITIONAL SUPPLEMENTAL SERVICES REQUIRED FOR THE CAMP HOLLIS SHORELINE STABILIZATION PROJECT RFP 21-YB-001**

**Resolution 183 of 2023 adopted** by a voice vote: Yes: 23 No: 0 Absent: 2

**HS-17** Legislator Reehil offered a resolution entitled **RESOLUTION AWARDING PROFESSIONAL SERVICES CONTRACT – RFP 23-YB-001 – ARCHITECTURE & ENGINEERING SERVICES – CAMP ZERBE BATHHOUSE**

**Resolution 184 of 2023 adopted** by a voice vote: Yes: 23 No: 0 Absent: 2

**EP-1** Legislator Chesbro offered a resolution entitled, **RESOLUTION DESIGNATING VARIOUS SNOWMOBILE TRAIL IMPROVEMENTS TYPE II ACTIONS UNDER NEW YORK STATE SEQRA**

**Resolution 185 of 2023 adopted** by a voice vote: Yes: 23 No: 0 Absent: 2

**EP-2** Legislator Chesbro offered a resolution entitled, **RESOLUTION TO AMEND THE AGRICULTURAL DISTRICT PLAN BOUNDARIES BY PERMITTING ADDITIONAL AREAS OF INCLUSION, PURSUANT TO AGRICULTURE AND MARKETS LAW (AML) SECTION 303-b, AS AMENDED**

**Resolution 186 of 2023 adopted** by a voice vote: Yes: 23 No: 0 Absent: 2

**EP-3** Legislator Chesbro offered a resolution entitled, **RESOLUTION ADOPTING MODIFIED AGRICULTURAL DISTRICT #11 AND FINDING THAT THE PROPOSED DISTRICT WILL NOT HAVE A SIGNIFICANT ENVIRONMENTAL IMPACT**

**Resolution 187 of 2023 adopted** by a voice vote: Yes: 23 No: 0 Absent: 2

**EP-4** Legislator Chesbro offered a resolution entitled, **RESOLUTION AUTHORIZING THE CHAIR OF THE LEGISLATURE TO EXECUTE NO-COST TIME EXTENSION REQUESTS FOR VARIOUS NYSDOT CONTRACTS (ATC-17-OSW, ATC-18-OSW, NY-2017-057, NY-2018-44, NY-18-X031, NY-2020-086)**

**Resolution 188 of 2023 adopted** by a voice vote: Yes: 23 No: 0 Absent: 2

**HE-1 PULLED**

- IT-1** Legislator House offered a resolution entitled, **RESOLUTION TO INCREASE AUTHORIZATION FOR CAPITAL PROJECT NO. 0123 – HIGHWAY EQUIPMENT CAPITAL PROJECT**

**Resolution 189 of 2023 adopted** by a voice vote: Yes: 23 No: 0 Absent: 2

- IT-2** Legislator House offered a resolution entitled, **RESOLUTION TO INCREASE AUTHORIZATION FOR CAPITAL PROJECT NO. B0123 – CR 23 BRIDGE OVER SCRIBA CREEK**

**Resolution 190 of 2023 adopted** by a voice vote: Yes: 23 No: 0 Absent: 2

- IT-3** Legislator House offered a resolution entitled, **RESOLUTION ESTABLISHING CAPITAL PROJECT NO. B0223 – CASTER ROAD BRIDGE OVER NORTH BRANCH SALMON RIVER**

**Resolution 191 of 2023 adopted** by a voice vote: Yes: 23 No: 0 Absent: 2

- IT-4** Legislator House offered a resolution entitled, **RESOLUTION AUTHORIZING TRANSFER FROM BUILDING SUPPLIES & EXPENSE INTO REPAIRS BUILDING & PROPERTY**

**Resolution 192 of 2023 adopted** by a voice vote: Yes: 23 No: 0 Absent: 2

- IT-5** Legislator House offered a resolution entitled, **RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARMTENT OF SOLID WASTE – HIGHWAY AND STREET EQUIPMENT**

**Resolution 193 of 2023 adopted** by a voice vote: Yes: 23 No: 0 Absent: 2

- IT-6** Legislator House offered a resolution entitled, **RESOLUTION AWARDING PROFESSIONAL SERVICES CONTRACT BRISTOL HILL LANDFILL PLANNING AND DEVELOPMENT**

**Resolution 194 of 2023 adopted** by a voice vote: Yes: 23 No: 0 Absent: 2

**IT-7 PULLED**

- IT-8** Legislator House offered a resolution entitled, **RESOLUTION AUTHORIZING BUDGET MODIFICATION HIGHWAY DEPARTMENT TO TRANSFER FUNDS FROM INSURANCEW RECOVERY FUND INTO HIGHWAY EXPENSE**

**Resolution 195 of 2023 adopted** by a voice vote: Yes: 23 No: 0 Absent: 2



**IT-9** Legislator House offered a resolution entitled, **RESOLUTION INCREASING CAPITAL PROJECT NO. 0521 FOR PHASE TWO – OSWEGO COUNTY BUILDING SECURITY**

**Resolution 196 of 2023** adopted by a voice vote: Yes: 23 No: 0 Absent: 2

**FP-1** Legislator Mangano offered a resolution entitled, **RESOLUTION AUTHORIZING PROFESSIONAL SERVICES CONTRACT TREASURER'S OFFICE**

**Resolution 197 of 2023** adopted by a voice vote: Yes: 23 No: 0 Absent: 2

### **UNFINISHED BUSINESS**

None.

### **MISCELLANEOUS BUSINESS**

None.

Leg. Emmons motioned to enter Executive Session, multiple seconds.

Vote: Unanimous

Entered Executive Session at 8:20 p.m.

### **EXECUTIVE SESSION**

Executive Session to discuss Steam Station, Manzi Tax Property and Stipulation on Attis Ethanol

Leg. Karasek motioned to exit Executive Session, multiple seconds.

Vote: Unanimous

Exited Executive Session at 8:39 p.m.

Leg. House made a motion to waive the rules to hear resolutions GC-7, GC-8, GC-9 and GC-10,  
Leg. Castiglia seconds.

Motion **passed** by a voice vote: Yes: 23 No: 0 Absent: 2

**GC-7** Legislator Holst offered a resolution entitled **RESOLUTION AUTHORIZING THE COUNTY OF OSWEGO TO INTERVENE IN A PENDING TAX CERTIORARI PROCEEDING CONCERNING OSWEGO HARBOR POWER, LLC COMMONLY KNOWN AS THE OSWEGO STEAM STATION**

**Resolution 198 of 2023 adopted** by a voice vote: Yes: 23 No: 0 Absent: 2

**GC-8** Legislator Holst offered a resolution entitled **RESOLUTION CONVEYING CERTAIN PROPERTY IN THE TOWN OF SANDY CREEK AND TOWN OF RICHLAND UNDER REAL PROPERTY TAX LAW §1166 ON CERTAIN TERMS TO FRANK J. MANZI AND DIANE M. MANZI**

**Resolution 199 of 2023 adopted** by a voice vote: Yes: 23 No: 0 Absent: 2

**GC-9** Legislator Holst offered a resolution entitled **RESOLUTION AUTHORIZING THE CHAIR OF THE LEGISLATURE TO EXECUTE A FIRST AMENDED STIPULATION ON CERTAIN TERMS WITH HIGHSORE CAPITAL, LLC REGARDING ATTIS ETHANOL FULTON, LLC TAX DELINQUENT PARCELS**

**Resolution 200 of 2023 adopted** by a voice vote: Yes: 23 No: 0 Absent: 2

**GC-10** Legislator Holst offered a resolution entitled **RESOLUTION AUTHORIZING BUDGET MODIFICATION OFFICE OF STATEGIC INITIATIVES**

**Resolution 201 of 2023 adopted** by a voice vote: Yes: 23 No: 0 Absent: 2

## **ADJOURNMENT**

Legislator Twiss motioned to adjourn, multiple seconds.

Vote: Unanimous, motion carried

Legislature adjourned at 8:44 p.m.

## **PUBLIC COMMENT PERIOD**

None.

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Betsy Sherman-Saunders  
Clerk of the Legislature

**RESOLUTION NO.**

July 13, 2023

**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 suggestions 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 I 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 F 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.

**RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE**

**YES:**

**NO:**

**ABSENT:**

**ABSTAIN:**

**Schedule I- Proposed Local Disbursements of ARPA Funds**

<b>Project Name/Applicant</b>	<b>Project Description</b>	<b>Request</b>	<b>Task Force Suggestion</b>	<b>Jurisdictional Committee</b>
Aqua Spa Float Center LLC	The company is seeking a total of \$49,882.17. They are asking for \$33,882.66 for marketing they continued to pay during the COVID pandemic as well as \$15,991.51 that they paid to employees during this time as well, they did not receive any PPP monies.	\$49,882.17	\$15,991.51	EDP
Bellinger Auto Sales and service Inc.	This is a used car company and automotive repair business located in Volney that is looking for assistance for lost revenue due to the COVID pandemic. The company is seeking \$243,624 and after reviewing PPP loan information that they received (\$43,800) they are potentially eligible for up to \$199,824.	\$243,624.00	\$96,544.97	FDP
Chase Enterprise Inc.	Chase Enterprises is looking to recover some lost revenue. They demonstrated losses well over 1.5 million dollars through cancelled confirmed contracts. They did receive a PPP loan of \$537,000. Cancelled contracts were confirmed through communication directly with the Pennsylvania Department of Transportation as well as certified letter from the CPA. They are requesting a total of \$350,000 in assistance.	\$350,000.00	\$75,000.00	EDP
Lerol Inc.	The company is seeking \$1,000,000 in economic recovery assistance. Based on documents provided they demonstrated more harm than that however they are asking for \$1 million. After reviewing PPP information, they are potentially eligible for up to \$700,000.	\$1,000,000.00	\$144,945.00	EDP
N.E.T and Die	This Fulton based machining business is seeking \$451,000 due to lost revenue from the COVID pandemic. The amount has been verified and the eligible amount is \$495,000 after losses were adjusted for PPP assistance they received.	\$451,000.00	\$144,945.00	EDP
Al-noor Hospitality and Inns (Oswego INN)	The Oswego Inn is seeking to recover lost revenue in the amount of \$92,093. This amount has been verified through profit loss records. The applicant received PPP and that amount was also removed leaving the eligible amount at \$70,362.	\$92,093.00	\$33,995.00	EDP
The Pressbox of Oswego Inc.	The Pressbox is seeking \$80,000 for work that has been and is being done on an upgraded and expanded kitchen. The project was expected to begin in 2020 and was placed on hold due to COVID. Upon starting the project, the cost of good and services soared. They have submitted quotes from the pre and post pandemic demonstrating the increased costs of goods and services they are seeking help with covering.	\$80,000.00	\$80,000.00	EDP
TCD of Oswego LLC (The Cellar Door)	is seeking \$327,000 for lost revenue and expenses due to the COVID Pandemic. Upon review of financial records and statements the eligible amount for the organization is \$168,711 once PPP and NY Loans are removed.	\$327,000.00	\$81,513.00	EDP
Valti Graphics	The company is requesting \$139,000 in lost revenue due to the COVID pandemic. After review of documents and PPP information the applicant is eligible for up to \$125,861	\$139,000.00	\$60,810.00	EDP

Vonas Restaurant Inc.	The company is seeking \$83,971 in lost revenue. This is the eligible amount remaining after removing PPP loan forgiveness.	\$83,971.00	\$40,570.11	EDP
Oswego Minor Hockey Association Inc.	The Association has demonstrated lost revenue of \$80,000 and are requesting to use these funds to create larger and safer areas for the the various users of the their primary ice rink facility.	\$80,000.00	\$77,304.00	EDP
Safe Haven Museum and Education Center Inc.	The museum is hoping to recover lost funds that will be used to enhance the facility and grounds. They asked for \$50,000 and based on documentation provided, they are potentially eligible for up to \$36,751.	\$50,000.00	\$36,751.00	EDP
Redfield Snowmobile Association Inc.	They are planning to construct a pole barn that will allow them to house expensive equipment that they currently store outside. The structure is also designed to allow for a safer environment in the area where they conduct meetings. Being a part of the travel and tourism industry and allowing them to store equipment that will keep trails open and safe, this project does qualify for assistance. They are seeking \$70,000 for a project that is quoted to cost roughly \$206,000.	\$70,000.00	\$70,000.00	EDP
Winona Forest Recreation Inc.	Is asking for \$5,406 to help cover costs associated with lost revenue from an event they were unable to hold because of the COVID pandemic. They have demonstrated this loss of revenue through IRS 990 forms and are seeking to recoup the lost funds.	\$5,406.00	\$5,406.00	EDP
Bugow Driving School	Driver Rehab service provides comprehensive driving evaluation and instruction in safe driving practices and the use of adaptive equipment for individuals whose driving ability is compromised by physical or cognitive limitations. They are asking for \$129,400 for lost revenue as demonstrated through company profit loss statements and tax returns.	\$129,400.00	\$43,763.73	EDP
H Lee White Marine Museum	They are requesting funds to offset lost revenue in the amount of \$74,878	\$74,878.00	\$36,117.31	EDP
Bishop's Commons Inc.	They are seeking \$62,553 in premium pay they gave to their employees during their "Healthcare Hero" initiative. Funds were provided to RN, LPN, Critical Care Aids and other frontline staff. The funds were distributed to 46 staff members.	\$62,553.00	\$62,553.00	Human Services
Rural and Migrant Ministry of Oswego County, Inc.	They are seeking \$35,958.74 in order to construct a barn and storage facility on site that will allow them to house medical equipment and other necessary items they loan to residents who need assistance. These items are currently stored at various homes, garages, barns, sheds throughout the Richland/Pulaski area making it difficult to access and find the equipment in an expeditious manner.	\$35,958.74	\$32,000.00	Human Services
CAC Foundation Inc. (Child Advocacy Center of Oswego County)	This organization located in Fulton is seeking \$38,816.22 to help cover cost increases that they have demonstrated through quotes for work that has been needed to resurface their parking area, this was done to provide a safer environment for clients and it was full of holes, divots and other hazards and they also would like to upgrade their HVAC unit to a more efficient model.	\$38,816.22	\$38,816.22	Human Services



Habitat for Humanity of Oswego County	The organization is seeking \$120,000 to have a program that will work with The Office of the Aging, Arise, Home Health Aids, Medical Practitioners and others that will allow habitat to retrofit seniors homes to be safer for them allowing them to "age in place" instead of needing to be relocated to a nursing facility. This may include things like adding rails for safety in the home, adding a ramp, or other features. This team of professionals will work on a case-by-case basis to formulate a plan that will then be overseen by building professionals. The work may be done by qualified volunteers or bid out to other professionals if needed. An estimated cap per household is expected to be around \$2,500 allowing potentially 48 households to become a safer place for the residents.	\$120,000.00	\$120,000.00	Human Services
St. Francis Commons Inc.	Is seeking \$76,213 that they paid to employees in the middle of the COVID pandemic as bonuses during their "healthcare hero" campaign. These funds were paid to RN, LPN, home health aides, and other frontline staff. This campaign helped in the retention of 38 employees and recovering these funds will allow St. Francis to provide quality services to up to 60 clients in their facility.	\$76,213.00	\$76,213.00	Human Services
Milestones Childrens Center	Little Lukes will no longer be offering special education services (4410 program) leaving a void in those services in Oswego County. Milestones, an already operating business in Jefferson, Oswego and Onondaga Counties has proposed to work in Little Lukes Childcare centers to offer these services in conjunction with Little Lukes. In order to begin offering the services once the Little Lukes program closes, they are requesting \$282,229 to cover the first 2 months of staff, books, tests, adaptive equipment for special needs students and curriculum supplies. Once funded Milestones would become a self-sustaining program through revenue brought in from the students. The County does send children to other Counties who need these services at the cost of \$570 per day per child and Milestones/ Little Lukes has committed to ensuring that during initial registration all slots will be prioritized to be given to Oswego County students. If Little Lukes closes and Milestones does not open, there could be a significant increase in cost to the County to send children to other Counties for services.	\$282,229.00	\$282,229.00	Human Services
The Victory Transformation Inc.	They are seeking funding to help cover costs of roof repairs. The shelter serves homeless and disenfranchised individuals allowing the application to fall under ARPA guidelines. The budget included lists the entire cost of replacing both roofs of Victory house and Val haven to be at about \$350,000. They are seeking funding in the amount of \$49,800 to help cover some of the expenses. Cost include removal of asbestos, new shingles, plywood, equipment, labor and contingencies.	\$49,800.00	\$49,800.00	Human Services
Brewerton Volunteer Fire Department Ambulance	This organization serves the Southeastern part of the county including designated service areas in Hastings and other portions of the county. They provide coverage services to other agencies in the county and have responded to roughly 350-400 calls for service in Oswego County last year. They are seeking a total of \$63,538.98 to purchase a LUCAS machine or automatic CPR which allows for smaller crews as they have trouble staffing, this costs \$26,096.56. They would also like 2X Stryker Xpedition Stair chairs that allow for much easier transportation of patients going in and out of buildings. Each unit costs \$18,721 and includes all batteries and equipment necessary for operation.	\$63,538.98	\$19,000.00	Public Safety



Village of Lacona/ Lacona Volunteer Fire Department	They are seeking \$30,000 for a new air compressor from Bauer Equipment. The new cascade machine will allow them to completely fill their air tanks. Air tanks should be filled to 4500psi, and their aging compressor is only able to fill up to about 3000 causing a roughly 10-15 min shortage of vital air for the firefighters. These extra minutes could potentially be the difference between saving someone and not. Additionally, the Volunteer Fire Dept lost about \$39,000 during covid because of the inability to host any fundraisers. This funding would cover part of the machine that is estimated to cost \$38,641 plus installation. The Village of Lacona has committed to covering all costs after the \$30,000 award is funded.	\$30,000.00	\$30,000.00	Public Safety
City of Fulton Fire Dept.	The Fulton Fire dept is undergoing a million-dollar renovation and is seeking \$49,999 to assist with final details. They are seeking to upgrade communications equipment that will allow for quicker dispatch and service that is estimated to cost \$20,000 and they are also seeking funding for the onboarding, training and outfitting of new firefighters that they will be having through the Federal (SAFER) Grant award they received. Fulton will be matching funds to finish covering the cost of training and equipment for the new fighters. Altogether it is expected to cost roughly \$72,000.	\$29,999.00	\$29,999.00	Public Safety
Town of Orwell	The Town has requested \$150,000 for equipment to maintain proper protection of those in their communities. They were forced to purchase a new fire truck that unexpectedly made them use all of their funds including those that were meant for regular everyday fire equipment. These funds will be used to help replenish funds that were unexpectedly used for the purchase of the newer fire unit.	\$150,000.00	\$75,000.00	Public Safety
Town of Minetto	The Town is requesting \$399,000 to complete upgrades that were the result of a mandated 2-year study by the NYS DEC. The upgrades will be made to the existing treatment plant that was originally constructed in 1977. This facility services Minetto and Seneca Hill facility. The upgrades will include upgrades of pumps and associated piping. These improvements will increase efficiency and also provide lower energy consumption. This project will be a portion of a larger project and upgrades, however the pumps project itself is seeking 100% funding to be completed with the Town bonding to complete the other portion of the project.	\$399,000.00	\$399,000.00	Infrastructure, Facilities & Technology
City of Fulton Parks Dept.	The Fulton Park Program demonstrated over \$16,000 due to lost revenue from events such as user fees, rental fees and venue fees and is seeking \$8,516. They would like funds to be able to complete the purchase of a Basketball hoop raising and lowering system. They have \$12,000 already committed to the project and are seeking only a portion of their lost revenue to be able to complete this project.	\$8,516.00	\$8,516.00	Government, Courts & Consumer Affairs
Town of Granby	The Town has requested \$350,000 for part of the community center upgrades they are interested in completing. The overall project is expected to cost roughly \$1,300,000 based on submitted documents. ("We will be making an application for this round of CFA which is capped at \$500,000. The rest of the cost will be bonded and paid for at the local level".)	\$350,000.00	\$50,000.00	Government, Courts & Consumer Affairs

Town of West Monroe	The Town is seeking \$25,000 for a welcome/message board to be placed at the Town hall. This sign will allow them to display important information including but not limited to items that relate to public health such as upcoming vaccinations, clinic sites, directions on where to go in the event of an emergency, etc.	\$25,000.00	\$25,000.00	Government, Courts & Consumer Affairs
Town of Volney	They are seeking \$25,000 for a backup generator at the Town DPW. They currently do not have any way to mechanically open the overhead doors and could possibly not be able to launch plows or other necessary equipment that could be needed in the event of an emergency. The town did apply for funding through FEMA but was unsuccessful in the bid to secure funds. This project would be 100% funded through the ARPA program including the generator and the installation of the device.	\$25,000.00	\$25,000.00	Government, Courts & Consumer Affairs
Town of Mexico	They would like to conduct a study to determine if and how to best expand the site known as the Mexico Community Park. COVID had them at capacity and they need to grow to allow for more options for kids to play. Requesting \$30,000 and will match it with \$30,000 of their own funds.	\$30,000.00	\$30,000.00	Government, Courts & Consumer Affairs
TOTALS		\$5,002,878.11	\$2,396,782.85	

**RESOLUTION NO.**

July 13, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION  
OFFICE OF STRATEGIC INITIATIVES – AMERICAN RESCUE PLAN FUNDS**

By Legislator David Holst:

WHEREAS, The County has been awarded funds through the American Rescue Plan Act, and

WHEREAS, a process has been developed by this body for the distribution of those funds that is consistent with the intent of the federal law and the associated rules and regulations established by the US Treasury, and

WHEREAS, the funds proposed for transfer will only be used to support projects that have been fully vetted through this process and authorized by this body, then therefore be it and it is hereby

RESOLVED, that the Chairman of the Legislature be and is hereby authorized to execute any and all documents that may be necessary for this transaction, 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.

**RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE**

**YES:**

**NO:**

**ABSENT:**

**ABSTAIN:**



*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 Chewning-Kulick*  
*Administrative Assistant*

**INFORMATIONAL MEMORANDUM**

**SUBJECT:** Budget modification.

**PURPOSE:** Transfer funds from ARPA holding account to a budget expenditure account to allow for authorized disbursements.

**SUMMARY:** Previous Resolutions and the one scheduled to be adopted on 07/13/2023 will result in 100 projects being funded that total just over \$10 million. Should these all move successfully through the contractual process we will need additional funds to be moved from the ARPA holding account to the expenditure line under the Office of Strategic Initiatives. This action transfers funds to an expense line to facilitate those disbursements.

**FISCAL IMPACT:** Transfer requested is \$3,000,000.

**RECOMMENDED ACTION** the Committee on Government, Courts & Consumer Affairs in concurrence with the Finance & Personnel recommend this action to the Legislature at the July 13<sup>th</sup> meeting.

## COUNTY OF OSWEGO

Chen

DATE \_\_\_\_\_

9.6-23

DATE \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_

**RESOLUTION NO.**

July 13, 2023

**RESOLUTION RESCINDING CERTAIN PREVIOUSLY APPROVED ARPA  
AWARDS**

By Legislator David Holst:

WHEREAS, this body authorized certain disbursements from the County's ARPA allocation via Resolutions #130 of 2022, # 253 of 2022 and #009 of 2023, and

WHEREAS, for various reasons, certain awards authorized through those Resolutions were subsequently not able to be finalized, and

WHEREAS, in order to reallocate those funds (\$240,000) to other worthy and eligible projects it is necessary and desirable to rescind the authorizations for the 4 Minnows Café (#130), the Blue Moon Grill (#253) and the Tasswood Bakery (#009), then therefore be it and it is hereby

RESOLVED, that, the respective authorizations for the awards referenced herein are hereby rescinded and the funding previously associated with those projects is now available for re-allocation.

**RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE**

**YES:**

**NO:**

**ABSENT:**

**ABSTAIN:**



**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:** ARPA funding amendment.

**PURPOSE:** Rescind certain previously authorized allocations.

**SUMMARY:** Resolutions #130 and 253 of 2022 and #009 of 2023 allocated \$240,000 to three specific projects (4 Minnows Café, the Blue Moon Grill and the Tasswood Bakery). Subsequent to those authorizations, circumstances surrounding each of those projects required us to withhold the funding that had been approved for them. This resolution officially rescinds the awards for these specific projects and allows the related funds to be used for other eligible projects.

**FISCAL IMPACT:** None additional

**RECOMMENDED ACTION:** The Committee on Government, Courts & Consumer Affairs with concurrence from the Committee on Finance and Personnel acknowledges and approves this action and recommends that the full legislature approves this measure.



**RESOLUTION NO.**

AGENDA# GC-4

July 13, 2023

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION  
COUNTY CLERK / DEPARTMENT OF MOTOR VEHICLES**

By Legislator:

Upon recommendation of the Government, Courts & 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, To modify the following accounts : Revenue A1411.412555.EZPAS with a budget increase of \$2100.00 and Expense A1411.543800.EZPAS with a budget increase of \$2100.00

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.

**RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE**

**YES:**

**NO:**

**ABSENT:**

**ABSTAIN:**



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

**MATHEW F BACON**  
DEPUTY CLERK

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

**NANCY L. BELCHER**  
DEPUTY CLERK OF  
OPERATIONS

**DIANE PAROW**  
DEPUTY CLERK OF MOTOR  
VEHICLES  
DMV OFFICES  
OSWEGO/FULTON/PULASKI

Date: June 28, 2023

To: Members of the Government, Courts, and Consumer Affairs Committee

From: Terry M Wilbur County Clerk

**Informational Memorandum**

Subject: Sale and tracking of E-Z Pass Tags

Purpose: To increase accounts for the purchase and subsequent sale of E-Z Pass Tags in the County Clerk's Office as well as all DMV offices. These Accounts, A1411.412555.EZPAS a revenue account with a budget increase of \$2100.00 and A1411.543800.EZPAS an expense account with an increase budget of \$2100.00

Summary: The sale of e-z pass tags at our DMV offices is higher than expected and in order to cover the cost of purchasing more tags and thus create more revenue we need to adjust the ez-pass revenue and expense lines.

Recommended Action: The Government, Courts and Consumer Affairs Committee approve the new budget amounts.

COUNTY OF OSWEGO

BUDGET MODIFICATION REQUEST

ACCOUNT NUMBER		(from)	(to)	ACCOUNT NUMBER		DOLLAR AMOUNT	
DEPT.	OBJECT	SUB.	DEPT.	OBJECT	SUB.		
A1411	412555	EZPAS				EZPASS (INCREASE REVENUE)	(2,100)

			A1411	543800	EZPAS	EZ-PASS (INCREASE EXPENSE)	2,100
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TO COVER ADDITIONAL TAGS REQUIRED

TOTAL AMOUNT

Chair

COMMITTEE SIGNATURES

DATE

COUNTY TREASURER

DATE

PERSONNEL DIRECTOR

DATE

COUNTY ADMINISTRATOR

DATE

DEPARTMENT HEAD

DATE

*[Signature]*

7-6-22

*[Signature]*

7-5-23

*[Signature]*

July 6<sup>th</sup> 2022

*[Signature]*

**RESOLUTION NO.**

July 13, 2023

**RESOLUTION AWARDING PROFESSIONAL SERVICES CONTRACT –  
RFP 23-PD-001 CASE MANAGEMENT SOFTWARE**

By Legislator David Holst:

WHEREAS the County issued a request for proposal for a vendor to provide Case Management Software; and

WHEREAS, in accordance with Oswego County Purchasing Policy, the Oswego County Purchasing Department solicited Requests for Proposals (RFP 23-PD-001) from multiple qualified firms to provide Case Management Software; and

WHEREAS, the Oswego County Public Defender Department and Oswego County Purchasing Department have reviewed the proposals received and determined the proposal from Legal Edge Software of King of Prussia, PA meets the County's needs.

NOW, THEREFORE, BE IT RESOLVED, that upon the recommendation of the Government, Courts, and Consumer Affairs Committee that the County of Oswego awards the professional service contract for providing Case Management Software, to Legal Edge Software, 1150 First Ave, Suite 501, King of Prussia, PA 19406 not to exceed \$61,000.00 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.

**RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE**

**YES:**

**NO:**

**ABSENT:**

**ABSTAIN:**



# OSWEGO COUNTY PURCHASING

46 E Bridge Steet, Oswego NY 13126  
 Phone (315)326-6051  
 Email: [Purchasing@OswegoCounty.Com](mailto:Purchasing@OswegoCounty.Com)

## RFP 23-PD-001 CASE MANAGEMENT SOFTWARE

Name of Company	Location	Evaluation Rating	Lump Sum Total	Required Documentation PRCS/PIS/SHC/NCC/RFC				
Spartan Technology	125 Venture Blvd Spartanburg, SC 29306	76.7	\$99,075.00	X	X	X	X	N/A
NYS Defenders	194 Washington Ave Suite 500 Albany, NY 12210	60.3	\$100,200.00	X	X	X	X	N/A
Planstreet Inc	220 Lexington Green Circle Suite 110 Lexington, Kentucky 40503	29.0	\$39,400	X	X	X	X	N/A
Thomas Reuters	610 Opperman Drive Eagan, MN 55123	64.3	\$116,866.28	X	X	X	X	N/A
Kodify	1976 S La Cienega Bl# C444 Los Angeles, CA 90034	71.7	\$129,600.00	X	X	X	X	N/A
Main Street Computing	658 Main Street #2 East Aurora, NY 14052	58.3	\$240,015.00	X	X	X	X	N/A
Legal Server	PO Box 221154 Chicago, IL 60622	67.7	\$95,324.00	X	X	X	X	N/A
Legal Edge	1150 First Avenue Suite 501 King of Prussia, PA 19406	86.3	\$61,000.00	X	X	X	X	N/A
Legal Files	801 S Durkin DR Springfield, IL 62704	70.3	\$102,842.00	X	X	X	X	N/A
Case Fox	16 Corning Ave Suite 136 Milpitas, CA 95035	61.0	\$206,675.00	X	X	X	X	N/A

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

**Solicitation Process:** RFP 23-PD-001 was publicly advertised in the official newspaper, on Bidnet, and on the Oswego County website on May 17, 2023. It was also sent directly to the following vendors:

- Journal Tech
- Clio
- Karel
- ZLS
- Justice Works
- QNA Tech

**Number of Responses:** Ten (10)

Legal Edge Software	<p><b>Pro:</b> In business for a long time and does work exclusively with government agencies, especially Public Defenders. Has an investigative and mental health protocol that other systems do not. Can interface with local courts and do local reports.</p> <p><b>Con:</b> Full set up can take a bit of time.</p>
Case Fox	<p><b>Pro:</b> CMS is mostly built in resulting in a quick installation and it is also customizable.</p> <p><b>Con:</b> Very expensive. Also, West Coast based operation may have issues responding to support requests in timely manner as time zone difference.</p>
Kodify	<p><b>Pro:</b> Can produce reports for local courts.</p> <p><b>Con:</b> Time zone difference that could interfere with timely tech support. Also, a new company.</p>
Legal File Software	<p><b>Pro:</b> Can do local reports and interface with local courts.</p> <p><b>Con:</b> Not much work for public defenders and presentation lacking on specifics in criminal application.</p>
NYS Defenders	<p><b>Pro:</b> Interfaces with local courts and can do local reports.</p> <p><b>Con:</b> Very generic case management system.</p>

Legal Server	<p><b>Pro:</b> Can customize software and it is very adaptable.</p> <p><b>Con:</b> Customization and overall costs are high. Installation will also take a significant amount time.</p>
Main Street Computing	<p><b>Pro:</b> Has government and legal experience</p> <p><b>Con:</b> Very expensive and long time to implement</p>
Planstreet Inc	<p><b>Pro:</b> Hands on and experienced staff</p> <p><b>Con:</b> Highly expensive and plan does not highlight experience for criminal law application</p>
Spartan Tech	<p><b>Pro:</b> Highly experienced in the field. Can do local interface and local reports.</p> <p><b>Con:</b> Long time about ten weeks to implement</p>
Thomas Reuters	<p><b>Pro:</b> Would interface well with legal research platform which is same company</p> <p><b>Con:</b> Highly expensive and does not appear to be criminal case management specific.</p>

**Proposals Reviewed By:** Louis Lombardi, Jamie Thompson, and Lindsey Ramsey

**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 Legal Edge Software.

**Recommended Actions:** The 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.



## RFP 23-PD-001 CASE MANAGEMENT SOFTWARE

Total Points	Evaluation Criteria	SPARTAN			NYS DEFENDERS			PLANSTREET			KODIFY		
		JT	LR	LL	JT	LR	LL	JT	LR	LL	JT	LR	LL
40	Evaluator Experience & Capabilities	28	35	30	25	25	25	0	10	20	30	30	20
30	Management Outline and Project Approach	25	20	25	15	20	15	0	15	21	25	25	25
10	Business & Organization	6	8	8	7	6	8	0	4	7	5	8	5
20	Cost	15	15	15	15	10	10	0	10	2	15	17	10
100	Total Points	74	78	78	62	61	58	0	39	50	75	80	60
Rating per Evaluation		76.7			60.3			29.7			71.7		

Total Points	Evaluation Criteria	THOMAS REUTERS			LEGAL EDGE			LEGAL FILES			CASE FOX		
		JT	LR	LL	JT	LR	LL	JT	LR	LL	JT	LR	LL
40	Evaluator Experience & Capabilities	39	30	15	35	30	40	32	20	30	30	30	25
30	Management Outline and Project Approach	20	23	20	25	25	25	25	20	20	29	20	15
10	Business & Organization	8	6	9	9	9	10	8	8	7	5	8	3
20	Cost	12	10	1	18	18	15	10	16	15	10	6	2
100	Total Points	79	69	45	87	82	90	75	64	72	74	64	45
Rating per Evaluation		64.3			86.3			70.3			61.0		

JT - JAMIE THOMPSON  
LL - LOUIS LOMDARDI

LR - LINDSEY RAMSEY

Schedule A

Evaluation Comparison  
RFP 23-PD-001 CASE MANAGEMENT SOFTWARE

Total Points	Evaluation Criteria	MAIN STREET COMPUTING			LEGAL SERVER		
		JT	LR	LL	JT	LR	LL
40	Evaluator Experience & Capabilities	30	20	20	35	30	25
30	Management Outline and Project Approach	25	15	20	25	18	20
10	Business & Organization	8	5	8	8	8	7
20	Cost	11	10	3	10	15	2
100	Total Points	74	50	51	78	71	54
Rating per Evaluation		58.3			67.7		

JT - JAMIE THOMPSON  
LL - LOUIS LOMDARDI

LR - LINDSEY RAMSEY

**RESOLUTION NO.**

June 14, 2023

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION TO INCREASE  
WAGES FOR TEMPORARY AND PART-TIME WAREHOUSE, TRUCKING AND  
TECHNICIAN WORKERS FOR BOARD OF ELECTIONS**

By Legislator David Holst:

Upon recommendation of the Government, Courts & 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 shall be his authority to affect such transfer and make such adjustments.

**RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE**

**YES:**

**NO:**

**ABSENT:**

**ABSTAIN:**



# 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

## INFORMATIONAL MEMORANDUM

Resolution accepting Budget Modifications by the Oswego County Board of Elections Regarding Pay raises for Warehouse Workers who have not had an increase in 14 years.

## COURT OF OSWEGO

## BUDGET MODIFICATION REQUEST

[illegible]

## Chain

COMMITTEE SIGNATURES

DATE \_\_\_\_\_

X Dec 16th 7-6-23

7-6-23

DATE	COUNTY TREASURER
------	------------------

DATE \_\_\_\_\_

PERSONNEL DIRECTOR

DATE \_\_\_\_\_

DATE 7-5-23

COUNTY ADMINISTRATOR

DATE \_\_\_\_\_

6/14/2023

DEPARTMENT HEAD

DATE \_\_\_\_\_

**RESOLUTION NO.**

July 13, 2023

**RESOLUTION SETTING STANDARD WORKDAYS AND REPORTING FOR  
ELECTED AND APPOINTED OFFICIALS**

By Legislator David Holst:

BE IT RESOLVED, that the County of Oswego hereby establishes the following as standard workdays for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body:

<b>Title</b>	<b>Name</b>	<b>Standard Work Day Hrs/Day</b>	<b>Term Begins/Ends</b>	<b>Days/ Month based on Record of Activities</b>
<b>ELECTED</b>				2 PP/3 PP per month
Legislator	Frank Bombardo	6	01/01/22-12/31/23	15.02/22.53
Legislator	Frank Castiglia	6	01/01/22-12/31/23	20.00/30.00
Legislator	Cornelius-Mangano, Laurie	6	01/01/22 – 12/32/23	4.62/6.93
Legislator	Emmons, Nathan	6	01/01/22-12/31/23	3.06/4.59
Legislator	House, Paul	6	01/01/22-12/31/23	6.93/10.39
Legislator	Karasek, James	6	01/01/22-12/31/23	5.77/8.66
Legislator	Kline, Richard P.	6	01/01/22-12/31/23	9.03/13.55
Legislator	Martino, John J.	6	01/01/22-12/31/23	7.32/10.99
Legislator	Reehil, Roy E.	6	01/01/22-12/31/23	9.17/13.75
Legislator	Noelle Salmonsén	6	01/01/22-12/31/23	4.38/6.51
Legislator	Stahl, Tim M.	6	01/01/22-12/31/23	2.57/3.85
Legislator	Twiss, Patrick	6	01/01/22-12/31/23	5.52/8.29
Legislator	Walpole, Stephen M.	6	01/01/22-12/31/23	17.96/26.94
Legislator	Weatherup, James S.	6	01/01/22-12/31/23	19.3/28.95
Legislator	Wilmott, Robert	6	01/01/22-12/31/23	1.80/2.70
County Treasurer	Kevin Gardner	7	01/01/22 – 12/31/25	22.79/34.18

District Attorney	Oakes, Greg	7	01/01/20 – 12/31/23	20.00/30.00
County Clerk	Wilbur, Terry M.	7	01/01/22 – 12/31/25	20.00/30.00
<b>APPOINTED</b>				
Board of Elections	Bickford, Carol	7	01/01/21 – 12/31/24	19.62/29.43
Board of Elections	Brazak, Laura	7	01/01/21 – 12/31/24	20.00/30.00
Administrator – Indigent Defendants	Davis, Sara	6	01/01/22 – 12/31/23	11.31/16.96
Medical Consultant, Preventative	Liepke, Christina	6	01/01/23 – 12/23/23	4.78/7.17
Deputy County Coroner	Tesoriero, Richard	6	01/01/20 – 12/31/23	1.72/2.58

**RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE**

**YES:**

**NO:**

**ABSENT:**

**ABSTAIN:**



**RESOLUTION NO.**

July 13, 2023

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

By Legislator David Holst:

WHEREAS, to better reflect the duties of the incumbent who performs key professional administrative responsibilities which include assisting with labor relations matters and Arbitrations within the County Attorney's Office it is preferable to reclassify this position as Administrative Secretary (County Attorney); and

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 position #142044201, Administrative Assistant to the County Attorney in the Oswego County Professionals Association unit be reclassified to an Administrative Secretary (County Attorney) in the Management Compensation Plan, Grade SG-20, Step 15 (\$47,080.00), and be it further

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

**RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE**

**YES:**


**NO:**

**ABSENT:**

**ABSTAIN:**

## MEMORANDUM

To: General Government Committee

From: Richard C. Mitchell, County Attorney 

Date: June 20, 2023

Re: Request for Reclassification - Administrative Assistant to County Attorney

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Attached please find a request to reclassify this position to Administrative Secretary to the County Attorney under the management plan.

The position is presently under OCPA and, as the duties of the position follow the duties of this office, the incumbent deals with confidential labor relations/management information in connection with arbitrations, notices of discipline, communications with Human Resources, counseling memoranda and the like in addition to the other duties of this office, many of which are confidential, concerning cases against the county and insurance. The incumbent takes the minutes of the Board of Ethics/filings and the County Legislature when needed for coverage. The incumbent also deals with files containing income information/orders matrimonial decrees establishing child support from private out of state individuals which this office represents support proceedings as well as assisting the Presentment Agency in juvenile delinquency/Family Court matters.

The incumbent has worked for the county for eleven (11) years including two (2) years in this office.

Accordingly, this request is to change salary for the above -referenced position in the current 2023 budget to Management Plan SG-20, Step 15 (\$47,080). Due to vacant line/individual on unpaid leave this is budget neutral for the 2023 budget year with an increase of (\$4186) for the 2024 budget year.

Thank you. Kindly contact me with any questions.

# POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: A1420

DIVISION/UNIT (NUMBER):

## 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: Admin. Asst. County Atty 2. Position #: 142044201

3. Present Salary/Hourly Rate: \$42,894 Grade: SG20

4. Requested Title: Admin. Secretary (County Atty)

5. Requested Salary: \$47,080

a. Bargaining Unit: \_\_\_\_\_ Hourly Rate: \_\_\_\_\_ Grade: \_\_\_\_\_

b. Management or OCPA – Salary Requested: \_\_\_\_\_ Mgnt \_\_\_\_\_ *STEP 15* Grade: SG20

6. Percent of Federal and/or State Reimbursement: 0 Fringe Reimbursed: ☐ Yes ☒ No

7. Justification of Need (use additional sheets as necessary): *Reclassify position to better suit duties and to place under Management Plan due to confidential duties/involvement with labor arbitrations etc*

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

<b>C. POSITION DELETION</b>	
1. Title to be Deleted:	
2. Position #	3. Salary Savings:
4. Reason for Deletion:	

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.

**OSWEGO COUNTY HUMAN RESOURCES  
DEPARTMENT**

**NEW POSITION DUTIES STATEMENT**

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.

**1. DEPARTMENTS/SCHOOL  
DISTRICT/TOWN OR VILLAGE**  
A1420

**DIVISION, UNIT, OR WORK SECTION**

**LOCATION OF POSITION**

County Attorney's Office

**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.

Title requested: *Administrative Secretary*

**PERCENT OF  
WORK TIME**

	<ul style="list-style-type: none"> <li>-- Utilizes software packages to produce letters, reports, charts, graphs, spreadsheets, and databases in support of department programs;</li> <li>-- Schedules and arranges meetings/conferences and organizes related documents;</li> <li>-- May assign and review the work performed by clerical staff, ensuring that assignments are complete, accurate and timely;</li> <li>-- Screens callers and visitors to determine nature of the inquiry, answers questions on established policy/procedure and refers to appropriate agency staff;</li> <li>-- Opens and distributes incoming mail in accordance with staff assignments and priority;</li> <li>-- May supervise the preparation of information releases;</li> <li>-- Independently prepares routine correspondence</li> <li>-- Maintains complex records of activities of the agency;</li> <li>-- May order office supplies and/or equipment and maintain inventory;</li> <li>-- May assist with budget planning and tracking;</li> <li>-- May post payroll data to appropriate pay type category, compute and verify totals, and key data into computerized payroll system;</li> <li>-- May track expenses and reimbursements for various programs;</li> <li>-- May prepare reimbursement requests for grant funded activities</li> <li>-- Prepares all initial petitions subject to approval of Family Court Attorney;</li> <li>-- Prepares affidavits, final orders, and decrees under direction of Family Court Attorney;</li> <li>-- Prepares correspondence between the County Attorney, Assistant County Attorney, other attorneys, the Court, and clients;</li> <li>-- Prepares subpoenas and arranges for service of subpoenas by the Sheriff's Department;</li> <li>-- Prepares weekly schedules of trials and adjournments in Family Court;</li> <li>-- Coordinates, with the Oswego County Sheriff's Department or public agency involved, the scheduling of witnesses for juvenile delinquency trials;</li> <li>-- May act as confidential secretary to the County Attorney, in his secretary's absence;</li> <li>-- Arranges purchase of office equipment and supplies;</li> <li>-- Maintains a set of routine financial accounts, payroll records, requisitions and checks receipt of supplies and equipment;</li> <li>-- Takes dictation as required;</li> <li>-- Resolves client emergencies without giving legal advice;</li> <li>-- Evaluates information to determine what will be contained in the petition and what relief will be requested in the order;</li> <li>-- Acts as contact person for out-of state support enforcement agencies and clients, and is responsible for correlating and relaying information between support units, attorneys, clients and the court.</li> <li>- Completes and submits forms to the court, required by the Domestic Violence Act;</li> <li>-- Handles last minute additions or adjournments of cases, rescheduling of attorneys, and checking on the status of referrals and orders;</li> <li>-- Corrects and retypes juvenile delinquency petitions which have been prepared by law enforcement agencies;</li> <li>-- Writes to law enforcement agencies to obtain depositions or other information to be added to petitions;</li> <li>-- Arranges for interpreters for non-English speaking or hearing-impaired clients;</li> <li>-- Handles confidential matters involving discipline, communications with Human Resources etc.,</li> </ul>
	<ul style="list-style-type: none"> <li>-- Assists with labor relations and Arbitrations along with a variety of related duties in carrying out the work of the office.</li> </ul>

3. Names and titles of person supervising (general, direct, administrative, etc.).

NAME	TITLE	TYPE OF SUPERVISION
Richard Mitchell	County Attorney	

4. Names and titles of persons supervised by employee in this position.

NAME	TITLE	TYPE OF SUPERVISION
N/A		

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
Jennifer Shepardson	Confidential Secretary	County Attorney's Office

6. What minimum qualifications do you think should be required for this position?

Education: ☐ High School \_\_\_\_\_ years  
☒ College 4 years, with specialization in \_\_\_\_\_  
☐ Other \_\_\_\_\_ years, with specialization in \_\_\_\_\_

Experience (list amount and type): *Typing, Spreadsheets, MUNIS, organizational skills, some knowledge of Courts preferred, especially Family Court.*

Essential knowledge, skills and abilities:

Type of license or certificate required:

7. The above statements are accurate and complete.

Date: 6/20/2023

Title: County Attorney

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.**

July 13, 2023

**RESOLUTION DENYING ADMINISTRATIVE TAX REFUND OR CREDIT  
PURSUANT TO NEW YORK STATE REAL PROPERTY TAX LAW §556  
REGARDING REAL PROPERTY LOCATED AT 10 WEDGEWORTH DRIVE IN  
THE TOWN OF WEST MONROE**

By Legislator Holst:

WHEREAS, Brian and Michelle Lipes purchased certain real property located at 10 Wedgeworth Drive in the Town of West Monroe (Tax ID Number: 308.02-02-08) on July 12, 2021; and

WHEREAS, Brian and Michelle Lipes as owners (hereinafter "owners") of the aforementioned real property have timely filed an application for refund or credit of real property taxes under New York State Real Property Tax Law §556 from 2021 to present because they allege there is an inventory error on the assessment rolls regarding their home as concerns living space and excess taxes were paid as a result of the alleged error; and

WHEREAS, the Oswego County Director of Real Property Tax Services has reviewed the request, conducted an investigation and finds no assessment inventory errors which could be corrected administratively under Real Property Tax Law §§550-556 as the owners' recourse, if any, would be judicial in nature; and

WHEREAS, the recommendation of the County Director is to deny the application and as such this resolution must be decided by the appropriate tax levying body which would be the Oswego County Legislature, notwithstanding the enabling resolution authorizing the County Treasurer to otherwise decide same; and

WHEREAS, the owners entered into a stipulation with the Town of West Monroe in May of 2022 concerning the assessment and reducing same to \$310,000; and

WHEREAS, this body also notes, in passing, the owners purchased the subject real property on July 12, 2021 for \$429,000, the Town of West Monroe has a Level of Assessment relative to market value of 100%, and the property is presently assessed on the 2023 final assessment roll at \$389,000; and

WHEREAS, this body has reviewed and considered both the request of the owners and the recommendation of the Oswego County Director of Real Property Tax Services,

NOW, THEREFORE, upon the recommendation of the Government, Courts and Consumer Affairs Committee of this body and upon the recommendation of the Oswego County Director of Real Property Tax Services, it is hereby

RESOLVED, Chair of the County Legislature, as Chief Elected Official, be and is hereby authorized and directed to deny the within application and to endorse same as denied on behalf of this body which is the appropriate tax levying body under Real Property Tax Law §556 for the reasons stated in the annexed memorandum from the Oswego County Director of Real Property Tax Services; and, it is further

RESOLVED, this constitutes a final determination by the County Legislature concerning the owners' request.

**RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE**

**YES:**

**NO:**

**ABSENT:**

**ABSTAIN:**



**OSWEGO COUNTY**  
**DEPARTMENT OF REAL PROPERTY TAX SERVICES**

---

**Corey Metz**  
Director of Real Property Tax Services

June 1, 2023

**Oswego County Real Property Tax Investigative Report for  
Denial of Application for Administrative Refund (§ 556)**

On 5/31/2023 I received an application for a correction or refund of the 2021, 2022, and 2023 County/Town Tax. This application is for property owned by Brian and Michelle Lipes, assessed within the Town of West Monroe. The tax map identification number is 308.02-02-08. I am recommending this application be denied for all tax rolls requested.

The application states that excessive taxes were paid because of an incorrect listing of livable space. The applicant alleges that they have 198 square feet less livable area than what is listed in the assessor's records. Presumably the applicant is then asserting that the assessed value of the property is incorrect as a result of faulty inventory data which led to an excessive tax bill and entitles them to a refund of their overpayment.

As a result of my investigation, I have determined that the owners purchased this property on 7/12/2021 and the assessor made a site visit thereafter to collect and update inventory which resulted in the increased square footage being recorded. This inventory update was effective on the taxable status date of March 1, 2022. This alleged error is in the description of the real estate and therefore does not meet the criteria set forth in Corrections of Errors law (RPTL Article 5 Title 3). Attached are a memo from the state Office of Real Property Services, as well as an opinion of counsel that corroborate that these errors are not remedied under this section of law.

Whether an error in the description of the property exists or not, this type of error does not have a remedy within the scope of real property tax law §550-556. Correct inventory is imperative for accurate assessments and as such, assessors are required to complete or update inventory by March 1<sup>st</sup> each year and that inventory is available for public inspection thereafter. The assessor mailed to the owner a summary of the inventory on 4/20/2022 which was returned signed by the owner. This inventory summary listed the total square footage as 1,952. Taxpayers have the opportunity to bring alleged inventory errors to the assessor's attention before the filing of the tentative roll. After said roll is filed, administrative and judicial remedies are then available to the aggrieved party. The correction of errors process is not meant as an alternative remedy to address alleged inventory errors.

A copy of the correction form is attached. Please note Part III. This will need to be filled out by the "Tax Levying Body" after they render a decision on whether to approve or deny the application. This application should be kept for auditing purposes.

Respectfully,

A handwritten signature in black ink, appearing to read "Corey Metz".

Corey Metz  
Oswego County Director of  
Real Property Tax Services

Enclosure  
CC: Owner  
CC: Assessor



Department of Taxation and Finance  
Office of Real Property Tax Services

# Application for Refund or Credit of Real Property Taxes

**RP-556**  
(12/19)

## Part 1 – General information: To be completed in duplicate by the applicant.

Names of owners <b>Brian and Michelle Lipes</b>		
Mailing address of owners (number and street or PO box) <b>10 Wedgeworth Drive</b>		Location of property (street address) <b>10 Wedgeworth Drive</b>
City, village, or post office <b>West Monroe</b>	State <b>NY</b>	ZIP code <b>13167</b>
Daytime contact number <b>3158970655</b>	Evening contact number	Tax map number of section/block/lot: Property identification (see tax bill or assessment roll) <b>308.02-02-08</b>
Account number (as appears on tax bill)	Amount of taxes paid or payable	Date of payment
Reasons for requesting a refund or credit: Seeking refund or credit for amount of excess taxes paid since I purchased the home in July of 2021 due to clerical error citing my home's livable space as 1,952 square feet versus the actual 1,754 square feet. Error made because an 200 square foot enclosed porch was listed as interior space since 1965.		

I hereby request a refund or credit of real property taxes levied by West Monroe for the year(s) 2021 to now.  
(County, city, village, etc.)

Signature of applicant <i>Brian Lipes</i>	Date <b>5/23/23</b>
--	------------------------

## Part 2 – To be completed by the County Director or Village Assessor. Attach a written report including documentation and recommendation. Specify the type of error and paragraph of subdivision 2, 3, or 7 of Section 550 under which the error falls.

Date application received <b>5/31/2023</b>	Date warrant annexed <b>12/31/21, 12/31/22</b>
Last day for collection of taxes without interest <b>1/31/22, 1/31/23</b>	Recommendation Approve application* <input type="checkbox"/> Deny application <input checked="" type="checkbox"/>
Signature of official <i>Greg J. Kelly</i>	Date <b>6/1/2023</b>

\* If this application is approved, and the same error appears on a current assessment roll, send a copy of this form, including all attachments, to the assessor and board of assessment review. They must treat this application as a petition for the correction of that current roll (Form RP-553).

## Part 3 – For use by the tax levying body or official designated by resolution \_\_\_\_\_ (insert number or date, if applicable)

Application approved (Mark an X in the applicable box):

Clerical error ☐ Error in essential fact ☐ Unlawful Entry ☐

Amount of taxes paid	Amount of taxes due	Amount of refund or credit
----------------------	---------------------	----------------------------

Application denied (reason): _____ _____
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Signature of chief executive officer or official designated by resolution	Date
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## Memorandum



STATE OF NEW YORK  
EXECUTIVE DEPARTMENT  
OFFICE OF REAL PROPERTY SERVICES

via e-mail only

October 29, 2007

To: Robin Johnson  
From: Stephen J. Harrison  
Subject: Correction of Errors

This is in reply to your October 24, 2007 e-mailed inquiry concerning the correction of errors procedures (Real Property Tax Law, Art. 5, title 3). You state that, in 2004, a taxpayer returned an inventory data mailer he received to the assessor, noting therein what the taxpayer believed to be an incorrect entry for square footage of living area. The assessor did not change his or her records (in apparent disagreement with the taxpayer's allegation), and, in 2005, the property's assessment was increased as part of the town's revaluation. The taxpayer did not grieve his assessment that year nor has he done so since, but, in now reviewing the assessor's records, the taxpayer discovered what he considers to be a correctable error.

In the past, you have considered such factual situations to not fit within any of the statutory definitions of "error" (RPTL, §550), but instead to be inventory errors subject to the usual administrative and judicial review processes (RPTL, Arts. 5 and 7; 9 Op.Counsel SBEA No. 23). The taxpayer, however, alleges that a clerical error (as defined in RPTL, §550(2)(g)) has occurred so that he is entitled to an administrative refund (per RPTL, §556). You request our opinion.

Section 550(2)(g) defines a "clerical error" as "an entry on an assessment or tax roll which is incorrect by reason on an arithmetical mistake by the assessor appearing on the property record card, field book or other final work product of the assessor..." Here, because the square footage in the assessor's records is allegedly wrong, the taxpayer argues that those facts meet this statutory definition. We respectfully disagree.

"Arithmetical" is defined as "in agreement with the rules or methods of arithmetic" or "proceeding by an arithmetic progression" (Webster's Third New International Dictionary).

MEMORANDUM

Robin Johnson

Page 2

September 14, 2016

Here, presumably, the taxpayer is not contending that the assessor added or multiplied incorrectly (e.g.,  $2 \times 3 = 8$ ), but that he or she entered an incorrect factor into the calculation (e.g., the assessor correctly multiplied  $2 \times 4$ , but that the assessor should have used 3 instead of 4, resulting in a correct product of 6).

We agree with you that the described situation is akin to that we discussed in the aforementioned 9 Op.Counsel SBEA No. 23. There, the assessor calculated the assessment of an apartment building upon the belief it contained eight units; it had but seven. We concluded that such a mistake was not an error in essential fact (per RPTL, §550(3)). Assuming that the assessor ascribed a value to each apartment unit, the taxpayer there might have alleged what is alleged here: an arithmetical mistake. In fact, no such allegation was then made nor do we think it would have been evinced, just as it is not here. There, as here, the assessor may have erred in his or her inventory, but arithmetic processes were correctly applied.

Correct inventory is essential to accurate assessments. Its importance is borne out in the fact that the law requires the assessor to complete (or update) the inventory by March 1 of each year (RPTL, §500(1)) and to "forthwith" publish notice of its availability for inspection (RPTL, §501). Taxpayers may then bring alleged inventory errors to the assessor's attention before the tentative assessment roll is prepared (and notice given of its filing). Regardless of whether the taxpayer inspects the inventory or the tentative roll, he or she is charged with knowledge of what is included in that inventory and appears on the roll (see, Congregation Yetev Lev D'Satmar, Inc. v. County of Sullivan, 59 N.Y.2d 418, 452 N.E.2d 1207, 465 N.Y.S.2d 879 (1983); Sheehan v. County of Suffolk, 67 N.Y.2d 52, 490 N.E.2d 523, 499 N.Y.S.2d 656 (1986)). The aforementioned administrative and judicial remedies are then available to the aggrieved taxpayer. The correction of errors remedy is not an alternative remedy to address alleged inventory errors.



## Volume 9 - Opinions of Counsel SBEA No. 23

### Opinions of Counsel index

#### **Correction of errors (error in essential fact) (incorrect description of improvement) - Real Property Tax Law, § 550:**

The incorrect description of an improvement does not constitute an error in essential fact and may not be corrected pursuant to the correction of errors law. This type of valuation error is subject to review upon filing of an administrative complaint with the board of assessment review.

An assessor calculated the assessed value of an apartment building based upon the belief that it had eight units. While completing a subsequent inventory of commercial property within the city, however, the assessor discovered that the apartment building had only seven units. The assessor asks if this is a correctable error.

Article 5, title 3, of the Real Property Tax Law authorizes corrections on assessment rolls and tax rolls of certain "clerical errors," "errors in essential fact," and "unlawful entries," as those terms are defined in section 550 of the RPTL. The assessor suggests that the situation described is an "error in essential fact." We assume that the assessor is referring to "an incorrect entry on the taxable portion of the assessment roll, or the tax roll, or both, of the assessed valuation of an *improvement* to real property which was not in existence or which was present on a different parcel" (RPTL, § 550(3)(b), emphasis added). We interpret the term "improvement" to refer to an entire structure, not an incorrect description of an improvement (i.e., structure) existing on a parcel.

The number of apartment units within a building is a part of the description of an improvement and is not administratively correctable by the procedures prescribed in Article 5, title 3, of the RPTL. This type of valuation error is subject to review upon the timely filing of an administrative complaint with the board of assessment review in accordance with title 1-A of Article 5 of the Real Property Tax Law.

October 27, 1987



Mary Lesnau Assessor  
 Town of West Monroe  
 46 Co Rt 11  
 Phone ( 315 ) 676 - 3521 ext4  
<https://townwestmonroe.digitaltowpath.org>

Date: 4/20/2022

**Owner Name and Mailing Address:**

Brian Lipes  
 Michelle Lipes  
 10 Wedgeworth Dr  
 West Monroe, NY 13167

Dear Brian Lipes :

Updated inventory has been collected on your property designated as 308.02-02-08 located on 10 Wedgeworth Dr. Please check this information and note any discrepancies. Sign and return this form as soon as possible.

Bldg Style	Old style	First Story	1076
No. Stories	2.0	Second Story	876
Yr. Built	1929	Additional Story	0
Eff. Yr. Built	0	Half Story	0
No. Kitchens	1	3/4 Story	0
No. Baths	1	Fin over garage	0
No. 1/2 Baths	2	Fin attic	0
No. Bedrooms	3	Fin basement	0
No. Rooms	0	Unfin 1/2 story	0
No. Fireplace	0	Unfin 3/4 story	0
Fireplace Type		Fin rec room	0
Heat Type	Hot air	Unfin room	0
Fuel Type	Electric	Unfin over garage	0
Central Air	Yes	Basement Type	Partial
Exterior Wall	Wood	Garage Capacity	0
		Total Sqft	1952

Indicate any other structure(s):

Comments:

Porch + 2 car. In Age in 2021 100% complete

The above information is:

☒ correct

☐ incorrect - please comment above

Property Owner Signature

Date

Very truly yours,

Assessor

Parcel Information

Curr Owner: Lipes, Brian  
Location: 10 Wedgeworth Dr  
West Monroe, NY 13167

Acct #:

School Cd: 353201 Central Square  
Roll Sect: 1 Taxable RS/S:  
Prop Class: 210 1 Family Res

Parcel Land Size

Front: 135.00 Acres: 0.89  
Depth: 0.00 Sq Ft: 0  
Grid Coordinates  
East: 955709 North: 1181480

File Maintenance Info

Created: 10/12/1993  
Modified: 05/31/2023 03:15 PM  
By: mlesnav  
Folder: Improvement

Site Characteristics

Site No: 1  
Site Type: R Residential  
Prop Class: 210 1 Family Res  
Route No: 06  
Nbhd Cd: 60230  
Sewer Type: 3 Comm/public  
Water Supply: 3 Comm/public  
Utilities: 3 Electric  
Site Desire: 3 Superior  
Nbhd Type: 1 Rural  
Nbhd Rating: 1 Below average  
Road Type: 3 Improved  
DC Entry Type: Zoning Cd: RES Residential

Economic Obs: 0  
Data Mailer: Yes  
Last Phy Insp:  
Reappraisal: 05/31/2023

Residential Building Information

Bldg Style: 08 Old style  
No. Stories: 2.0  
Ext Wall Mtrl: 01 Wood  
Act Yr Blt: 1929  
Eff Yr Blt:  
Yr Remodel:  
No. Kitchen: 1  
Kitchen Qual:  
No. Bath: 1  
No. Half: 2  
Bath Qual:  
No. Bdrms: 3  
No. Rooms: 0  
No. Fireplaces: 0  
Firepic Type:  
Heat Type: 2 Hot air  
Fuel Type: 3 Electric  
Central Air: Yes  
Bsmt Type: 3 Partial  
Bsmt Gar Cap: 0  
Overall Cond: 3 Normal  
Ext Cond:  
Int Cond:  
Const Grade: C Average  
Grade Adjust: 0  
Pct Good: 0  
Func Obs: 0

Area in Sq. Ft.

1st Story: 876 Fin Bsmnt: 0  
2nd Story: 876 Unfin 1/2: 0  
Addl Story: 0 Unfin 3/4: 0  
1/2 Story: 0 Unfin Rm: 0  
3/4 Story: 0 Unfin Ovr Gar: 0  
Over Garage: 0 SFLA: 1,752  
Fin Attic: 0 Fin Rec Rm: 0

Land Breakdowns

Land Type: 10 Waterfront  
Front: 135.00  
Depth: 0.00  
Acres: 0.89  
Sq Ft: 0  
Soil Rating:  
Wtrfrt Type: 3 Lake  
Depth Factor: 0  
Infl Pct: 125  
Infl Cd 1: 8  
Infl Cd 2: 3  
Infl Cd 3:  
Land Value: 137200  
Unit Price Code: 154157.303

Additional Improvements

Structure Code	Measure Code	Dim1	Dim2	SQFT MISC	Qty	Grd Cond	Overall Act	Eff Yr	Pct	Func	Srv	RCN	RCNLD No.	Unit Bld	Bld Sec
RG1 Garage, 1 Story Attached	Dimension 16.00	20.00	00	00	1.00	C	Norm	1960	0	0	0	17507	11380	0	0
RP4 Porch, Enclosed	Dimension 9.00	11.00	00	00	1.00	C	Norm	1965	0	0	0	6549	655	0	0
RP4 Porch, Enclosed	Dimension 9.00	21.00	00	00	1.00	C	Norm	1965	0	0	0	9571	957	0	0
RP1 Porch, Open	Dimension 12.00	20.00	00	00	00	C	Norm	2021	0	0	0	5186	3630	0	0
RP1 Porch, Open	Dimension 12.00	12.00	00	00	00	C	Norm	2021	0	0	0	3636	2545	0	0
RG4 Garage, 1 Story Detached	Dimension 24.00	36.00	00	00	00	C	Norm	2021	0	0	0	33817	33817	0	0
RP4 Porch, Enclosed	Dimension 10.00	20.00	00	00	00	C	Norm	1980	80	0	0	9914	7931	0	0



## OSWEGO COUNTY DEPARTMENT OF REAL PROPERTY TAX SERVICES

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Corey Metz  
Director

June 20, 2023

### Informational Memorandum

**Subject:** Application for Refund or Credit of Real Property Taxes, 10 Wedgeworth Drive, West Monroe (tax ID 308.02-02-08).

**Background:** Annually at the organizational meeting of the Oswego County Legislature the County Treasurer is named as the individual responsible for handling corrections of errors, refunds, and credits of real property taxes whenever an application for such is received provided that the Director of Real Property Tax Services recommends approval of the application, and where the dollar amount is less than \$2,500.

If the Director recommends denial of the application, the dollar amount exceeds the maximum amount, or if the County Treasurer denies the application, the County Legislature is tasked with reviewing the application and making the final determination on whether to grant the application for correction, refund, or credit of real property taxes.

**Summary:** An application for refund or credit of taxes was received on May 31<sup>st</sup>, 2023. The County RPTS Director has recommended that this application be denied. The Director is required to make a full investigation of the facts before making a recommendation. The summary of that investigation is included as an attachment to this memorandum.

**Recommended Action:** Approve the resolution denying the refund.

**Fiscal Impact:** None.

**Attachment:** Summary of investigation by County Director of Real Property Tax Services.

**RESOLUTION NO.**

July 13, 2023

**A RESOLUTION ADOPTING COUNTY OF OSWEGO LOCAL LAW NUMBER 2  
OF 2023, ENTITLED "A LOCAL LAW AMENDING LOCAL LAW NUMBER 2  
OF 2021 AS CONCERNS RESIDENCY REQUIREMENTS FOR ASSISTANT  
PUBLIC DEFENDERS"**

By Legislator David Holst:

WHEREAS, a public hearing was held on July 13, 2023 and all interested parties having had an opportunity to be heard,

NOW, upon the recommendation of this body, be it

RESOLVED, that Local Law Number 2 of the year 2023 entitled "A LOCAL LAW AMENDING LOCAL LAW NUMBER 2 OF 2021 AS CONCERNS RESIDENCY REQUIREMENTS FOR ASSISTANT PUBLIC DEFENDERS" be, and is hereby, adopted and enacted in its entirety.

**RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE**

**YES:**

**NO:**

**ABSENT:**

**ABSTAIN:**

## COUNTY OF OSWEGO

### PROPOSED LOCAL LAW 2 OF 2023

A LOCAL LAW AMENDING LOCAL LAW NUMBER 2 OF 2021 AS CONCERNS  
RESIDENCY REQUIREMENTS FOR ASSISTANT PUBLIC DEFENDERS

**BE IT ENACTED BY THE COUNTY LEGISLATURE OF THE COUNTY OF  
OSWEGO AS FOLLOWS:**

#### **Section 1: PURPOSE AND INTENT.**

Due to difficulties in recruitment, and to meet its responsibility in providing quality publicly supported legal representation to indigent persons under the County Law, it is the intent of the intent of the Legislature of County of Oswego to amend Local Law Number 2 of 2021 to supercede the provisions of New York State Public Officers Law section 3 (1) as concerns the residency requirements of Assistant Public Defenders only.

#### **Section 2. LOCAL LAW NUMBER 2 OF 2021 IS AMENDED.**

Local Law number 2 of 2021 be, and is hereby AMENDED, in part, so that a new Section 4(A) is added to the local law with the rest and remainder of said local law remaining in full force and effect. Amendments/Additions are underlined, deletions are stricken out:

#### SECTION 4(A): RESIDENCY REQUIREMENT: ASSISTANT PUBLIC DEFENDER.

The provisions of Section 3(1) of the New York State Public Officers Law requiring a person to be a resident of the political subdivision or municipal corporation of the state for which he or she shall be chosen, or within which his or her official functions are required to be exercised, shall not prevent a person from holding the office of Assistant Public Defender of the County of Oswego provided that such a person resides within the County of Oswego or a contiguous county adjoining the County of Oswego within the State of New York. The provisions of this local law shall not apply to any person holding the position of Deputy Public Defender, the holder of which would assume the duties of the Public Defender upon the Public Defender's absence from the county, a vacancy in that office, or upon the Public Defender's inability to perform his or her duties.

### **SECTION 3: SEVERABILITY.**

If any clause, sentence, paragraph, section, subdivision, or other part of this local law, as written or in its application, shall be inconsistent with any federal or state statute, law, regulation or rule then the federal or state statute, law, regulation, or rule shall prevail. If any clause, sentence, paragraph, section, subdivision, or other part of this local law or its application shall be adjudged by a Court of competent jurisdiction to be invalid or unconstitutional, such order, judgment or legislation shall not affect, impair, or invalidate the remainder of the local law which shall remain in full force and effect except as limited such order or judgment.

### **SECTION 4: EFFECTIVE DATE.**

This Local Law shall take effect upon its adoption and being duly filed with the New York Secretary of State and Oswego County Clerk as provided by the Municipal Home Rule Law.

**RESOLUTION NO.**

July 13, 2023

**RESOLUTION AUTHORIZING THE CHAIRMAN OF THE LEGISLATURE TO  
EXECUTE DOCUMENTS THAT MAY BE NECESSARY AS COUNTY  
DEPARTMENTS SEEK PUBLIC AND PRIVATE FUNDS TO SUPPORT  
APPROVED PROGRAMS AND PROJECTS**

By Legislator David Holst:

WHEREAS, the business of local governments has become increasingly more complex and costly in recent years, and

WHEREAS, there are a number of public and private sources of funding that could be available to help fund a wide variety of programs and projects that could be beneficial to the residents and businesses in Oswego County, and

WHEREAS, from time-to-time it is necessary to have a document that demonstrates that the applicant has been authorized to pursue certain sources of funding, and

WHEREAS, this body finds it desirable to minimize the cost of County government by seeking outside funds where and when they are available, then therefore be it and it is hereby

RESOLVED, that after the authorization review process required by the County's Grant-In-Aid Policy (PRP 2016-9) has been completed and approved, the Chairman is authorized to execute any application documents that may be necessary to pursue external funds for those projects and programs that further the legitimate business of Oswego County government and enhance the quality of life for our residents and businesses.

**RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE**

**YES:**

**NO:**

**ABSENT:**

**ABSTAIN:**





**David R. Turner**  
*Director*

**OSWEGO COUNTY  
DEPARTMENT OF STRATEGIC INITIATIVES**

COUNTY BUILDING  
46 EAST BRIDGE STREET  
OSWEGO, NEW YORK 13126  
TELEPHONE (315) 349-8260

**Kyle Boeckmann**  
*Strategic Programs Specialist*

**Kasey Chewning-Kulick**  
*Administrative Assistant*

**INFORMATIONAL MEMORANDUM**

**SUBJECT:** Amend Resolution #107 of 2016.

**PURPOSE:** This resolution proposes to modify the Resolved section of an existing resolution.

**SUMMARY:** From time-to-time it is necessary to have a document that demonstrates that a grant applicant has been authorized to pursue certain sources of funding. Occasionally, and for various reasons, there is a very limited time in the application process, and it may not line up well with our internal legislative processes. This resolution makes a couple of modifications to a previous action that will address minor concerns about commitments.

**FISCAL IMPACT:** None

**RECOMMENDED ACTION:** The Committee on Government, Courts & Consumer Affairs authorizes this action.

**RESOLUTION NO.**

July 13, 2023

**RESOLUTION FIXING TIME AND PLACE FOR A PUBLIC HEARING  
RELATIVE TO PROPOSED COUNTY OF OSWEGO LOCAL LAW NO. 3 OF THE  
YEAR 2023, ENTITLED, "A LOCAL LAW ALLOWING ELIGIBLE VOLUNTEER  
FIREFIGHTERS AND VOLUNTEER AMBULANCE WORKERS TO RECEIVE A  
REAL PROPERTY TAX EXEMPTION UNDER REAL PROPERTY TAX LAW  
(RPTL) §466-A**

By Legislator David Holst:

UPON the recommendation of the Government, Courts and Consumer Affairs and Finance & Personnel Committee of this body, be it

RESOLVED, that the Oswego County Legislature shall hold a Public Hearing on the proposed County of Oswego Local Law No. 3 of 2023, entitled "A LOCAL LAW ALLOWING ELIGIBLE VOLUNTEER FIREFIGHTERS AND VOLUNTEER AMBULANCE WORKERS TO RECEIVE A REAL PROPERTY TAX EXEMPTION UNDER REAL PROPERTY TAX LAW (RPTL) §466-a" on the 10<sup>th</sup> day of August 2023, at 2:00 o'clock, in the afternoon of said day at the H. Douglas Barclay Courthouse, 1 Broad Street, Pulaski, NY, 13142 and be it further

RESOLVED, that the Clerk of the Oswego County Legislature cause notice of such Public Hearing to be published in the Official Newspapers of the County and post the same as required by law.

**RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE**

**YES:**

**NO:**

**ABSENT:**

**ABSTAIN:**

COUNTY OF OSWEGO

Local Law Number \_\_\_\_ of 2023

**A Local Law Allowing Eligible Volunteer Firefighters And Volunteer Ambulance Workers to Receive a Real Property Tax Exemption Under Real Property Tax Law (RPTL) § 466-a**

**BE IT ENACTED**, by the Legislature of the County of Oswego, as follows:

**SECTION 1. STATUTORY AUTHORITY.**

The New York State Legislature has, heretofore, amended the Real Property Tax Law (RPTL) to authorize municipalities to permit enrolled volunteer firefighters and volunteer ambulance workers to be eligible for a real property tax exemption as is more particularly set forth in RPTL § 466-a which became effective as of December 9, 2022. This local law shall apply to assessment rolls prepared on the basis of a taxable status date of March 1, 2024 and thereafter.

**SECTION 2. LEGISLATIVE INTENT AND PURPOSE.**

RPTL § 466-a, inter alia, allows for volunteers with two (2) years of qualifying service to apply for a tax exemption which will increase the number of eligible volunteers over existing law. The Legislature recognizes the role of the volunteer firefighters and ambulance workers in securing the safety and well-being of our communities. The Legislature hereby finds that it is in the best social and economic interests of the County of Oswego to encourage volunteerism for said purposes. To that end, by providing the following exemption, and by making it available to a larger pool of volunteers, it is the intent to encourage volunteers to join the various fire and ambulance companies within Oswego County.

**SECTION 3. EXEMPTION GRANTED.**

- A. Real property owned by an enrolled member of an incorporated volunteer fire company, fire department or incorporated voluntary ambulance service or such enrolled member and spouse residing in the County of Oswego shall be exempt from taxation to the extent ten percent (10%) of the assessed value of such property for County purposes, exclusive of special assessments.

- b. Application for such exemption shall be filed with the appropriate city, town or village assessor of the assessing unit having jurisdiction of the real property on or before the taxable status date on a form prescribed by the Commissioner of the New York State Department of Taxation and Finance Office of Real Property Tax Services.
- c. Such exemption shall not be granted to an enrolled member of an incorporated volunteer fire company, fire department or incorporated voluntary ambulance service residing within the County of Oswego unless:
  1. The applicant resides in the city, town or village which is served by such incorporated volunteer fire company or fire department or incorporated voluntary ambulance service which has a service area within the County of Oswego;
  2. The property is the primary residence of the applicant;
  3. The property is used exclusively for residential purposes; provided however, that in the event any portion of such property is not used exclusively for the applicant's residence but is used for other purposes, such portion shall be subject to taxation and the remaining portion only shall be entitled to the exemption provided by this section;
  4. The applicant has served as an enrolled member with such volunteer fire company or volunteer fire department or incorporated voluntary ambulance service for a minimum of two (2) years; and
  5. The incorporated volunteer fire company or fire department and incorporated voluntary ambulance service has submitted to the Office of the Oswego County Fire Coordinator a complete list of enrolled members, with their respective dates of service for such incorporated voluntary fire company or fire department or incorporated voluntary ambulance service. The Oswego County Fire Coordinator shall then review all potential candidates and certify those that meet the necessary criteria to be eligible for this exemption. In the event that the Oswego County Fire Coordinator is eligible for and seeks an exemption as a volunteer firefighter, it shall be reviewed and certified by the Oswego County Treasurer. The

Office of Fire Coordinator must maintain written guidelines, available upon request, as to the minimum requirements necessary for the exemption to be granted consistent with law.

6. Any qualified applicant seeking the exemption provided for hereunder shall also file an annual application with their local assessing unit assessor, on a form prescribed by the New York State Board of Equalization and Assessment. The application must be filed on or before the taxable status date.
7. The Office of Fire Coordinator must annually file with each local assessor not later than January 31<sup>st</sup> of each year, prior to the March 1st taxable status date, a list of the active volunteer members who are certified as eligible to meet the minimum service requirement. Such list must provide, as the of the date of filing, the number of years of service served by each such enrolled member and such enrolled member's address of residence. The Office of Real Property Tax Services shall provide the Office of Fire Coordinator advice and assistance as may be necessary to complete the filings with the local assessing units and to develop written guidelines for the exemption.
  - A. Any enrolled member of an incorporated volunteer fire company, volunteer fire department or incorporated voluntary ambulance service who accrues more than twenty (20) years of active service and is so certified by the authority having jurisdiction for the incorporated volunteer fire company, fire department or incorporated voluntary ambulance service, shall be granted the ten (10) percent exemption as authorized by RPTL § 466-a for the remainder of his or her life as long as his or her primary residence is located within the County of Oswego.
  - B. **Un-remarried spouses of volunteer firefighters or volunteer ambulance workers killed in the line of duty:** An exemption by an enrolled member of an incorporated volunteer fire company, fire department, or incorporated voluntary ambulance service, to such deceased enrolled member's un-remarried spouse may be continued or re-instated if such member is killed in the line of duty; provided, however, that:
    1. Such un-remarried spouse is certified by the authority having jurisdiction for the incorporated volunteer fire

company, fire department or incorporated voluntary ambulance service as an un-remarried spouse of an enrolled member of such incorporated volunteer fire company, fire department or incorporated voluntary ambulance service who was killed in the line of duty; and

2. Such deceased volunteer had been an enrolled member for at least five years; and
3. Such deceased volunteer had been receiving the exemption prior to his or her death.

A. **Un-remarried spouses of deceased volunteer firefighters or volunteer ambulance workers:** An exemption by an enrolled member of an incorporated volunteer fire company, fire department, or incorporated voluntary ambulance service may be continued or re-instated to such deceased enrolled member's unremarried spouse; provided, however, that:

1. Such un-remarried spouse is certified by the authority having jurisdiction for the incorporated volunteer fire company, fire department or incorporated voluntary ambulance service as an un-remarried spouse of a deceased enrolled member of such incorporated volunteer fire company, fire department or incorporated voluntary ambulance service; and
2. Such deceased volunteer had been an enrolled member for at least twenty years; and
3. Such deceased volunteer and un-remarried spouse had been receiving the exemption for such property prior to the death of such volunteer.

#### **SECTION 4. EXISTING EXEMPTIONS PRESERVED.**

No applicant who is a volunteer firefighter or volunteer ambulance worker who by reason of such status is receiving any benefit under the provisions of New York Real Property Tax Law Article 4 as of the date of adoption of this Local Law shall suffer any diminution of such benefit because of the provisions of RPTL § 466-a.

#### **SECTION 5. SEVERABILITY.**

If any clause, sentence, paragraph, subdivision, section or part of this chapter or application thereof to any person, individual, corporation, firm, partnership or entity shall be adjudged by any court of competent jurisdiction to be invalid or unconstitutional, such determination shall not affect, impair or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, section or part of this chapter or its application to the person, individual, corporation, firm, partnership or entity directly involved in the proceeding in which such adjudication shall have been rendered.

#### **SECTION 6. EFFECTIVE DATE.**

This Local Law shall take effect immediately upon filing with the Office of the Secretary of State of the State of New York and shall apply to assessment rolls prepared on the basis of a taxable status date of March 1, 2024 and thereafter.



**RESOLUTION NO.**

July 13, 2023

**RESOLUTION APPOINTING A HISTORIAN  
FOR THE COUNTY OF OSWEGO**

By Legislator David Holst:

WHEREAS, New York State Arts and Cultural Affairs Law '57.07 and County Law '400 permit the Oswego County Legislature to appoint a County Historian with all the attendant duties and privileges as prescribed by law; and

WHEREAS, the County of Oswego is looking to appoint a County Historian; and

WHEREAS, as the County of Oswego Legislative body is committed to preserving and protecting our vast and rich historical resources by appointing a steward to oversee same,

NOW, upon the recommendation of the Community and Consumer Affairs Committee of this body, it is hereby

RESOLVED, that the following named individual and resident of the county be and is hereby appointed to the position of County Historian, to serve, for an indefinite term and to serve at the pleasure of the Legislature.

NAME:	RESIDENCE:	TERM:
Debbie Allen	Town of New Haven	Indefinite

**RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE**  
**YES: NO: ABSENT: ABSTAIN:**

**RESOLUTION NO.**

July 13, 2023

**RESOLUTION AUTHORIZING THE CREATION OF ONE TEMPORARY  
POSITION IN THE EMERGENCY MANAGEMENT DEPARTMENT**

By Legislator Marc Greco,

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

WHEREAS, the Emergency Management Director has identified the need to create one (1) temporary Emergency Management Coordinator position in the Emergency Management Department to allow for training in anticipation of the current Emergency Management Coordinator departure in August 2023.

NOW, upon recommendation of the Public Safety Committee, of this body, be it

RESOLVED, that one temporary position, Emergency Management Coordinator, Grade 40, in the Oswego County Professional Association (OCPA) be created, and be it further

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

**RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE**

**YES:**

**NO:**

**ABSENT:**

**ABSTAIN:**



**OSWEGO COUNTY  
EMERGENCY MANAGEMENT OFFICE**

Phone (315) 591-9150  
Fax: (315) 591-9176

COUNTY OFFICE BUILDING – 200 NORTH 2<sup>ND</sup> STREET, FULTON, NY 13069

**Cathee Palmitesso, Director**  
Email: Cathleen.Palmitesso@OswegoCounty.com

### **Informational Memorandum**

**Date:** July 6, 2023  
**To:** Members of the Public Safety and Finance and Personnel Committees  
**From:** Cathee Palmitesso, Director  
**Subject:** Request to temporarily fill the Emergency Management Coordinator position.

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**Subject:** Request for authorization to create one temporary position within the Emergency Management Department.

**Purpose:** Due to the departure of the department's Emergency Management Coordinator, which presents the department with a substantial loss of experience and knowledge, and with the ever-increasing demands of departmental operations, this proposed request will allow the department to function efficiently and effectively while maintaining and providing continued emergency management support and services to the community.

**Summary:** With the continued progression of responsibilities and to ensure the professional and efficient operation of the department, and with the continued changes and emergencies that exist, the need and opportunity to allow for training exists prior to the encumbered employee's departure. The creation of the temporary position will provide the department with a staff member who will shadow and learn all key professional responsibilities of the position and will ensure continued functionality and continuity of operations within the department.

**Recommended Action:** To authorize the proposed creation of a temporary Emergency Management Coordinator position, Grade 40, in the Oswego County Professional Association (OCPA) within the Emergency Management Department.

**RESOLUTION NO.**

July 13, 2023

**RESOLUTION AUTHORIZING CAPITAL PROJECT 0923 - COUNTY FIRE COORDINATORS SPECIAL TEAMS**

By Legislator Marc Greco:

WHEREAS, Oswego County Fire Coordinators Office, would like to establish a capital project for the need of equipment for the Special Operations teams. This project will maintain and update equipment for County HazMat, Dive and Fire Investigation Teams. The equipment upgrades will have 5–15-year life expectancy and minimal maintenance yearly.

WHEREAS this will be funded from Fund Balance account in the amount of \$537,930.00.

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

RESOLVED, that Capital Project 0923 – County Fire Coordinator Special Ops Teams be established with a maximum authorization of \$537,930.00, and be it further

RESOLVED, that the County Treasurer is hereby authorized to transfer \$ 537,930.00 from the Fund Balance to Capital Project No. 0923, 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.

**Capital Project # 0923****Total Authorization**

County Fire Coordinator Special Ops Teams-2023

\$ 537,930.00

**RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE****YES:****NO:****ABSENT:****ABSTAIN:**



## OFFICE OF THE OSWEGO COUNTY FIRE COORDINATOR

720 East Seneca Street, Oswego, New York 13126

Shane P. Laws  
Fire Coordinator

Office: 315.349.8800  
Fax: 315.349.8810

**To:** Phil Church, County Administrator

**From:** Shane P. Laws, Fire Coordinator

**Date:** 06/19/2023

**RE: RESOLUTION AUTHORIZING CAPITAL PROJECT 0923- COUNTY FIRE COORDINATORS  
SPECIAL TEAMS**

Please, find attached resolution and budget modification to establish Capital Project 0923, this project will update and maintain equipment for County HazMat, Dive and Fire Investigation Teams. The Coordinators Office is requesting to fund this project from unappropriated fund balance.

This Capital Project will be established to allow our County Special Operations teams to continue to respond efficiently and safely to Emergency Response's within our County and beyond. Due to grant funding diminishing significantly over the last several years, the Coordinators Office has been left with a budgetary gap for upgrades and maintenance of equipment for our teams. This equipment is very prestige in the capabilities and the aid it offers to our first responders, making it a necessity to our success and safety. Our current equipment has either reached its life expectancy or is not being met to today's standards causing our special teams to suffer.

The Coordinators Office is requesting \$537,930.00 dollars transferred from unappropriated fund balance to Capital Project 0923, this will support our Special Operations Teams over the next 5-15-years with minimal maintenance costs yearly.

SPL/gnd  
Enclosure(s)  
cc: file

# **Special Operations Line Items Needed 2023**

## **Haz Mat Team**

Line Item Providing \$10,000.00 per year support to maintain capabilities

## **Dive Team**

\$1,200.00 Maintenance

\$2,500.00 Training

## **Fire Investigation Team**

\$1,200/year K9 Recertification

\$1,500.00/year Team Training

\$2,400.00 Pet Insurance

## **Tech Rescue**

\$6,000.00 Training and Maintenance

## **Total**

24,800.00 annual cost to maintain Teams

	A	B	C
1	Capital Project	Year 1	Year 2
2	Haz Mat		
3	Spec Ops Ve	\$ 100,000.00	\$ 100,000.00
4	SCBA AirPac	\$ 49,720.00	\$ 49,720.00
5	SCBA Spare	\$ 12,360.00	\$ 12,360.00
6	CPC Replace	\$ 32,000.00	\$ 30,000.00
7	Raman	\$ 65,000.00	
8	Meters	\$ 12,650.00	\$ 10,931.00
9	CavCom	\$ 7,200.00	\$ 7,200.00
10			
11	Dive Team		
12	Dry Suits	\$ 7,200.00	\$ 7,200.00
13	FullFace	\$ 6,600.00	\$ 6,600.00
14	Comm Base	\$ 2,300.00	
15	Pony Tank A	\$ 1,800.00	\$ 1,800.00
16			
17	Fire Inv Team		
18	K9 Replace		\$ 10,000.00
19	Meters	\$ 3,000.00	\$ 3,000.00
20			
21	Total	\$ 299,830.00	\$ 238,811.00



Special Operations Multi Year  
Capital Plan

	A	B	C	D
1	Capital Project	Year 1	Year 2	Year 3
2	Haz Mat			
3	Spec Ops Ve	\$ 100,000.00	\$ 100,000.00	
4	SCBA AirPac	\$ 49,720.00	\$ 49,720.00	
5	SCBA Spare Cyl			\$ 24,720.00
6	CPC Replace	\$ 38,400.00		\$ 36,000.00
7	Raman	\$ 65,000.00		
8	Meters	\$ 12,650.00	\$ 10,931.00	\$ 10,931.00
9	CavCom	\$ 3,600.00	\$ 3,600.00	\$ 7,200.00
10				
11	Dive Team			
12	Dry Suits	\$ 3,600.00	\$ 3,600.00	\$ 7,200.00
13	FullFace	\$ 4,400.00	\$ 4,400.00	\$ 4,400.00
14	Comm Base		\$ 2,300.00	
15	Pony Tank A	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
16				
17	Fire Inv Team			
18	K9 Replace		\$ 10,000.00	
19	Meters	\$ 3,000.00		\$ 3,000.00
20				
21	Total	\$ 281,570.00	\$ 185,751.00	\$ 94,651.00

	A	B
1	Capital Pro	Year 1
2	Haz Mat	
3	Spec Ops V	\$ 200,000.00
4	SCBA AirPa	\$ 105,280.00
5	SCBA Spar	\$ 24,720.00
6	CPC Repla	\$ 62,000.00
7	Raman	\$ 71,500.00
8	Meters	\$ 22,450.00
9	CavCom	\$ 14,400.00
10		
11	Dive Team	
12	Dry Suits	\$ 14,400.00
13	FullFace	\$ 12,400.00
14	Comm Bas	\$ 2,300.00
15	Pony Tank	\$ 3,600.00
16		
17	Fire Inv Team	
18	K9 Replace	\$ 10,000.00
19	Meters	\$ 6,000.00
20		
21	Total	\$ 549,050.00

*operations not CP*

## 2023 YEAR OVERVIEW YTD

INCOME FROM SERVICE	\$	2,000.00
GRANT REIMBURSEMENT	\$	1,159.53
OPERATING BUDGET REMAINING	\$	134,777.77
# OF CLASSES		125
# OF STUDENTS		805
# INSTRUCTION HOURS		650
IN-KIND SERVICE TOTAL COST	\$	7,060.00
IN-KIND SERVICE HOURS		47



[illegible]

EMPLOYEE	POSITION TITLE	BUDGET HOURS	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL HOURS	REMAINING HOURS	COMP. HOURS	Novelis Hours
Shawn Simoneau	Facility Instructor	800	70	70	65	70	70	70							325	475	30.5	15
Don Foides	Facility/Codes	1040	80	80	51	50	50	50							381	659	64	15
Lenny Herle	Facility Instructor	900	60	60	45	60	30	30							285	615	183.5	25
John Melchior	Facility Manager	100				120	80	80							200	100	133	
Doris Dewes	Prop Operator	300				137.5	80	80							357.5	112.5	5	
Carl Emmons	Facility Instructor	125													0	125		
Erik Heath	Fire Instructor	238				35	40	40							35	199	14.5	
Steven Dexter	Prop Operator	250				40									80	170		
Clark Stacks	Facility Instructor	265													0	265	42	
Jerry Lawton	Prop Operator	400				80	80	80							150	250		
OPEN	Facility Instructor	100													0	100		
Aralna Beedden	Prop Operator	125						21							21	104		55
Ken Dolan	Fire Instructor	100						30.5							31	69		6
Jason Williams	Fire Instructor	125				16									16	109		
Ronnie Guocnough	Prop Operator	125													0	125		
Kyle Hartford	Prop Operator	15																
	Total Hours	4910													1725.5	3188.5	472.5	

## COUNTY OF OSWEGO

Debit				Credit			
ACCOUNT NUMBER		ACCOUNT NUMBER			DESCRIPTION	DOLLAR AMOUNT	
ORG	OBJECT	PROJ	ORG	OBJECT			PROJ
H	529000	0923			CP No. C0923 - County Fire Coordinator Special Teams	537,930.00	
			H	450310	CP No. C0923 - Interfund Transfer	(537,930.00)	
A	159900				Appropriated Fund Balance	(537,930.00)	
			A9901	599014	Transfer to Capital Project	537,930.00	
					This project to be funded through a transfer from		
					Unappropriated Fund Balance		
TOTAL AMOUNT							

COMMITTEE SIGNATURES \_\_\_\_\_ DATE \_\_\_\_\_

DATE \_\_\_\_\_

**COUNTY TREASURER**

DATE \_\_\_\_\_

PERSONNEL DIRECTOR

DATE \_\_\_\_\_

COUNTY ADMINISTRATOR

DATE \_\_\_\_\_

DEPARTMENT HEAD

DATE \_\_\_\_\_



**RESOLUTION NO.**

July 13, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DISTRICT  
ATTORNEY'S OFFICE TRANSFER FROM SALARIES AND WAGES  
TO OTHER EQUIPMENT**

By Legislator Marc Greco:

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

RESOLVED, that the County Treasurer be, and here by 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.

**RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE**

**YES:**

**NO:**

**ABSENT:**

**ABSTAIN:**

DATE: June 19, 2023  
TO: Oswego County Legislature  
FROM: Gregory Oakes, District Attorney

### INFORMATIONAL MEMO

SUBJECT: Budget Modification – DA Office (A1165)

PURPOSE: To transfer money from Salaries and Wages (line 511000) to Other Equipment (line 526000) to purchase laptops / computers and other necessary electronic equipment.

SUMMARY: Since bail / discovery reform was implemented in 2020, the District Attorney's Office has become more reliant upon technology to meet the needs of the office. We receive our cases electronically from police agencies, so support staff must have reliable desktops so that they can process cases effectively and efficiently.

Prosecutors need laptops to review cases and share discovery with defense counsel, sometimes in court. Additionally, laptops are necessary so that we can appear every evening and on weekend mornings at the Centralized Arraignment Part (CAP Court).

The current desktops / laptops being used by the District Attorney's Office are several years old and no longer function efficiently. Storage space on the laptops has been used up, and their batteries will not hold a charge for a meaningful period. The District Attorney's Office needs to spend approximately \$5,500 on desktops and approximately \$16,500 on laptops to replace all existing equipment.

Additionally, the District Attorney's Office needs to purchase other electronic equipment to effectively perform our duties, to include (i) document cameras (ELMO) to display photos / documents at Grand Jury and in the courtroom; (ii) portable external data storage devices; (iii) microphone and speakers, and (iv) two (2) televisions / screens for use in the larger County Courtroom in Pulaski.

### RECOMMENDED

ACTION: It is recommended that the Oswego County Legislature transfer \$30,000 from the District Attorney Office's Salaries and Wages (line 511000) and transfer it to Other Equipment (line 526000) so that necessary equipment can be purchased.

**COUNTY OF OSWEGO  
BUDGET MODIFICATION REQUEST**

[illegible]

COMMITTEE SIGNATURES	DATE
<i>Chair</i>	
<i>X. Lane</i>	<i>Sept 7/02</i>

COUNTY TREASURER	DATE
HUMAN RESOURCES DIRECTOR	DATE
COUNTY ADMINISTRATOR	DATE
DEPARTMENT HEAD	DATE

**RESOLUTION NO.**

July 13, 2023

**RESOLUTION DESIGNATING CHIEF MEDICAL OFFICER FOR THE OSWEGO  
COUNTY CORRECTIONAL FACILITY PURSUANT TO CORRECTIONS LAW  
§501(2)**

By Legislator Greco:

WHEREAS, the County Legislature has, heretofore, authorized a contract with Wellpath, LLC, a Tennessee limited liability corporation licensed to practice medicine in New York State, with principal offices located at 3340 Perimeter Hill Drive, Nashville, TN 37211 for the purpose of providing health services to the incarcerated individuals of the jail; and,

WHEREAS, New York State Corrections Law §501(2) requires this body to designate one physician from Wellpath to act as the Chief Medical Officer for the Oswego County Correctional Facility; and

WHEREAS, Wellpath has provided the name of its Regional Medical Director, Dr. Dheeraj Taranath to serve as Chief Medical Officer for the Oswego County Correctional Facility on a interim basis; and

WHEREAS, a resolution is both necessary and desirable,

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

RESOLVED, that Regional Medical Director, Dr. Dheeraj Taranath of Wellpath, LLC be and is hereby designated as the Chief Medical Officer of the Oswego County Correctional Facility effective August 1, 2023.

**RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE**

**YES:**

**NO:**

**ABSENT:**

**ABSTAIN:**



**OSWEGO COUNTY PURCHASING**  
46 East Bridge Street, Oswego, NY 13126  
Phone (315) 326-6050 Fax (315) 349-8237  
Email: [Purchasing@oswegocounty.com](mailto:Purchasing@oswegocounty.com)

TO: Public Safety Committee  
FROM: Holly F. Carpenter, Purchasing Director  
DATE: June 27, 2023  
RE: BID Report

BID 23-SHR-001 GTX 230 SEA-DOOS

Funding Source: Operating Budget.

**Solicitation Process:** BID 23-SHR-001 GTX 2023 SEA DOOS was publicly advertised in the official newspaper, on Bidnet, and on the Oswego County website on June 13, 2023. It was also sent directly to the following vendors:

Bryce Marine	Dougs Power Sports	FX Caprara
Ingles Performance	Preferred Power Sports	Motorcycle Mall

Number of responses: Two (2)

**Who, by title, evaluated the bid/proposal:** Don Hilton and John Toomey with Oswego County Sheriff's Department have evaluated the bid responses received and recommends approval to Ingles Performance.

Name of Company	Location	Proposed Price	Required Documentation VRCS/NCC/VIS/RFC/SHC/				
Bryce Marine	1682 Manitou Rd Rochester, NY 14626-1033	\$32,600.00	X	X	X	X	X
Ingles Performance	413 Besaw Rd Phoenix, NY 13135	\$14,364.00	X	X	X	X	X

SHC=Sexual Harassment Certification; VRCS=Vendor Reply Cover Sheet; VIS=Vendor Information Sheet; NCC=Non-collusion Certification; RFC=Resolution for Corporations

**Evaluation:** Ingles Performance was the lowest responsible bidder. There is no objection to the bidder.

**Recommended Action:** The Oswego County Purchasing Department certifies that the solicitation complies with Oswego County Purchasing Policy and New York State General Municipal Law. The Committee is requested to affirm an award to the low responsible bidder.



OSWEGO COUNTY PURCHASING DEPARTMENT  
BID COMPUTATION SHEET

OPENED: JUNE 27, 2023 @ 2:00 PM  
BID 23-SHR-001 GTX 230 SEA-DOOS

ITEM	BRYCE MARINE	INGLES PERFORMANCE			
YEAR MAKE MODEL	2023 SEA DOO GTX 230	2023 SEA DOO GTX 230			
PRICE INCLUDING ACCESSORIES	\$32,600.00	\$14,364.00			
EXPECTED DELIVERY DATE	Within 30 days of award	6/30/2023			

**RESOLUTION NO.**

July 13, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF  
SOCIAL SERVICES VIDEO CONFERENCING MONITORS FOR ASSISTANCE  
PROGRAMS DIVISION**

By Legislator Roy Rechil:

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, Budget Office and Human Resources Director shall be their authority to make such adjustments.

**RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE**

**YES:**

**NO:**

**ABSENT:**

**ABSTAIN:**





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:** Oswego County Board of Legislators

**DATE:** June 5, 2023

**SUBJECT:** Budget Modification to purchase Computer Monitors

**SUMMARY:** The Assistance Programs Division at the Mexico DSS building continues to be flexible in meeting the increasing needs of their workload to meet state and federally mandated deadlines and regulations. Most positions within the unit often require daily phone conferencing as well as working with multiple applications at the same time for eligibility and case management determinations. Dual Monitor capabilities will allow staff the opportunity to multitask, creating a more efficient workflow.

The purchasing policy is being followed to obtain quotes for Video Conferencing Monitors. The most cost-effective quote received totaled \$7,231.00 for 50 Video Conferencing Monitors. Federal funding will reimburse 50% (\$3616.00). State funding will reimburse 25% (\$1807). This leaves a local share cost of \$1808. This cost will be covered with unspent salary/wages as shown in the attached budget mod. This is budget neutral.

**RECOMMENDED  
ACTION:**

The Department of Social Services recommends the Human Services Committee; the Finance & Personnel Committee and the Oswego County Legislature approve the budget modification to move forward with the purchasing of this office equipment.

**COUNTY OF OSWEGO  
BUDGET MODIFICATION REQUEST**

2023  
7/13/2023

FROM			TO			DOLLAR AMOUNT
ACCOUNT NUMBER	ACCOUNT NUMBER		ACCOUNT NUMBER			
ORG.	OBJECT	PROJ.	ORG.	OBJECT	PROJ.	DESCRIPTION
A6010	526000					SSADMIN-OTHER EQUIPMENT
			A6010	511000		SSADMIN-SALARIES & WAGES REG
To purchase video conference capable monitors for Assistance Programs staff						
TOTAL AMOUNT						\$ 7,231.00 (7,231.00)

CHAIR  
COMMITTEE SIGNATURES \_\_\_\_\_ DATE 7-5-23

COUNTY TREASURER

DATE

HUMAN RESOURCES DIRECTOR  DATE 7 5 23

COUNTY ADMINISTRATOR	DATE
<i>Steve Alvord</i>	7-5-23
DEPARTMENT HEAD	DATE

**RESOLUTION NO.**

July 13, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF  
SOCIAL SERVICES/RESIDENTIAL DOMESTIC VIOLENCE SERVICES**

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, Budget Office and Human Resources Director shall be their authority to make such adjustments.

**RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE**

**YES:**

**NO:**

**ABSENT:**

**ABSTAIN:**



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:** Oswego County Board of Legislators

**DATE:** July 13, 2023

**SUBJECT:** Budget Modification due to amounts owed for residential domestic services

**SUMMARY:** Residential Domestic Violence services are provided in accordance with the laws and regulations of New York State, including, but not limited to, 18 NYCRR Parts 408, 452, 453, 454 and 455, as well as those standards prescribed by the New York State Office of Children and Family Services. These services include providing emergency shelter, services, and care to victims of domestic violence and are provided by agencies whose residential program for domestic violence has been certified by the NYS OCFS.

The expense for residential DV services fluctuates greatly year to year (2020: \$1,656.28; 2021 \$50,100.81; 2022 \$5,723.72). So far in 2023 we have received invoices totaling \$152,200.35. These expenses are reimbursed at 49% State, and 51% Local. The local portion for this budget modification is being moved from underspent salaries and wages. **This will be budget neutral.**

**RECOMMENDED**

**ACTION:** The Department of Social Services recommends the Human Services Committee, Finance & Personnel Committee, and the Legislature approve the attached budget modification.

**COUNTY OF OSWEGO**  
**BUDGET MODIFICATION REQUEST**

2023  
7/13/2023

FROM			TO				
ACCOUNT NUMBER		ACCOUNT NUMBER					
ORG.	OBJECT	PROJ.	ORG.	OBJECT	PROJ.	DESCRIPTION	DOLLAR AMOUNT
A6070	545500	DV				AFS-OTHER SUPPLIES & EXPENSE (Domestic Violence)	\$ 153,000.00
			A6070	511000		SSADMIN-SALARIES & WAGES REG	(153,000.00)
						</	

CHAIR	COMMITTEE SIGNATURES	DATE

DATE \_\_\_\_\_

66-71573

**COUNTY TREASURER**

DATE \_\_\_\_\_

**HUMAN RESOURCES DIRECTOR**

DATE \_\_\_\_\_

2523

COUNTY ADMINISTRATOR

DATE \_\_\_\_\_

7-5-23

DEPARTMENT HEAD

DATE \_\_\_\_\_

**RESOLUTION NO.**

July 13, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF  
SOCIAL SERVICES/POSTAGE (ADMINISTRATIVE)**

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, Budget Office and Human Resources Director shall be their authority to make such adjustments.

**RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE**

**YES:**

**NO:**

**ABSENT:**

**ABSTAIN:**



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:** Oswego County Board of Legislators

**DATE:** July 13, 2023

**SUBJECT:** Budget Modification due to increased cost for postage – DSS Administrative budget line

**SUMMARY:** The postage rates were increased by 5% effective January 22, 2023. At the current usage rate, we will not have enough funds to cover the projected postage expense for 2023.

These expenses totaled at \$17,000 are reimbursed at 50% Federal (\$8,500), 25% State (\$4,250), and 25% Local (\$4,250). The local portion for this budget modification is being moved from underspent salaries and wages. **This will be budget neutral.**

**RECOMMENDED**

**ACTION:** The Department of Social Services recommends the Human Services Committee, Finance & Personnel Committee, and the Legislature approve the attached budget modification.



**COUNTY OF OSWEGO**  
**BUDGET MODIFICATION REQUEST**

2023  
7/13/2023

[illegible]

DATE	SIGNATURES
	CLAR

X 575

COUNTY TREASURER

DATE \_\_\_\_\_

**HUMAN RESOURCES DIRECTOR**

DATE \_\_\_\_\_

---

COUNTY ADMINISTRATOR

DATE \_\_\_\_\_

---

DEPARTMENT HEAD

DATE \_\_\_\_\_

**RESOLUTION NO.**

July 13, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF  
SOCIAL SERVICES/OTHER SUPPLIES & EXPENSE**

By Legislator Roy Rechil:

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, Budget Office and Human Resources Director shall be their authority to make such adjustments.

**RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE**

**YES:**

**NO:**

**ABSENT:**

**ABSTAIN:**



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:** Oswego County Board of Legislators

**DATE:** July 13, 2023

**SUBJECT:** Budget Modification due to the increase in supply expenses for Adult and Family Services

**SUMMARY:** The Adult & Family Services Supply budget line is used to purchase paper, Staples and WB Mason office supplies, Foster Parent recognition and recruitment supplies, Lice kits, Safe sleep cribs, various preventive safety devices/items for families, and court mandated supplies for families.

The demand and cost for protective/preventive supplies has increased from the level needed in 2022. These expenses totaling \$19,998 are reimbursed at 62% State (\$12,398.76), and 38% Local (\$7,599.24). The local portion for this budget modification is being moved from underspent salaries and wages.

**This will be budget neutral.**

**RECOMMENDED**

**ACTION:** The Department of Social Services recommends the Human Services Committee, Finance & Personnel Committee, and the Legislature approve the attached budget modification.

2023  
7/13/2023

CHAIR	COMMITTEE SIGNATURES	DATE
X	<i>[Signature]</i>	7/5/23

HUMAN RESOURCES DIRECTOR

COUNTY ADMINISTRATOR DATE

DEPARTMENT HEAD \_\_\_\_\_ DATE \_\_\_\_\_

**RESOLUTION NO.**

July 13, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF  
SOCIAL SERVICES/POSTAGE (ADULT & FAMILY SERVICES)**

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, Budget Office and Human Resources Director shall be their authority to make such adjustments.

**RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE**

**YES:**

**NO:**

**ABSENT:**

**ABSTAIN:**



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:** Oswego County Board of Legislators

**DATE:** July 13, 2023

**SUBJECT:** Budget Modification due to increased cost for postage – DSS Adult & Family Services budget line

**SUMMARY:** The postage rates were increased by 5% effective January 22, 2023. At the current usage rate, we will not have enough funds to cover the projected postage expense for 2023. Additionally, the Department of Social Services seeks to send a county-wide mass mailing as part of our Foster Care Recruitment Initiative.

These expenses totaling \$14,193.00 are reimbursed at 62% State (\$8,799.66), and 38% Local (\$5,393.34). The local portion for this budget modification is being moved from underspent salaries and wages. **This will be budget neutral.**


**RECOMMENDED**

**ACTION:** The Department of Social Services recommends the Human Services Committee, Finance & Personnel Committee, and the Legislature approve the attached budget modification.

**COUNTY OF OSWEGO**  
**BUDGET MODIFICATION REQUEST**

2023  
7/13/2023

FROM			TO			DESCRIPTION	DOLLAR AMOUNT
ACCOUNT NUMBER	ACCOUNT NUMBER	ACCOUNT NUMBER	ACCOUNT NUMBER	ACCOUNT NUMBER			
ORG.	OBJECT	PROJ.	ORG.	OBJECT	PROJ.		
A6070	542400					AFS-POSTAGE	\$ 14,193.00
			A6010	511000		AFS-SALARIES & WAGES REG	(14,193.00)

CHAIR	COMMITTEE SIGNATURES	DATE
		2/5/23

COUNTY TREASURER \_\_\_\_\_ DATE \_\_\_\_\_

HUMAN RESOURCES DIRECTOR

DATE 752

DATE 7-5-73

DATE

COUNTY ADMINISTRATOR

DEPARTMENT HEAD

**RESOLUTION NO.**

July 13, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION FOR DEPARTMENT  
OF SOCIAL SERVICES TO ACCEPT AND EXPEND ADDITIONAL STATE AID  
FROM NYS OASAS, OMH AND OPWDD**

By Legislator Roy Rechil:

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, Budget Office and Human Resources Director shall be their authority to make such adjustments.

**RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE**

**YES:**

**NO:**

**ABSENT:**

**ABSTAIN:**





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**

**DATE:** July 5, 2023

**SUBJECT:** Mental Hygiene Division budget modification to accept and expend additional State Aid from NYS Mental Hygiene Agencies to support COLA for funded local services.

**PURPOSE:** To recommend the approval of a pass-through budget modification to increase State revenue and expense lines.

**SUMMARY:** NYS OASAS, OMH, and OPWDD is providing additional revenue to support a 4% Cost of Living Adjustments (COLA) effective April 1, 2023, to improve salaries and salary related fringe benefits for local service providers funded by contract with the Oswego County Division of Mental Hygiene.

NYS OASAS (Office of Addiction Services and Supports) has provided additional revenue (\$54,396) to improve salaries and salary related fringe benefits for local OASAS funded programs across multiple agencies (Farnham, OCO).

NYS OMH (Office of Mental Health) has provided additional revenue (\$96,084) to improve salaries and salary related fringe benefits for local OMH funded programs across multiple agencies (Catholic Charities, Liberty Resources, Farnham, OCO, Oswego Hospital).

NYS OPWDD (Office for People with Developmental Disabilities) has provided additional revenue (\$2,040) to improve salaries and salary related fringe benefits for local OPWDD funded programs provided by ARC of Oswego County.

The Division respectfully requests to increase State Aid revenue and contractual expense lines totaling \$152,520. The modification will allow the Division to accept and expend funds exceeding the current budgeted amounts to local providers. All funding is 100% NYS OASAS funding.

**RECOMMENDED ACTION:** To approve the budget modification as requested in the attached worksheet.

2023 BUDGET  
7/5/2023

	CHAIR	COMMITTEE SIGNATURES	DATE
X		[Signature]	7/5/23

DATE \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_

**RESOLUTION NO.**

July 13, 2023

**RESOLUTION AUTHORIZING CREATION OF ONE PRINCIPAL SOCIAL  
WELFARE EXAMINER POSITION IN THE DEPARTMENT OF SOCIAL  
SERVICES ASSISTANCE PROGRAMS UNIT**

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, the Social Services Commissioner has identified the need to add one (1) Principal Social Welfare Examiner position to oversee the administrative services within the Assistance Programs Division, and be it

RESOLVED, that one (1) Principal Social Welfare Examiner, Grade ten (10) in the CSEA Local 838 be created, and be it

RESOLVED, that a certified copy of this resolution delivered to the County Treasurer, Budget Office and Human Resources Director shall be their authority to make such adjustments.

**RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE**

**YES:**

**NO:**

**ABSENT:**

**ABSTAIN:**



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:** Oswego County Board of Legislators

**DATE:** June 5, 2023

**SUBJECT:** Request for Creation of One (1) FT Position in DSS Assistance Programs Unit

**SUMMARY:** Due to turn-over and resulting reassessment of agency needs, oversight of administrative services for the entire agency including mailroom, file room, lobby and switchboard have been transferred under the Director of Assistance Programs. Assistance Programs has tried up until now to provide supervision to these administrative teams within their current structure, however the additional responsibilities for the current Principals detracted from their ability to effectively oversee their respective benefit programs and the teams carrying out those program functions.

This PSWE will collaborate with all supervisors across the Department to ensure effective and streamlined front-end service delivery for all clients. They will provide direct oversight to the Admin Teams and direct supervision to the Senior SWE of the teams.

**RECOMMENDED**

**ACTION:** The Department of Social Services recommends the Human Services Committee, Finance & Personnel Committee, and the Legislature approve the creation of one (1) Principal Social Welfare Examiner position as requested. The total increase in cost to the 2023 budget for the remainder of the year will be \$22,853. The total local share increase after 75% reimbursement will be \$5,713, which will be covered using accumulated funds in Salary & Wages due to vacancies. **The addition of this new full-time position is budget neutral in 2023.** The additional cost in the 2024 budget will be \$44,663, with a local share of \$11,166.

## POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: DSS

DIVISION/UNIT (NUMBER): 6010

### A. NEW POSITION REQUEST

1. Position Title Requested: Principal Social Welfare Examiner

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

3. a. Bargaining Unit – Hourly Rate from Grade plan: 23.83 Grade: 10

b. Management or OCPA – Salary Requested: \_\_\_\_\_ Grade: \_\_\_\_\_

4. Percent of Federal and or State Reimbursement: 75% Fringe Reimbursed: ☒ Yes ☐ No

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

*With restructuring of agency needs - oversight of administrative services for the entire agency including mailroom, fileroom, lobby and switchboard have been transferred under the Director of Assistance Programs. Assistance Programs has tried to provide supervision to these teams under their current structure which has created additional responsibilities for the current Principals pulling from their ability to effectively oversee their respective programs. This PSWE will provide oversight of the Admin Teams and direct supervision to the Senior SWE of the teams.*

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

### B. RECLASSIFICATION REQUEST

1. Present Title: \_\_\_\_\_ 2. Position #: \_\_\_\_\_

3. Present Salary/Hourly Rate: \_\_\_\_\_ Grade: \_\_\_\_\_

4. Requested Title: \_\_\_\_\_

5. Requested Salary: \_\_\_\_\_

a. Bargaining Unit: \_\_\_\_\_ Hourly Rate: \_\_\_\_\_ Grade: \_\_\_\_\_

b. Management or OCPA – Salary Requested: \_\_\_\_\_ Grade: \_\_\_\_\_

6. Percent of Federal and/or State Reimbursement: \_\_\_\_\_ Fringe Reimbursed: ☐ Yes ☐ No

7. Justification of Need (use additional sheets as necessary):

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

**C. POSITION DELETION**

1. Title to be Deleted:

2. Position #

3. Salary Savings:

4. Reason for Deletion:

**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.

**OSWEGO COUNTY HUMAN RESOURCES  
DEPARTMENT**

**NEW POSITION DUTIES STATEMENT**

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.

**1. DEPARTMENTS/SCHOOL  
DISTRICT/TOWN OR VILLAGE  
DSS**

**DIVISION, UNIT, OR WORK SECTION**

Assistance Programs

**LOCATION OF POSITION**

Mexico

**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.

**Title requested:** *Principle Social Welfare Examiner*

**PERCENT OF  
WORK TIME**

35%

*Assists the Director of Assistance Programs in assessing and implementing necessary Administrative Service needs within the agency creating efficiency of process. Will also provide direct support to DAP for State & Federal reviews and required data collection and reporting for outside sources.*

25%

*Works directly with multiple teams within the agency to ensure compliance and reporting to state and federal agencies regarding lobby requirements and incoming client concerns/questions that may need addressing by the teams and/or Commissioner's office.*

20%

*Creates and analyzes data received from our PeopleTrack Lobby System as well as other internal data systems to identify foot traffic trends and adjust administrative services as needed.*

10%

*Work with community partners to ensure service coordination across community resources around Community Outreach requests for lobby use for the agency. Act as a liaison for the agency for necessary advisory councils and committees*

10%

*Supervise Seniors SWEs responsible for Administrative Services and assist in creating and implementing processes to benefit the agency.*

**(Attach additional sheets if more space is needed)**



**3. Names and titles of person supervising (general, direct, administrative, etc.).**

NAME	TITLE	TYPE OF SUPERVISION
Gidget Stevens	Director of Assistance Programs	Direct

**4. Names and titles of persons supervised by employee in this position.**

NAME	TITLE	TYPE OF SUPERVISION
Cayla VanBrocklin	Sr. Social Welfare Examiner	Direct
Christine Bradshaw	Sr. Social Welfare Examiner	Direct

**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
Erin Reed	Principle Social Welfare Examiner	Mexico
Jacquelyn Robinson	Principle Social Welfare Examiner	Mexico
Julie Barry	Principle Social Welfare Examiner	Mexico

**6. What minimum qualifications do you think should be required for this position?**

Education: ☐ High School \_\_\_\_\_ years  
☒ College 2 years, with specialization in \_\_\_\_\_  
☐ Other \_\_\_\_\_ years, with specialization in \_\_\_\_\_

**Experience (list amount and type):** *Four years of experience in examining, investigating, or evaluating claims for assistance, veterans or unemployment benefits, insurance or a similar program operating under established criteria for eligibility, two years of which must have been supervisory*

**Essential knowledge, skills and abilities:** *Knowledge of federal, State, and local social service laws and programs as they affect eligibility for financial assistance; laws and program regulations as they affect eligibility, such as Worker's Comp, Social Security, and UIB; community resources and programs; State and local database systems related to DSS; interviewing techniques. Ability to plan, assign, and review the work of others; plan and coordinate the work of social service units performing different functions; interpret laws, regulations, and policies and train others in their application.*

**Type of license or certificate required:**

**7. The above statements are accurate and complete.**

Date:

Title: Commissioner

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.**

July 13, 2023

**RESOLUTION REQUESTING MODIFICATION TO CAPITAL PROJECT No. 0823  
DEPARTMENT OF SOCIAL SERVICES - SPACE MAXIMIZATION PROJECT**

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, Budget Office and Human Resources Director shall be their authority to make such adjustments.

**RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE**

**YES:**

**NO:**

**ABSENT:**

**ABSTAIN:**



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:** Oswego County Board of Legislators

**DATE:** July 5, 2023

**SUBJECT:** Modification to DSS Capital Project #0823

**SUMMARY:** DSS received a final quote from Oswego Quality Carpet beyond deadline for the June meeting for carpeting for area under the rolling racks. This will allow for optimum completion of the DSS Space Maximization project.

The carpeting for the new Medicaid Unit will need to be installed post removal of rolling racks. **Federal funding will reimburse 50% and State funding will reimburse 50% of the total cost of \$4,268.38.**

**RECOMMENDED**

**ACTION:** The Department of Social Services recommends the Human Services Committee; the Finance & Personnel Committee and the Oswego County Legislature approve the Capital Project modification to allow for fluidity and completion of project. **The total local share after State/Federal reimbursement will be \$0.00.**

**COUNTY OF OSWEGO**  
**BUDGET MODIFICATION REQUEST**

2023  
7/13/2023

[illegible]

Chair  
COMMITTEE SIGNATURES \_\_\_\_\_ DATE \_\_\_\_\_  
X 6/27/5/23

DATE	COUNTY TREASURER
------	------------------

HUMAN RESOURCES DIRECTOR *[Signature]* DATE 7523

COUNTY ADMINISTRATOR  
*Tacy Wood*  
DATE 7-5-23

DEPARTMENT HEAD  
DATE

**RESOLUTION NO.**

July 13, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF  
SOCIAL SERVICES — MEDIA AND ADVERTISING OUTREACH FOR  
RECRUITMENT**

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, Budget Office and Human Resources Director shall be their authority to make such adjustments.

**RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE**

**YES:**

**NO:**

**ABSENT:**

**ABSTAIN:**



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**

**Subject:** Budget Modification – Services Recruitment and Advertising Outreach

**Purpose:** To create updated advertising media and materials to increase recruitment efforts.

**Summary:**

The Bonadio Group completed and released a Child Welfare Services Study on January 27, 2023. One of the cited in-depth recommendations was for the Services Division to primarily focus on marketing and hiring strategies to address the staffing shortage.

In 2018, OCDSS contracted with Lakeside Media to complete a Foster Care Parent Recruitment video and Caseworker Recruitment video. Lakeside Media has since disbanded and both videos are now outdated or inaccessible.

OCDSS seeks to work with new videographer, Tyler Kellogg and producer, Jordan Mancuso in the creation of three new promotional videos to meet the specified Bonadio recommendations. In addition to updated recruitment videos, the Agency seeks to add a third video in conjunction with CPAC to focus on community child safety.

Funds will be inclusive of public media advertising rates as well.

These expenses totaling \$20,000 are reimbursed at 62% State (\$12,400.00), and 38% Local (\$7,600). The local portion for this budget modification is being moved from underspent salaries and wages. **This will be budget neutral.**

**Recommended  
Action:**

The Social Services Department recommends the Health and Human Services Committee, the Finance & Personnel Committee and the Oswego County Legislature authorize this budget modification.

**COUNTY OF OSWEGO**  
**BUDGET MODIFICATION REQUEST**

2023  
7/13/2023

FROM				TO		DOLLAR AMOUNT
ACCOUNT NUMBER	ORG.	OBJECT	PROJ.	ORG.	OBJECT	
A6070		543800				\$ 20,000.00
				A6070	511000	(20,000.00)
To cover the expense of three promotional videos and additional Services media outreach, as recommended in Bonadio action plan.						
TOTAL AMOUNT						

CHAIR	COMMITTEE SIGNATURES	DATE

X 667523

COUNTY TREASURER

DATE

HUMAN RESOURCES DIRECTOR *[Signature]* DATE 7523

COUNTY ADMINISTRATOR	DATE
Stacy Word	7-5-23
DEPARTMENT HEAD	DATE

**RESOLUTION NO.**

July 13, 2023

**RESOLUTION APPROVING AN AMENDED AND RESTATED TITLE VI PLAN  
FOR THE COUNTY OF OSWEGO**

By Legislator Chesbro:

WHEREAS, as a recipient of federal and state funds, Oswego County is subject to the requirements and provisions of Title VI of the Civil Rights Act of 1964, as amended as well as the various Federal Laws and Executive Orders that expand the Title VI nondiscrimination mandate (the "Act"); and

WHEREAS, the Act, as amended provides that "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance"; and

WHEREAS, the Act was further clarified to include all programs, services, or activities administered by an agency if any part of that agency receives Federal financial assistance; and

WHEREAS, the Americans with Disabilities Act expands the Act's nondiscrimination mandate to include individuals with disabilities in all areas of public life, including jobs, school, transportation and all public and private places that are open to the general public; and

WHEREAS, Executive Order 12898 (Environmental Justice) further expands the Act's nondiscrimination mandate to avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations; and

WHEREAS, Executive Order 13166 (Limited English Proficiency) further expands the Act's nondiscrimination mandate to ensure individuals whose first language is not English and have a limited capacity to read, write or understand English have meaningful access to programs, information and services; and

WHEREAS, being subject to the requirements and provisions of the Act, as amended and expanded, Oswego County has amended and restated its Plan to address compliance and provide education related to this Act as well as procedures to address and investigate complaints and provided the public an opportunity to comment on same; and

NOW, THEREFORE, upon the recommendation of the Economic Development & Planning Committee of this body, be it

RESOLVED, that the Oswego County Legislature hereby adopts the amended and restated Title VI Plan on file with the Clerk of this Legislature effective immediately and directs the Chair of the Legislature to sign same and the distribution of this resolution and

the amended and restated plan to all departments; and further

RESOLVED, That the Oswego County Legislature hereby appoints Timothy Stahl, Director of Community Development, Tourism and Planning as the Title VI Coordinator for the county.

**RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE**

**YES:**

**NO:**

**ABSENT:**

**ABSTAIN:**



COUNTY OF OSWEGO  
Amended and Restated Title VI Plan



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James S. Weatherup, Chairman

Effective/Dated: July \_\_, 2023

## Table of Contents

Title VI/Nondiscrimination Policy Statement .....	3
Authorities .....	3
Title VI Coordinator .....	4
Limited English Proficiency Strategies .....	4
Environmental Justice Plan .....	6
Title VI Coordinator's Responsibilities .....	7
Title VI Complaint Procedures .....	9
Procedures .....	9
Title VI Complaint Form .....	12
Attachment 1 — Title VI Notice to Public .....	14
Attachment 2 — Standard Title VI/Non-Discrimination Assurances .....	15
APPENDIX A .....	18
APPENDIX B .....	20
APPENDIX C .....	21
APPENDIX D .....	22
APPENDIX E .....	23

## Title VI/Nondiscrimination Policy Statement

Oswego County assures that no person shall on the grounds of race, color, national origin, or sex as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. Oswego County further assures every effort will be made to ensure nondiscrimination in all its programs and activities, whether those programs and activities are federally funded or not.

If Oswego County distributes federal aid funds to another governmental entity, Oswego County will include Title VI language in all written agreements and will monitor for compliance. Oswego County is responsible for initiating and monitoring Title VI activities, preparing required reports and other Oswego County responsibilities as required by 23 CFR 200 and 49 CFR 21.

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### Authorities

Title VI of the 1964 Civil Rights Act provides that no person in the United States shall, on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (please refer to 23 CFR 200.9 and 49 CFR 21).

The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include all programs or activities of Federal Aid recipients, sub recipients, and contractors, whether such programs and activities are federally assisted or not (Public Law 100-259 [S. 557] March 22, 1988).

### Additional Authorities and Citations Include:

Title VI of the Civil Rights Act of 1964; 42 USC 2000d to 2000d-4\*, 42 USC 4601 to 4655; 23 USC 109(h); 23 USC 324; DOT Order 1050.2; EO 12250; EO 12898; 28 CFR 50.3; EO 13166.

## Title VI Coordinator

The Title VI Coordinator is responsible for providing leadership, direction, and policy to ensure compliance with Title VI of the 1964 Civil Rights Act. The Title VI Coordinator plan develops, monitors and enforces standards for compliance in Oswego County programs, services and benefits.

Oswego County is required to appoint a Coordinator under 23 CFR 200.9(b)(1) with easy access to the Chairman of the Oswego County Legislature. Oswego County has appointed the Director of Community Development, Tourism and Planning as the Oswego County Title VI Coordinator.

The contact information for the County's Title VI Coordinator is as follows:

Title: Director of Community Development, Tourism and Planning  
Mailing Address: 46 East Bridge Street, Oswego, New York 13126  
Phone: 315-349-8220  
Email: [tim.stahl@oswegocounty.com](mailto:tim.stahl@oswegocounty.com)

## Limited English Proficiency Strategies

Strategies to provide meaningful access to LEP persons to ensure that they can communicate effectively will be achieved by measures including but not limited to:

- Applying the "four factor analysis" process provided as a guideline from the U.S. Department of Justice to determine LEP needs. This process includes determining the number and proportion of LEP individuals within the population, the frequency with which LEP individuals will come in contact with the program, the nature and importance of the program to people's lives, and the resources available to provide translation services. The results of this analysis will be used to outreach and engage LEP persons in the transportation planning process.
- Developing a demographic assessment for the impacted area to determine if there is a 5% or more minority population requiring special language assistance and address the needs.
- Developing a written policy to ensure the implementation of LEP measures that identify and assess the language needs of its LEP population and provide for a range of language assistance options, including notices to LEP persons in a language they can understand regarding their right to free language assistance.
- Training to ensure that staff are knowledgeable and aware of LEP policies and procedures and are trained to work effectively in the facilitation of the process.
- Providing translation services for public documents and competent interpreters at public hearings.
- 
- Increasing opportunities for public involvement, particularly by historically underserved populations including LEP individuals by advertising in local and local minority newspapers.
- Monitoring the program to ensure that LEP persons have meaningful access to the transportation planning and implementation process.
- See, also, the County of Oswego Language Access Plan available on the Oswego County website at: [www.oswegocounty.com](http://www.oswegocounty.com).

### Title VI Responsibilities

- Monitor compliance with Title VI requirements in all aspects of the environmental process, including Environmental Justice and Limited English Proficiency requirements.
- Conduct meetings to review the project impact.
- Disseminate to the public their right to call or write the department to view plans and discuss environmental problems.
- Ensure DBE goal attainment.
- Coordinate the gathering of environmental information for the Annual Title VI Update Report including awards to DBE firms.
- Notify protected group residents of public meetings or hearings regarding a proposed project. Ensure time and location for public meetings or hearings is accessible.
- Maintain mechanisms to identify population affected by a project.
- Ensure participation of all segments of the impacted population in the location selection process.
- Ensure that all federally funded consultant contracts administered by this section have the appropriate Title VI Appendix enclosed.
- Review guidelines and procedures to ensure Title VI compliance.
- Maintain and update necessary data and documentation, including demographic data mapping ethnicity by area as required for completion of the department's internal annual Title VI Annual Report.

### **Environmental Justice Plan**

"Environmental Justice" is the fair treatment and meaningful involvement of all people, regardless of race, ethnicity, income, national origin, or educational level with respect to the development, implementation and enforcement of environmental laws, regulations and policies. For the purpose of this Oswego County Environmental Justice Plan, fair treatment means that no population is forced to bear a disproportionate burden of the negative human health and environmental impacts, including social and economic effects, resulting from transportation decisions, programs and policies made, implemented and enforced at the Federal, State, local or tribal level.

### Guiding Principles:

The Oswego County Environmental Justice Plan is guided by the following three principles:

1. To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.

2. To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
3. To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

To ensure compliance with these Guiding Principles, Oswego County will:

- Continuously monitor its programs, policies, and activities to ensure that disproportionately high and adverse effects on minority populations and low-income populations are avoided, minimized or mitigated in a manner consistent with these principles.
- Actively administer and monitor its operations and decision-making to assure that nondiscrimination and the prevention of disproportionately high and adverse effects are an integral part of its programs, policies, and activities
- Train staff to identify and report incidences of observed service denial or reduction of any capacity in the day-to-day activities of all County departments.
- Make efforts to ensure services are equally available to all populations regardless of race, age, socioeconomic status, and other factors, and indicate so on publications and our website as necessary.
- Revisit the County's Equal Employment Opportunity Policy Statement from time to time and update as necessary.
- Immediately investigate and rectify any complaints received (from all populations which include minorities and those of low-income) from the public as they relate to the denial or reduction in services received.

## Title VI Coordinator's Responsibilities

As authorized by the Chairman of the Oswego County Legislature, the Title VI Coordinator is responsible for initiating, monitoring, and ensuring Oswego County's compliance with Title VI requirements as follows:

1. Process, review and investigate Title VI complaints received by Oswego County in accordance with Oswego County's Complaint Procedures. If any individual believes they or any other program beneficiaries have been subject to unequal treatment or discrimination as to the receipts of benefits and/or services, or on the grounds of race, color, national origin, or gender, they may file a complaint with Oswego County. It is the goal of Oswego County to resolve complaints informally at the lowest managerial level.
2. Collect statistical data (race, color, income, gender, and national origin) of participants in and beneficiaries of Oswego County highway programs (i.e., persons relocated for highway projects, impacted citizens, and affected communities). Each of the Title VI program areas will maintain data to be incorporated in the Title VI updates. Procedures will be reviewed regularly to ensure the data is enough in meeting the Title VI program administration requirements.
3. Conduct Title VI reviews, when necessary, of contractors and other recipients of federal aid highway funds.

4. Work with program staff to ensure the fundamental principles of Environmental Justice outlined below:
  - Avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.
  - Ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
  - Prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.
5. Develop Title VI information for Public Dissemination. Ensure dissemination to the public and, where appropriate, in languages other than English. The County will disseminate Title VI Program information to County employees, contractors, subcontractors, consultants, and subconsultants as well as the public. Public dissemination will include posting of public statements and inclusion of Title VI language in contracts. The Title VI/Nondiscrimination Policy Statement will be published in newspapers having a general circulation near proposed projects and announcements of hearings and meetings in minority publications.
6. Prepare an Annual Title VI Update Report. The update will report on any accomplishments and changes to the program occurring during the preceding year. The update will include goals and objectives for the upcoming year.
7. Schedule training for Title VI related statutes for Oswego County employees in conjunction with the Human Resources Department. The training will provide comprehensive information on Title VI provisions, its application to program operations, identification of Title VI issues and resolution of complaints. All directives providing operational guidelines to all sub recipients, and program areas will be reviewed annually to include Title VI language and provisions and related requirements, where applicable.
8. Identify and eliminate discrimination when found to exist. Work with all Oa Offices and Departments to establish procedures for promptly resolving deficiencies. Procedures will be implemented to identify and eliminate discrimination when found to exist, including, but not limited to utilization of disadvantaged business enterprises, public involvement and property acquisition.
9. Establish procedures for promptly resolving deficiency status and reducing to writing the remedial action agreed to be necessary within a period of 90 days. Oswego County will actively pursue the prevention of Title VI deficiencies and violations and will take the necessary steps to ensure compliance with all program administrative requirements. When irregularities occur in the administration of the program's operation, procedures will be implemented to resolve Title VI issues, and reducing to writing remedial action agreed necessary within a period of 90 days.

Sub-recipients placed in a deficiency status will be given a reasonable time, not to exceed 90 days after receipt of the deficiency letter, to voluntarily correct deficiencies.



Oswego County will seek the cooperation of the sub recipient in correcting deficiencies found during the Title VI compliance reviews. Oswego County will also provide the technical assistance and guidance needed to aid the sub recipient to comply voluntarily.

When a sub recipient fails or refuses to voluntarily comply with requirements within the allotted time frame, Oswego County will submit a copy of the case file to NYSDOT's Office of Civil Rights or the FHWA and a recommendation that the sub-recipient be found in noncompliance.

A follow-up review will be conducted within 180 days of the initial review to ensure that the sub recipient has complied with the Title VI Program requirements in correcting deficiencies previously identified.

10. Maintain updated legislative and procedural information regarding Oswego County's Title VI Program. This will include federal laws, rules and regulations, NYSDOT guidelines, the Oswego County Plan and updates, and other resource information pertaining to Title VI issues.

## Title VI Complaint Procedures

These procedures cover all complaints filed under Title VI of the Civil Rights Act of 1964 as amended, Section 504 of the Rehabilitation Act of 1973, Civil Rights Restoration Act of 1987, relating to any transportation or Public Works program or activity administered by the County, as well as to sub recipients, consultants, and contractors. These procedures apply to complaints filed against a program or activity funded by either the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA) or the Federal Aviation Administration (FAA).

Intimidation or retaliation of any kind is prohibited per Title 49, Code of Federal Regulations, Part 21.11(e).

The procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies or to seek private counsel for complaints alleging discrimination.

These procedures are part of an administrative process, which does not provide for remedies that include punitive damages or compensatory remuneration for the complainant. Every effort will be made to obtain early resolution of complaints at the lowest managerial/administrative level possible. The option of informal mediation meeting(s) between the affected parties and the investigator may be used for resolution, at any stage of the process. The investigator will make every effort to pursue a resolution of the complaint. Initial interviews with the complainant and the respondent will request information regarding specifically requested relief and settlement opportunities.

### Procedures

Any person who believes that they or any specific class of persons has been subjected to discrimination or retaliation prohibited by any of the Civil Rights authorities prohibited under Title VI based upon race, color, sex, age, national origin or disability may file a written complaint with Oswego County.

### Time Limits for Filing

A formal complaint must be filed within 180 days after:

- The date of the alleged act of discrimination; or



- The date when the person became aware of the alleged discrimination; or
- There has been a continuing or the latest instance of discriminatory conduct.

#### Form of Complaints

A formal complaint must meet the following requirements:

- Must be in writing and signed by the person or their representative and include the complainant's name, address and telephone number. A formal complaint of discrimination will also be acknowledged and processed if received by fax or e-mail.
- A formal complaint of discrimination received by telephone will be written down and provided to the complainant for confirmation or revision before processing.
- Must provide a detailed description of the issues including names, dates, and job titles of witnesses or those individuals perceived as parties in the complained of incident.

Upon receipt of the complaint, Oswego County will acknowledge receipt of complaint, determine jurisdiction, acceptability, need for additional information and the investigative merit of the complaint. In cases where the complaint is against one of Oswego County's sub recipients of federal highway funds, Oswego County will assume jurisdiction and will investigate and adjudicate the case. Complaints against Oswego County will be referred to the New York State Department of Transportation's Office of Civil Rights for proper disposition. In special situations warranting intervention to ensure equity, the NYSDOT Office of Civil Rights may assume jurisdiction and either complete or obtain services to review or investigate matters.

#### Acceptance of a complaint will be determined by

- Whether the complaint is timely filed;
- Whether the allegations involve a covered basis such as race, color, national origin, gender, disability or retaliation;
- Whether the allegations involve a program or activity of a Federal-aid recipient
- The complainant(s) acceptance of reasonable resolution based on the Department's administrative authority;

#### A complaint may be dismissed for the following reasons

- The complainant requests the withdrawal of the complaint;
- The complainant fails to respond to repeated requests for additional information needed to process complaint;
- The complainant cannot be located after reasonable attempts.

Oswego County has sole authority for accepting complaints for investigation. Once Oswego County decides to proceed with the investigation, the complainant and the respondent will be notified in writing of the determination within ten (10) calendar days. The complaint will receive a case number and be logged into Oswego County's records identifying its basis, alleged harm, the race, color, national origin and gender of the complainant(s).

In cases where Oswego County assumes investigation of the complaint, Oswego County will provide the respondent with the opportunity to respond to the allegations in writing. The respondent will have ten (10) calendar days from the date of Oswego County's written notification of acceptance of the complaint to furnish their response to the allegations.

Within 40 calendar days of the acceptance of the complaint, Oswego County or NYSDOT investigator will prepare an investigative report for Oswego County Title VI Coordinator and the Chairman of the

Oswego County Legislature. The report will include a narrative description of the incident, identification of persons interviewed, findings and recommendations for disposition. The Oswego County Title VI Coordinator and Chairman of the Oswego County Legislature will have ten (10) calendar days to review and provide comments to the investigator.

Once the investigator addresses any comments to the preliminary investigative report, the report and its findings will be forwarded to the Office of the Oswego County Attorney for review. The Office of the Oswego County Attorney will review the report and associated documentation and will provide input within 10 calendar days.

Any comments or recommendations from the Office of the Oswego County Attorney will be reviewed by Chairman of the Oswego County Legislature. There will be a period of 10 calendar days for the Chairman of the Oswego County Legislature to discuss the report and any recommendations with Oswego County's Title VI Coordinator, and to have the Title VI Coordinator address any modifications before the report's release to the corresponding United States Department of Transportation (USDOT) modality (FHWA, FTA, FAA).

Oswego County's final investigative report and a copy of the complaint will be forwarded to either NYSDOT, FHWA, FTA, or FAA, within 60 calendar days of the acceptance of the complaint.

Oswego County will notify the parties of its preliminary findings which are subject to the corresponding USDOT modality's concurrence.

The corresponding USDOT modality will issue the final decision to Oswego County based on the investigative report.

# Title VI Complaint Form

## COUNTY OF OSWEGO

Name:		
Address:		
Home Phone:	Cell Phone:	Work Phone:
Email Address:		
Accessible Format Required? [3 Large Print C] Audio Tape C] TTY/TDD		Other (Specify)
Basis of Complaint (check all that apply):		
Race	Age	
Color	Disability (ADA)	
sex	Low-Income	
National Origin	Limited English Proficiency	
Who allegedly discriminated against you?		
Name:		
Address:		
Phone:		
If an organization, what is its name?		
Name:		
Address:		
Phone:		
Explain as clearly as possible what happened and why you were discriminated against.		
Date/s and times discrimination occurred?		
First Time:		
Second Time:		
Third Time:		

\*\* \*Continued Next Page\*\*\*\*\*

Were there any other witnesses to the discrimination? Yes, please provide further details below      No			
<u>Name</u>	<u>Title</u>	<u>Work Telephone</u>	<u>Home Telephone</u>
What can Oswego County do to resolve the complaint?			
Have you filed your complaint with anyone else?   Yes      No			
Who:			
When:			
Complaint number, if known:			
Do you have an attorney in this matter?   If Yes, please provide further details below <input type="checkbox"/> No Name: Address: When did you retain the attorney?:			
Please attach any written materials or other information you feel is relevant to your complaint.			
Signed _____		Date _____	
Please submit this completed Title VI Complaint Form in person at the address below, or mail to:  Title VI Complaint Officer  Director of Community Development, Tourism and Planning 46 East Bridge Street Oswego, New York 13126			

## Attachment 1 — Title VI Notice to Public

Oswego County hereby gives public notice that it is Oswego County's policy to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all programs and activities. Title VI requires that no person in the United States of America shall, on the grounds of race, color, gender, or national origin be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which Oswego County receives federal financial assistance.

Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with Oswego County. Any such complaint must be in writing and filed with the County Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. Title VI Discrimination Complaint Forms may be obtained from this office at no cost to the complainant on our website at : [www.oswegocounty.com](http://www.oswegocounty.com) or by calling 315-349-8220.

## Attachment 2 — Standard Title VI/Non-Discrimination Assurances

Oswego County (herein referred to as the "Recipient"), HEREBY AGREES THAT, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through the New York State Department of Transportation (NYSDOT), is subject to and will comply with the following:

### Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.P.R. Part 21 (entitled *Non-discrimination in Federally-Assisted Programs Of The Department of Transportation-Effectuation Of Title VI Of The Civil Rights Act of 1964*);
- 28 C.P. R. section 50.3 (U.S. Department of Justice Guidelines for enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

### General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

*"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, for which the Recipient receives Federal financial assistance from DOT, including the NYSDOT."*

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

### Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted transportation and highway programs:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in 21.23 (b) and 21.23 (c) of 49 C.F.R. 21 will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all transportation and highway programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

"The County of Oswego, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award "

3. The Recipient will insert the clauses of Appendix A and Appendix E of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. Where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. Where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
  - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
  - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
  - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
  - b. the period during which the Recipient retains ownership or possession of the property.



9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the Recipient also agrees to comply (and require any subrecipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the NYS DOT. You must keep records, reports, and submit the material for review upon request to NYS DOT, or its designee in a timely, complete, and accurate way.

Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The County of Oswego gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the transportation and highway programs. This ASSURANCE is binding on the State of New York, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the transportation and highway programs. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

COUNTY OF OSWEGO

Dated: July \_\_, 2023.

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James Weatherup, Chairman  
Oswego County Legislature



## APPENDIX A

### For Contractors, Subcontractors, Suppliers, and Manufacturers

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor shall comply with the Regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter DOT), Title 49, Code of Federal Regulations, part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, with regard to the work performed during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
3. **Solicitations for Subcontracts, Including Procurement of Materials and Equipment:** In all solicitations either by competitive bidding or negotiations made by the contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the ground of race, color, sex, or national origin.
4. **Information and Reports:** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by The County of Oswego or the NYSDOT to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the City, or the New York State Department of Transportation as appropriate, and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, County of Oswego and the NYS Department of Transportation shall impose such contract sanctions as it, or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
  - a. Withholding of payments to the contractor under the contract until the contractor complies, and/or;
  - b. Cancellation, termination, or suspension of the contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontractor or procurement as the County of Oswego

or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the name of sub recipient enter into such litigation to protect the interests of the name of sub recipient and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

## APPENDIX B

### CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the (Title of Recipient) will accept title to the lands and maintain the project constructed thereon in accordance with (Name of Appropriate Legislative Authority), the Regulations for the Administration of (Name of Appropriate Program), and the policies and procedures prescribed by the (Title of Modal Operating Administration) of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S Department of

Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. 52000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the (Title of Recipient) all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

#### (HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto (Title of Recipient) and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the (Title of Recipient), its successors and assignees.

The County of Oswego, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that ( 1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [and]\* (2) that the (Title of Recipient) will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended[, and (3) that in the event of breach of any of the above-mentioned nondiscrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].

\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

## APPENDIX C

### CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the (name of sub recipient) pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc, as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:
  - 1) In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, (name of sub recipient) will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued. \*
- C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the (name of sub recipient) will have the right to enter or re-enter the lands and facilities thereon, and the above-described lands and facilities will there upon revert to and vest in and become the absolute property of Oswego County and its assigns. \*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

## APPENDIX D

### CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by (name of sub recipient) pursuant to the provisions of Assurance 7(b):

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that ( 1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.
- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Nondiscrimination covenants, (name of sub recipient) will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued. \*
- C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, (name of sub recipient) will there upon revert to and vest in and become the absolute property of (name of sub recipient) and its assigns. \*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)



## APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following nondiscrimination statutes and authorities; including but not limited to:

### Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 4 71, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Title II and III of the Americans with Disabilities Act, which prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodations, and certain testing entities (42 U.S.C. §§ 1213-112189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38);
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, improving Access to Services for Persons with Limited English Proficiency and resulting agency guidance, national origin discrimination includes discrimination because of Limited English Proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*).

**RESOLUTION NO.**

July 13, 2023

**RESOLUTION APPOINTING THE DIRECTOR OF MOBILITY MANAGEMENT  
AS THE PUBLIC TRANSPORTATION LIAISON**

By Legislator Chesbro:

WHEREAS, in 2005, A Presidential Executive Order called for coordinated planning to improve access and mobility for all populations, and

WHEREAS, in 2008, by resolution No. 076, the Oswego County Legislature did appoint the Oswego County Director of Community Development Programs to be the Oswego County Public Transportation Liaison and

WHEREAS, in 2018, by resolution No. 137 the Oswego County Legislature authorized the formation of the Oswego County Transportation Advisory Committee and

WHEREAS, in 2021, by resolution No. 181 the Oswego County Legislature approved and adopted the updated Oswego County Coordinated Transportation Plan for Mobility services and

WHEREAS, in 2022, Oswego County by resolution No. 107 Oswego County adopted Local Law Number 2 of 2022 "A Local Law Authorizing the Provision of Mass Transportation and the Establishment of Mass Transportation Facilities within the County of Oswego and

WHEREAS, Oswego County is responsible for all rules and regulations associated and the oversight of Public transportation programs such as 5311, 5310, STOA, ATC, CARES and Mobility Management and

WHEREAS, Oswego County is responsible for the implementation of the Oswego County Coordinated Transportation Plan for Mobility services and

WHEREAS, the acting Public Transportation Liaison, the Director of Community Development Programs will relinquish the title and

WHEREAS, the duties for public transportation oversight are listed in the job description and duties of the Director of Mobility Management and

WHEREAS, the Transportation Liaison position is one of managerial oversight, decision making and planning,

NOW, upon recommendation of the Economic Development and Planning Committee of this body; be it

RESOLVED, that Heather Snow, Director of Mobility Management for Oswego County will be the Oswego County Public Transportation Liaison for the purposes of



implementing the Oswego County Coordinated Plan for Mobility services, for the implementation of all federal and state public transportation programs and will oversee the Transportation Coordination Advisory Committee.

**RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE**

**YES:**

**NO:**

**ABSENT:**

**ABSTAIN:**

**RESOLUTION NO.**

July 13, 2023

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION DEPARTMENT  
OF COMMUNITY DEVELOPMENT, OFFICE OF PLANNING AND COMMUNITY  
DEVELOPMENT – LAND USE PLANNING**

By Legislator Mary Ellen Chesbro:

WHEREAS, developments in Central NY over the next few years present significant and unique economic opportunities for Oswego County, and

WHEREAS, in an effort to facilitate beneficial growth throughout communities across Oswego County there is a need to either develop and/or update comprehensive planning documents, and

WHEREAS, there is a current need within the Office of Planning and Community Development to update the Oswego County's Comprehensive Plan, and

WHEREAS, when scoring applications granting organizations often give greater weight to governmental applicants who provide up-to-date comprehensive plans related to the project; and

WHEREAS, proper land use planning is both labor intensive and time consuming and typically facilitated by consultants experienced in this field.

NOW, THEREFORE, BE IT RESOLVED, that \$75,000 of internal ARPA funds be allocated to the Office of Community Development and Planning for updating the Oswego County Comprehensive Plan, and be it further

RESOLVED, that the Chairman of the Legislature be and is hereby authorized to execute any and all documents that may be necessary to access 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.

**RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE**  
**YES: NO: ABSENT: ABSTAIN:**



**Tim Stahl**  
*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

**Daniel Breittweg**  
*Deputy Director*

**Donna B. Scanlon**  
*Office of Community  
Development Programs*

**Kelly Allen**  
*Office of Housing Assistance*

**INFORMATIONAL MEMORANDUM**

**SUBJECT:** Allocate internal ARPA funds to the Planning & Community Development office.

**PURPOSE:** To modify the department budget in order to provide for the necessary updates to the County's Comprehensive Plan

**SUMMARY:** With proper local land use planning, Central NY communities are currently in a position to help define what their futures will look like. To do that effectively typically requires some outside assistance through consultants who specialize in those activities.

This proposal will provide up to \$75,000 to update our severely out of date county comprehensive plan.

**FISCAL IMPACT:** \$75,000 from the internal ARPA funds.

**RECOMMENDED ACTION:** The committee on Economic Development & Planning committee, in concert with the Committee on Finance and Personnel, recommends that the Oswego County Legislature authorize this action.

**COUNTY OF OSWEGO  
BUDGET MODIFICATION REQUEST**

ACCOUNT NUMBER			ACCOUNT NUMBER			DESCRIPTION	DOLLAR AMOUNT
ORG	OBJECT	PROJ	ORG	OBJECT	PROJ		
A	268800					Federal Aid - Other	\$ (75,000.00)
			A8020	543800	COPL	Other Fees and Services - Comprehensive Plans	\$ 75,000.00
						This budget modification is to be funded using ARPA funds	
						TOTAL AMOUNT	-

Chair  
COMMITTEE SIGNATURES  
DATE

*May Chelbre* 4/5/23

X

COUNTY TREASURER	DATE
PERSONNEL DIRECTOR	DATE
COUNTY ADMINISTRATOR	DATE
DEPARTMENT HEAD	DATE

**RESOLUTION NO.**

July 13, 2023

**RESOLUTION TO RECLASSIFY TWO EARLY INTERVENTION SPECIALISTS  
TO SENIOR EARLY INTERVENTION SPECIALISTS**

By Legislator James Karasek:

WHEREAS, to reclassify two positions in the Early Intervention Division from Early Intervention Specialist to Senior Early Intervention Specialist; and

WHEREAS, the Senior Early Intervention Specialists will provide supervision to the current Early Intervention Specialists in the division. This reclass will create a line of succession within the Children with Special Needs Division, thus increasing staff retention; and

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

RESOLVED, that positions #405996602 and # 405919401 from Early Intervention Specialist to Senior Early Intervention Specialist, Grade 12 in the Oswego County CSEA Bargaining Unit. These positions will remain eligible for partial reimbursement through the Early Intervention grant; and be it

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.

**RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE**

**YES:**

**NO:**

**ABSENT:**

**ABSTAIN:**

# OSWEGO COUNTY

VERA DUNSMOOR, DIRECTOR OF PUBLIC HEALTH  
PHONE 315.349.3545



# HEALTH DEPARTMENT

70 BUNNER STREET, OSWEGO, NEW YORK 13126-3357  
FAX 315.349.3435

## INFORMATIONAL MEMORANDUM

**SUBJECT:** Request for reclassification of two positions in the Early Intervention Division.

**PURPOSE:** To reclassify 2 positions from Early Intervention Specialists to Senior Early Intervention Specialists.

**SUMMARY:** The Children with Special Needs Division hosts 3 distinct programs. The Early Intervention/Child Find Program, the Children and Youth with Special Health Care Needs Program and the 3-5 Preschool Special Education Program. These programs constitute 65% of the Health Department's overall budget and are State and Federally Mandated Programs. The Senior Early Intervention Specialists will assume the function of Early Intervention Official Designee (EIOD) on behalf of the Early Intervention Official who is the Director of Programs for Special Needs. The EIOD is required to attend all Individualized Family Service Plan (IFSP) meetings for children eligible for Early Intervention Services. The Early Intervention Program serves between 400- 500 children each year. Each child has at least 2 IFSP meetings a year, totaling 800-1,000 meetings annually. By utilizing the EIOD role, the Director of Programs will no longer need to attend IFSP meetings. The Senior Early Intervention Specialists will also provide supervision to the current Early Intervention Specialists in the division. This reclass will create a line of succession within the Children with Special Needs Division, thus increasing staff retention.

These reclassifications are budget neutral due to a vacancy in the Special Ed Admin department. These positions will remain eligible for partial reimbursement through the Early Intervention grant.

### RECOMMENDED ACTION:

The Health Committee approve and recommend the reclassification of positions #405996602 and # 405919401 from Early Intervention Specialist to Senior Early Intervention Specialist.

# POSITION REQUEST/DELETE BUDGET FORM

**DEPARTMENT:** Health Department

**DIVISION/UNIT (NUMBER):** A4059

## 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: EI Specialist

2. Position #: 405919401

3. Present Salary/Hourly Rate: \$23.83

Grade: 10

4. Requested Title: Senior EI Specialist

5. Requested Salary: \_\_\_\_\_

a. Bargaining Unit: CSEA Hourly Rate: \$27.86 Grade: 12

b. Management or OCPA – Salary Requested: \_\_\_\_\_ Grade: \_\_\_\_\_

6. Percent of Federal and/or State Reimbursement: \_\_\_\_\_ Fringe Reimbursed: ☐ Yes ☐ No

7. Justification of Need (use additional sheets as necessary): *This position will supervise one EI Specialist currently working in the division. This will allow the Director of Programs for Children with Special Needs to provide general supervision to the Senior EI Specialists, giving the Program Director more time to focus on special projects and making sure all programs are complying with State and Federal Mandates. Upgrading to a Senior EI Specialist will allow this position to act as Early Intervention Official Designee thus freeing up the Program Director from attending all Individual Family Service Plan meetings. This is common practice among other counties for utilizing the Early Intervention Official Designee position. Upgrading this position will also bring much needed succession planning within the division.*

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

<b>C. POSITION DELETION</b>
1. Title to be Deleted:
2. Position #
3. Salary Savings:
4. Reason for Deletion:



**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.

**OSWEGO COUNTY HUMAN RESOURCES  
DEPARTMENT**

**NEW POSITION DUTIES STATEMENT**

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.

**1. DEPARTMENTS/SCHOOL  
DISTRICT/TOWN OR VILLAGE**  
Health

**DIVISION, UNIT, OR WORK SECTION**  
Early Intervention

**LOCATION OF POSITION**  
A4059

**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.

Title requested: *Senior EI Specialist*

**PERCENT OF  
WORK TIME**

40	<i>Act as the Early Intervention Official Designee for all Individualized Family Service Plan meeting.</i>
40	<i>Act as the Initial Service coordinator who is the first person to meet with families of children who are suspected of having a developmental delay or disabilities to explain the Early Intervention Program and all of the families rights under the programs</i>
10	<i>Provider supervision to EI Specialists. On a monthly basis, review EI Specialist notes to make sure they adhere to State Regulations. Provide other quality assurance measures on a regular basis.</i>
5	<i>Act as a resource for EI Specialist when there are situations that are tough in nature and provide support to them.</i>
5	<i>Other duties as assigned</i>
	<b>(Attach additional sheets if more space is needed)</b>

3. Names and titles of person supervising (general, direct, administrative, etc.).

NAME	TITLE	TYPE OF SUPERVISION
Tammy Thompson	Director of Programs for CSN	General

4. Names and titles of persons supervised by employee in this position.

NAME	TITLE	TYPE OF SUPERVISION
Kassi Schultz	EI Specialist	General

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
Sonia Robinson	Senior Public Health Educator	Health Education/Health
Frances Anthony	Senior Sanitarian	Environmental
Gene Kush	Senior Sanitarian	Environmental

6. What minimum qualifications do you think should be required for this position?

Education: ☐ High School \_\_\_\_\_ years

☒ College 4 years, with specialization in Health, Human or Social Services

☐ Other 2 years, with specialization in EI Specilaist position

Experience (list amount and type): *At least 2 years as an EI Specialist or Service Coordinator in an Early Intetvnetion Program.*

**Essential knowledge, skills and abilities:** *Knowledge of all State and Federal Early Intervention Regulations, principals of supervision, ability to communicate effectively both orally and written, knowledge of chid development, knowledge of community resources, ability to monitor appropriate documentation required for service coordination.*

Type of license or certificate required:

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: \_\_\_\_\_

# POSITION REQUEST/DELETE BUDGET FORM

**DEPARTMENT:** Health Department

**DIVISION/UNIT (NUMBER):** A4059

## 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: EI Specialist 2. Position #: 405996602

3. Present Salary/Hourly Rate: \$29.16 Grade: 10

4. Requested Title: Senior EI Specialist

5. Requested Salary: \_\_\_\_\_

a. Bargaining Unit: CSEA Hourly Rate: \$33.83 Grade: 12

b. Management or OCPA – Salary Requested: \_\_\_\_\_ Grade: \_\_\_\_\_

6. Percent of Federal and/or State Reimbursement: \_\_\_\_\_ Fringe Reimbursed: ☐ Yes ☐ No

7. Justification of Need (use additional sheets as necessary): *This position will supervise one EI Specialist currently working in the division. This will allow the Director of Programs for Children with Special Needs to provide general supervision to the Senior EI Specialists, giving the Program Director more time to focus on special projects and making sure all programs are complying with State and Federal Mandates. Upgrading to a Senior EI Specialist will allow this position to act as Early Intervention Official Designee thus freeing up the Program Director from attending all Individual Family Service Plan meetings. This is common practice among other counties for utilizing the Early Intervention Official Designee position. Upgrading this position will also bring much needed succession planning within the division.*

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

<b>C. POSITION DELETION</b>
1. Title to be Deleted:
2. Position #
3. Salary Savings:
4. Reason for Deletion:

**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.

**OSWEGO COUNTY HUMAN RESOURCES  
DEPARTMENT**

**NEW POSITION DUTIES STATEMENT**

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.

**1. DEPARTMENTS/SCHOOL  
DISTRICT/TOWN OR VILLAGE**  
Health

**DIVISION, UNIT, OR WORK SECTION**  
Early Intervention

**LOCATION OF POSITION**  
A4059

**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.

**Title requested:** *Senior EI Specialist*

<b>PERCENT OF WORK TIME</b>	
40	<i>Act as the Early Intervention Official Designee for all Individualized Family Service Plan meeting.</i>
40	<i>Act as the Initial Service coordinator who is the first person to meet with families of children who are suspected of having a developmental delay or disabilities to explain the Early Intervention Program and all of the families rights under the programs</i>
10	<i>Provider supervision to EI Specialists. On a monthly basis, review EI Specialist notes to make sure they adhere to State Regulations. Provide other quality assurance measures on a regular basis.</i>
5	<i>Act as a resource for EI Specialist when there are situations that are tough in nature and provide support to them.</i>
5	<i>Other duties as assigned</i>
	<b>(Attach additional sheets if more space is needed)</b>

3. Names and titles of person supervising (general, direct, administrative, etc.).

NAME	TITLE	TYPE OF SUPERVISION
Tammy Thompson	Director of Programs for CSN	General

4. Names and titles of persons supervised by employee in this position.

NAME	TITLE	TYPE OF SUPERVISION
Kylene Fletcher	EI Specialist	General

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
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6. What minimum qualifications do you think should be required for this position?

Education: ☐ High School \_\_\_\_\_ years  
☒ College 4 years, with specialization in Health, Human or Social Services  
☐ Other 2 years, with specialization in EI Specilaist position

Experience (list amount and type): *At least 2 years as an EI Specialist or Service Coordinator in an Early Intetvnetion Program.*

**Essential knowledge, skills and abilities:** *Knowledge of all State and Federal Early Intervention Regulations, principals of supervision, ability to communicate effectively both orally and written, knowledge of chid development, knowledge of community resources, ability to monitor appropriate documentation required for service coordination.*

Type of license or certificate required:

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: \_\_\_\_\_

COUNTY OF OSWEGO

CHAIR	COMMITTEE SIGNATURES	DATE
		7-5-73

CHAIR  
SIGNATURES

DATE \_\_\_\_\_

7-5-23

**COUNTY TREASURER**

DATE \_\_\_\_\_

**HUMAN RESOURCES DIRECTOR**

DATE \_\_\_\_\_

7923

**COUNTY ADMINISTRATOR**

DATE \_\_\_\_\_

75-23

DEPARTMENT HEAD

DATE \_\_\_\_\_

**RESOLUTION NO.**

July 13, 2023

**RESOLUTION AWARDING PROFESSIONAL SERVICES CONTRACT –  
RFP 23-HLTH-002- ANALYTICAL TESTING SERVICES**

By Legislator James Karasek:

WIIEREAS, the County issued a request for proposal for a vendor to provide Analytical Testing Services; and

WHEREAS, in accordance with Oswego County Purchasing Policy, the Oswego County Purchasing Department solicited Requests for Proposals (RFP 23-HLTH-002) from multiple qualified firms to provide Analytical Testing Services; and

WHEREAS, the Oswego County Health Department and Oswego County Purchasing Department have reviewed the proposal received and determined the proposal from ALS Group USA, Corp., Rochester, NY 14623 meets the County's needs;

NOW, THEREFORE, BE IT RESOLVED, that upon the recommendation of the Health Committee that the County of Oswego awards the professional service contract for providing Analytical Testing Services, to ALS Group USA, Corp., 1565 Jefferson Rd., Bldg. 300, Suite 360, Rochester, NY 14623 at an approximate cost of \$581,043 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.

**RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE**

**YES:**

**NO:**

**ABSENT:**

**ABSTAIN:**





# OSWEGO COUNTY PURCHASING

46 E Bridge Steet, Oswego NY 13126  
 Phone (315)326-6050 Fax (315)342-2468  
 Email: [Purchasing@OswegoCounty.Com](mailto:Purchasing@OswegoCounty.Com)

## RFP 23-HLTH-002 – ANALYTICAL TESTING SERVICES

Name of Company	Location	Proposed Price	Evaluation Rating	Required Documentation PRCS/PIS/SHC/NCC/RFC					
ALS GROUP USA, CORP.	1565 Jefferson Rd. Bldg. 300, Suite 360 Rochester, NY 14623	\$581,043.00	95%	<table border="1"> <tr> <td>X</td><td>X</td><td>X</td><td>X</td><td>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 23-HLTH-002 was publicly advertised in the official newspaper, on Bidnet, and on the Oswego County website on May 26, 2023. It was also sent directly to the following vendors:

ALS Group USA, Corp  
 EAG Laboratories  
 PACE

Atlantic Testing Laboratories  
 EMSL Analytical, INC  
 We Test It

Cerium Labs  
 Enalytics, LLC

**Number of Responses:** One (1)

ALS GROUP USA, CORP.	Pro <ul style="list-style-type: none"> <li>Familiar with all the Oswego County sampling requirements.</li> <li>Picks up samples so we don't need to ship to outside companies etc.</li> </ul> Con
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**Proposals Reviewed By:**  
 Christopher Williams, Katelyn Parkhurst

**Evaluation Summary:** The evaluation committee reviewed and rated the proposal according to the criteria listed on the attached schedule. The Committee recommends awarding the contract to **ALS Group USA, Corp.**

**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 23-HLTH-002 ANALYTICAL TESTING SERVICES

Total Points	Evaluation Criteria	ALS GROUP USA CORP.	
		C.J.P.	K.P.
40	Evaluator Experience & Capabilities	40	40
30	Management Outline and Project Approach	25	30
10	Business & Organization	10	10
20	Cost	20	15
100	Total Points	95	95
Rating per Evaluation		95.0	

C.J.W = Christopher J. Williams  
K.P. = Katelyn Parkhurst



## OSWEGO COUNTY PURCHASING

46 East Bridge Street, Oswego, NY 13126

Phone (315) 326-6051 Fax (315) 342-2468

Email: [Purchasing@oswegocounty.com](mailto:Purchasing@oswegocounty.com)

TO: Health Committee  
FROM: Holly F. Carpenter, Purchasing Director  
DATE: July 5, 2023  
RE: BID Report

### 1. BID 23-HLTH-001 Outdoor Advertising Billboards

**Funding Source:** COVID-Enhanced Detection Grant

**Solicitation Process:** BID 23-HLTH-001 OUTDOOR ADVERTISING BILLBOARD was publicly advertised in the official newspaper, on Bidnet, and on the Oswego County website on May 11, 2023. It was also sent directly to the following vendors:

Epoch Advertising Agency	Lamar Advertising	Zoey Advertising
FMN Creative, LLC	Step One Creative	

Number of responses: One (1)

**Who, by title, evaluated the bid/proposal:** Sonia Robinson and Diane Oldenburg with the Oswego County Health Department have evaluated the bid response and recommends approval to Lamar Advertising.

Name of Company	Location	Proposed Price	Required Documentation VRCS/NCC/VIS/RFC/SHC				
Lamar Advertising	594 E. Molloy Rd. Syracuse, NY 13211	\$29,248.00	X	X	X		X

SHC=Sexual Harassment Certification; VRCS=Vendor Reply Cover Sheet; VIS=Vendor Information Sheet; NCC=Non-collusion Certification; RFC=Resolution for Corporations

**Evaluation:** Lamar Advertising is the only responsible bidder. There is no objection to the bidder.

**Recommended Action:** The Oswego County Purchasing Department certifies that the solicitation complies with Oswego County Purchasing Policy and New York State General Municipal Law. The Committee is requested to affirm an award to the low bidder.



OSWEGO COUNTY PURCHASING DEPARTMENT  
BID COMPUTATION SHEET  
OPENED: MAY 23, 2023 3:00 PM  
BID 23-HLTH-001 OUTDOOR ADVERTISING BILLBOARDS

LAMAR ADVERTISING									
SYRACUSE, NY									
Type	Production Type		Service Dates		Service Periods		Cost per period		Production Costs
	14x48 Bulletin Sized Vinyl		TBD		1		Cost		
	12-Flex Poster Sized Vinyl		TBD		1		Cost		
Location	Illuminated	Media Type	Size		# Service Periods		Cost		Production Costs
HANNIBAL ST. & W 8TH @ RR FULTON W-4	NO	Poster #220081	10' 6" x 22' 9"		07/12/23 - 09/05/23		\$487.00		\$175.00
W/S ROUTE 481 S/W FULTON, S-1	YES	Poster #220088	10' 6" x 22' 9"		07/26/23 - 09/19/23		\$487.00		\$175.00
S/S RT 1-4 & 104B JCTN E-1	NO	Poster #28041	10' 6" x 22' 9"		07/26/23 - 09/05/23		\$487.00		\$1,200.00
I-81, W/S NO EXIT PULASKI	YES	Perm Bulletin #99011	14' 0" x 48' 0"		07/12/23 - 09/05/23		\$1,787.00		\$175.00
RT 481, E/L 1 MI N/O FULTON S-4 LOWER	NO	Poster #221198	10' 6" x 22' 9"		08/16/23 - 10/10/23		\$487.00		\$175.00
W CAYUGA BETWEEN 1ST & 2ND STREETS, E-2	NO	Poster #26006	10' 6" x 22' 9"		08/16/23 - 10/10/23		\$487.00		\$175.00
ROUTE 3 @ ROUTE 104 HANNIBAL, S-4	YES	Poster #29017	10' 6" x 22' 9"		08/16/23 - 10/10/23		\$487.00		\$175.00
I-81 EXIT 37 SANDY CREEK	YES	Perm Bulletin #99006	14' 0" x 48' 0"		09/13/23 - 11/7/23		\$1,787.00		
W/S RT. 11, NO CANNING FACTORY RD. IND	NO	Poster #23005	10' 6" x 22' 9"		10/11/23 - 12/05/23		\$487.00		\$175.00
RT 31 MI N/O ELISS RD MEXICO, N-2	NO	Poster #28051	10' 6" x 22' 9"		10/11/23 - 12/05/23		\$487.00		\$175.00
ROUTE 69 1 MI N/O RR ST PARISH, IND	NO	Poster #28040	10' 6" x 22' 9"		10/11/23 - 12/05/23		\$487.00		\$175.00
E/O ROUTE 481 @ RR VOLNEY P/S	YES	Perm Bulletin #50025	14' 0" x 48' 0"		10/11/23 - 12/05/23		\$1,787.00		\$175.00
RT 481, E/S, CLARK STREET N/O FULTON	NO	Poster #23005	10' 6" x 22' 9"		12/05/23 - 12/29/23		\$487.00		\$175.00
N/S ROUTE 104, 1 MI E/O OSWEGO, E-4	YES	Poster #28023	10' 6" x 22' 9"		12/05/23 - 12/29/23		\$487.00		\$175.00
RT 31 MI N/O ELISS RD MEXICO, S-1	NO	Poster #28051	10' 6" x 22' 9"		12/06/23 - 12/30/23		\$487.00		\$175.00
I-81, W/L 0.5 MI N/O SANDY CREEK	YES	Perm Bulletin #99006	14' 0" x 48' 0"		12/06/23 - 01/30/24		\$1,787.00		\$175.00
TOTAL							\$11,992.00		\$3,300.00
GRAND TOTAL									\$29,284.00

**RESOLUTION NO.**

July 13, 2023

**RESOLUTION ESTABLISHING CAPITAL PROJECT NO. 0723 –  
AIRPORT HVAC REPLACEMENT**

By Legislator Stephen Walpole:

WHEREAS, it is necessary to replace an HVAC unit at the Airport,

NOW, upon recommendation of the Infrastructure, Facilities and Technology Committee and the Finance and Personnel Committee of this body; be it

RESOLVED, that Capital Project No. 0723 – Airport HVAC replacement be established with a maximum authorization of \$10,000 and be it further

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 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.

**Capital Project # 0723**

**Total Authorization**

Airport HVAC Replacement

\$ 10,000

**RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE**

**YES:**

**NO:**

**ABSENT:**

**ABSTAIN:**



**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

## **INFORMATIONAL MEMORANDUM**

**SUBJECT:** Establish Capital Project #0723 Airport HVAC Replacement.

**PURPOSE:** To recommend that the Infrastructure, Facilities and Technology Committee, the Finance & Human Resources Committee, and the Oswego County Legislature approve establishing Capital Project #0723 with the authorization level of \$10,000.00 for the replacement of an HVAC unit at the Oswego County Airport, Fulton, NY.

**SUMMARY:** Upon an inspection by an outside firm, it was discovered that the HVAC unit that serves the diner area has multiple problems including the induction fan not working, the blower fan not working, AC condenser needing retrofitting/recharging and excessive rust throughout. This unit is also oversized for the area served and is an older inefficient model.

**RECOMMENDED:  
ACTION:** The Infrastructure, Facilities and Technology Committee, recommends the Oswego County Legislature authorize the establishment of Capital Project #0723 to replace this unit with a new efficient unit.

## COUNTY OF OSWEGO

ACCOUNT NUMBER			ACCOUNT NUMBER			DESCRIPTION	DOLLAR AMOUNT
ORG	OBJECT	PROJ	ORG	OBJECT	PROJ		
H	529000	0723				CP# 0723 - Airport HVAC Replacement	10,000.00
			H	450310	0723	CP# 0723 Interfund Transfer	(10,000.00)
A	159900					General Fund - Appropriated Fund Balance	(10,000.00)
			A	599014		Interfund Transfer	10,000.00
						TOTAL AMOUNT	-

Chair  
COMMITTEE SIGNATURES

DATE \_\_\_\_\_

7/023

5/10/25

**COUNTY TREASURER**

DATE \_\_\_\_\_

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1

PERSONNEL DIRECTOR,

DATE \_\_\_\_\_

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1

**COUNTY ADMINISTRATOR**

DATE \_\_\_\_\_

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1

DEPARTMENT HEAD

DATE \_\_\_\_\_

**RESOLUTION NO.**

July 13, 2023

**RESOLUTION TO TRANSFER AUTHORIZATION FOR  
SALES SCRAP & EXCESS MATERIALS into HIGHWAY EXPENSE**

By Legislator Stephen Walpole:

WHEREAS, this body has established a transfer from DM5130.426500 to DM5130.545400; and

WHEREAS, this transfer is for the sale of scrap metal from the Highway Department and will help with future repairs on the County Highway equipment. The transfer amount is based on material that has already paid to account DM5130.426500; and

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

RESOLVED, that the Treasurer is hereby authorized to transfer \$5,523.00 from DM5130.426500 -Sales Scrap & Excess Material- to DM5130.545400 Highway Expense.

**DM5130.426500 to DM5130.545400**

**Total Authorization**

**\$5,523.00**

**RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE**

**YES:**

**NO:**

**ABSENT:**

**ABSTAIN:**





**COUNTY OF OSWEGO  
HIGHWAY DEPARTMENT**

31 Schaad Drive  
Oswego NY 13126  
(315) 349-8712 Fax (315) 349-8256

Shawn Walker, Highway Superintendent

Chris Baldwin, P.E., Highway Engineer

**INFORMATIONAL MEMORANDUM**

**SUBJECT:** Transfer \$5,523.00 out of account DM5130.426500 into DM5130.545400.

**PURPOSE:** To recommend that the Infrastructure, Facilities and Technology Committee, the Finance & Personnel Committee and the Oswego County Legislature authorize \$5,523.00 to be transferred from account DM5130.426500 to DM5130.545400.

**SUMMARY:** This transfer is necessary as we received payment for the sale of scrap. The transfer is based on the material that has already been paid for on line DM5130.426500 and needs to be transferred to DM5130.545400 to help with future repairs on the County Highway equipment.

**RECOMMENDED ACTION:** The Infrastructure, Facilities and Technology Committee, the Finance & Personnel Committee and the Oswego County Legislature authorize the transfer of \$5,523.00 from DM5130.426500 (Sales Scrap & Excess Materials) to DM5130.545400 (Highway Expense).

\_\_\_\_\_  
Shawn Walker  
Highway Superintendent

\_\_\_\_\_  
Date

**COUNTY OF OSWEGO  
BUDGET MODIFICATION REQUEST**

[illegible]

Chair  
COMMITTEE SIGNATURES DATE  
X. S. L. 7/6/77

DATE	COUNTY TREASURER

HUMAN RESOURCES DIRECTOR

COUNTY ADMINISTRATOR	DATE
<i>[Signature]</i>	7-10-22
DEPARTMENT HEAD	DATE
<i>[Signature]</i>	

**RESOLUTION NO.**

July 13, 2023

**RESOLUTION ESTABLISHING CAPITAL PROJECT NO. 1023  
SCRIBA GARAGE VEHICLE LIFTS**

By Legislator Stephen Walpole:

WHEREAS, the vehicle lifts in the Scriba maintenance garage are not functioning as originally designed, and

WHEREAS, both lifts failed a routine safety inspection and had to be taken out of service, and

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

RESOLVED, that the Treasurer is hereby authorized to transfer \$50,000 from Unappropriated Fund Balance to Capital Project No. 1023 Scriba Garage Vehicle Lifts.

**Capital Project No. 1023**

**Total Authorization**

Scriba Garage Vehicle Lifts

\$50,000

**RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE**

**YES:**

**NO:**

**ABSENT:**

**ABSTAIN:**



**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

## **INFORMATIONAL MEMORANDUM**

**SUBJECT:** To establish a capital project for the purpose of replacing two vehicle lifts in the Scriba maintenance garage.

**SUMMARY:** To recommend that the Infrastructure, Facilities and Technology Committee, the Finance & Personnel Committee and the Oswego County Legislature authorize to establish Capital Project No. 1023 with an authorization level of \$50,000 for replacing two vehicle lifts in the Scriba maintenance garage.

**SUMMARY:** The existing two lifts were installed approximately 30 years ago when the Scriba maintenance garage was constructed. In February 2023 the two lifts failed a routine safety inspection. Several factors including excessive corrosion and compromised anchor bolts accounted for the inspection failure. The lifts were tagged and locked out of service. The lifts were used daily for the maintenance and repair of vehicles in the fleet and the loss of their use has severely affected operations and safety in the garage. See attached inspection reports.

**RECOMMENDED ACTION:** The Infrastructure, Facilities and Technology Committee, the Finance & Personnel Committee and the Oswego County Legislature authorize the establishment of Capital Project 1023.

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Shawn Walker  
Highway Superintendent

---

Date

# Lift Inspection Report - Four Post

## Automotive Lift Institute Lift Inspector Certification Program

This inspection report template is only for use with Four-Post, Surface-Mounted, Runway Style Automotive Lifts without multiple operating positions, raised working platforms, railings, stairs, or any subfloor pits, enclosures, areas or recesses. For lifts incorporating these features, use ALI's Universal Automotive Lift Inspection report. Use separate wheels-free-devices inspection form for each such item inspected.

<p style="text-align: center;">P-A-M Consulting Service, Inc. 19 West Main St. Marathon, NY 13803 607-849-6273</p>	<p>Inspection Report # <u>SCRIBA-1</u></p> <p>Complete After Inspection (Check One):</p> <p style="text-align: right;">Lift Failed <input checked="" type="checkbox"/></p> <p style="text-align: right;">Lift Passed <input type="checkbox"/></p> <p>Record ALI Annual Lift Inspection Label Serial # Applied: _____</p> <p>Date Label Applied: _____ Inspector Initials: <u>TC</u></p>
--	---

This inspection is not intended as a guarantee against failure or malfunction. Its purpose is to verify that the lift has been maintained in a reasonable and safe manner and that the supporting documents supplied by the manufacturer are accessible to the operator to assist in the safe operation of the lift and to call attention to repairs that may be needed to correct existing or potential malfunctions where such can be determined by visual and ordinary examination methods. No liability for the use, operation, management, or control of this lift is assumed by the inspector, the inspector's company, or the Automotive Lift Institute.

Location Name: Oswego County Hwy, Scriba Bay #: 1  
 Address: 31 Schaad Drive Oswego, Ny 13126  
 Owner or Employer Authorized Signature: \_\_\_\_\_ Date: 2023-02-22

Inspection Company: P-A-M Consulting Service Inc  
 Inspector Name: Thomas Cross ALI Inspector ID #: 1534

"I certify that I meet the requirements of ANSI/ALI ALOIM:2020 paragraph 6.2.2 for qualified lift inspector and that I meet the training requirements for a qualified lift inspector as described in ANSI/ALI ALOIM:2020 paragraph 6.2.3."

Inspector Signature: TC Date of Inspection: 2023-02-22

Lift Nameplate	Lift Model #: <u>FP-12</u> Capacity: <u>12000</u> <input checked="" type="radio"/> lbs <input type="radio"/> kg
	Lift Serial #: <u>K920279</u>
	Manufacturer & Address: <u>Benwil 1140 Sandhill Ave., Carson, CA 90746</u>
	ALI Certified Lift? <input checked="" type="radio"/> No <input type="radio"/> Yes Certification Serial #: _____

Lift Drive Type (check one): ☐ Hydraulic ☒ Hydraulically Driven Mechanical

Select the appropriate response:

☒ Direction from the lift manufacturer **WAS** readily available or used in support of this inspection. ☐ Direction from the lift manufacturer **WAS NOT** readily available or used in support of this inspection.

This copyrighted automotive lift inspection report is proprietary in nature and shall only be used with ALI's express written permission by ALI certified lift inspectors performing automotive lift inspection services in accordance with ALI's program requirements. Use of this copyrighted report confirms participant's Responsible Employee and ALI certified lift inspector's acknowledgment. ALI's permission is automatically revoked upon termination of Program Participation Agreement or loss of inspector certification status.

Record the total number of addendum pages added to this inspection report: \_\_\_\_\_

The attached inspection points are for reference only; Refer to ANSI/ALI ALOIM:2020 for the exact requirements. Maintain this inspection report and photos together with other printed material or records pertaining to the lift identified in this report. Identify adjustments, documents or parts provided or replaced, during or as a result of the inspection.

ALOIM		Inspection Points		N/A	Compliant Yes No	
6.2.4.1.1	Verify presence of the lift's rated load capacity label.				<input checked="" type="radio"/>	<input type="radio"/>
6.2.4.1.2	Record location of manufacturer's instructions or equivalent (i.e. ANSI/ALI ALOIM:2020) & confirm availability to the operators.				<input type="radio"/>	<input type="radio"/>
Installation, Operation, Inspection, Maintenance Instructions: <input type="checkbox"/> Office <input type="checkbox"/> On Lift <input type="checkbox"/> Other						
6.2.4.1.3	Record location of Lift Safety Instructions including "Lifting It Right" and "Safety Tips" or equivalent & confirm availability to the operators.				<input type="radio"/>	<input type="radio"/>
Lift Safety Instructions: <input type="checkbox"/> Office <input type="checkbox"/> On Lift <input type="checkbox"/> Other						
6.2.4.1.5	Inspect accessibility, confirm readability & appropriate ALI lift safety labeling or placarding (or equivalent) Record deficiencies. Check the label type present.				<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/> ALI/WL200 or ALI/WL2200, for surface mounted wheel engaging lifts <input type="radio"/> Incorrect lift safety labeling or placarding <input type="radio"/> Missing lift safety labeling or placarding						
Comments:						
6.2.4.1.6	Confirm adequate clearances exist around the lift to accommodate emergency egress and anticipated service activities. Record deficiencies observed.				<input checked="" type="radio"/>	<input type="radio"/>
Comments:						
6.2.4.1.7	Inspect all accessible structural components including welds and record any evidence of overloading, misuse, abuse, permanent deformation, or cracks.				<input checked="" type="radio"/>	<input type="radio"/>
Record observed modifications or reconstructions made to any automotive lift lacking documented express written permission of the lift manufacturer. (Attach documented permission to this report)				<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Comments:						
6.2.4.1.8	Inspect electrical components, wiring & confirm appropriate electrical component labeling.				<input checked="" type="radio"/>	<input type="radio"/>
Item 1.	Record broken or unstranded wires/cables, damaged connectors, jumper wires, missing components/covers.	Item 2.	Verify presence of lockout/tagout provisions.			
Item 3.	Verify that all electrical lifts are provided with a separate, appropriately sized service.	Item 4.	Verify electrical lifts are provided with separate overload protection (appropriately sized), rated & meets local code.			
Comments:						
6.2.4.1.9	Inspect the lift controls to ensure accessibility, unobstructed view of the lift & verify automatic return to neutral, or off, when released. Record any deficiencies observed.				<input checked="" type="radio"/>	<input type="radio"/>
Comments:						
6.2.4.1.10	On lifts using runways, inspect to ensure proper operation of all features present. Record deficiencies observed.				<input checked="" type="radio"/>	<input type="radio"/>
Item 1.	Inspect presence & proper operation of fixed/automatic runway stops & accessibility of runway (wheel) chocks.	Item 2.	Inspect proper operation of the movable runway feature (if present).			
Item 3.	Inspect security of the runways, turntables and/or slip plates.	Item 4.	Inspect the integrity of the anti-slip surface treatment.			
Comments: Anti slip surface is gone						
6.2.4.1.11	On runway-style lifts employing jacking or free wheel systems, inspect to ensure proper operation of all features present. Record deficiencies observed.				<input type="radio"/>	<input checked="" type="radio"/>
Each wheels-free-device shall be separately inspected in accordance with this standard.						
Item 1.	Inspect proper operation of the jack locating system as well as the support rails.	Item 2.	Inspect to ensure that capacity of any one wheels-free-device does not exceed capacity limitations set by lift manufacturer.			
Item 3.	Verify if multiple wheels-free-device are used, each device & lift are labeled & the instructions address aggregate capacity per ANSI/ALI ALCTV (current edition).	Item 4.	Inspect to ensure minimum center-to-center distance of multiple wheels-free-devices is not less than maximum center-to-center distance of runways unless specified in lift instructions.			
Comments:						
6.2.4.1.14	Inspect all fastening devices for looseness or evidence of improper fit, damage, excessive wear, elongation, or hole deformation. Record deficiencies observed.				<input checked="" type="radio"/>	<input type="radio"/>
Comments:						

Inspector's Initials: Th. P.Date Completed: 2023-02-22Inspection Report #: SCRIBA-1



ALOIM		Inspection Points		Compliant		
		N/A	Yes	No		
6.2.4.1.15 Inspect all swivel pins, rollers, slide blocks, and axles. Record deficiencies observed.		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Item 1.	Inspect all swivel pins for improper fit, damage, excessive wear, elongation, or hole deformation.	Item 2.		Inspect all guide rollers, slide blocks, bearing rollers, and roller contact surfaces for wear and misalignment.		
Item 3.	Inspect all axles and rollers for free rotation and secure mounting.					
Comments:						
6.2.4.1.16 Inspect floor anchor bolts (if employed) in accordance with the recommendations of the anchor bolt manufacturer. Record deficiencies observed.		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		
Comments:						
6.2.4.1.17 Record service bay floor safety observations such as cracks or loose concrete around the anchor bolts.		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		
Comments:						
6.2.4.1.18 Operate the lift through its full cycle & inspect the operation of the positive stop & the lift load holding devices. Record improper function, excessive wear, or damage.		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Item 1.	Inspect the operation of the positive stop & the lift load holding devices.	Item 2.		Inspect if the lift load holding devices engage in the fully extended position.		
Item 3.	On lifts employing continuous latching systems, inspect to ensure lift load holding devices are operational & engage in all intended positions.	Item 4.		Inspect to confirm proper operation of the load holding device release mechanisms & reset devices.		
Comments:						
6.2.4.1.20 With a representative vehicle on the lift, calculate and record the average lowering speed from full rise to lift or tire touch down. Lowering speed shall not exceed twenty (20) feet per minute.		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Record lowering speed (inches divided by seconds multiplied by 5)		6.76 fpm		fpm		
Comments:						
6.2.4.1.21 With a representative vehicle on the lift, confirm a mobile lift system cannot be moved. Record any evidence of improper fit, damage, excessive wear, or other observed deficiencies of the system providing mobility.		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Comments:						
6.2.4.1.22 Per lift manufacturer's instructions, inspect all points requiring lubrication to ensure cleanliness, integrity of fittings, and presence of lubricant. Record damaged or missing fittings and points in need of lubrication.		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Comments:						
6.2.4.1.23 Inspect the operation of lifts equipped with lateral synchronization or equalization systems by running the lift through its full travel. Record misalignment of the lifting contact points which might impair safe operation.		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Comments:						
6.2.4.1.26 Inspect all chains & wire ropes, record excessive slack. Use lift manufacturer guidelines whenever possible.		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		
Item 1.	Inspect the end connections and record excessive corrosion, fatigue, excessive wear, connection hole elongation or deformation.	Item 2.		Inspect wire ropes and record deformation, kinks, excessive corrosion, reduced diameter, broken, cut, bent, or crushed wires, un-stranding, or contamination.		
Item 3.	Inspect chains and record excessive wear on links, pins, or side plates, deformed, bent, rusted or broken links, or presence of foreign material.					
Comments: Plastic coated so can't properly inspect for corrosion and such						
6.2.4.1.27 Inspect the tracking & level winding of wire ropes & chains. Record deficiencies observed.		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		
Item 1.	Inspect tracking & level winding of wire ropes/chains upon drums, sheaves (pulleys) or sprockets.	Item 2.		Inspect for excessive wear on bearing and edge guide surfaces.		
Item 3.	Inspect free rotation of sheaves (pulleys) & sprockets.					
Comments:						
6.2.4.1.28 Inspect all potential pinch points & record those unprotected by appropriate guards or instructions (labels).		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Comments:						

Inspector's Initials: RLDate Completed: 2023-02-22Inspection Report #: SCRIBA-1

ALOIM		Inspection Points		Compliant		
		N/A	Yes	No		
6.2.4.1.31 Inspect all accessories used on the lift. Record deficiencies observed.		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		
Item 1.	Inspect for proper labeling to assure construction in accordance with ANSI/ALI ALCTV.	Item 2.		Inspect for suitability for the application and certification for use with the specific lift.		
Item 3. Inspect to confirm capacity labeling on all accessories.						
Comments:						
6.2.4.2.1	Check with lift operator (owner or employer, if not available) and record if there has been difficulty in lifting the rated load capacity or if the lift rises or lowers overnight or when not in use.	<input checked="" type="radio"/>	<input type="radio"/>			
6.2.4.2.2	Inspect all accessible piping, tubing, hose, valves & fittings. Review lift oil consumption records.	<input checked="" type="radio"/>	<input type="radio"/>			
Item 1. Record any hydraulic or air leaks. Record oil type: <input type="radio"/> ATF <input checked="" type="radio"/> Hydraulic oil <input type="radio"/> Other: _____						
In cases where elevated oil consumption is reported without evidence of surface leaks, recommend a						
Item 2. pressure check be performed on the underground components by qualified service personnel to determine the existence of suspected leakage.						
Comments: Hydraulic oil leaking past cylinder seal						
6.2.4.2.3	Operate lift through full travel & observe if lift travels smoothly while raising & lowering. Inspect plunger oil seal and record leakage of oil or air. Verify manufacturer specified torque (if any).	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		
Item 1. Inspect plunger, piston rod, ram, and glands. Record gouges, scoring, corrosion, pitting, cracks, or other blemishes.		Item 2.		If the lift is equipped with an air exhaust valve, record the presence of oil mist when lowering.		
Comments:						
6.2.4.2.4	With lift loaded, stop the load at midpoint of travel and record slow downward drift.	<input checked="" type="radio"/>	<input type="radio"/>			
6.2.4.2.5.2		<input checked="" type="radio"/>	<input type="radio"/>			
Comments:						
6.2.4.2.7	Confirm provisions for venting all hydraulic systems.	<input checked="" type="radio"/>	<input type="radio"/>			
Comments:						
6.2.4.2.9	On lifts utilizing pumping units, confirm the presence of oil in the reservoir when the lift is raised to full height. Record pump cavitation, oil foaming or oil contamination.	<input checked="" type="radio"/>	<input type="radio"/>			
Comments:						
6.2.4.2.10	Verify that the tamper resistant seal on hydraulic relief valves has not been broken. Record broken seals or evidence of tampering.	<input type="radio"/>	<input type="radio"/>			
Comments:						
6.2.4.3.1	Inspect the slack suspension wire rope or slack suspension chain sensing system. Refer to manufacturer recommended inspection procedures. Record the absence of such system, improper operation or deficiencies observed.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		
6.2.4.4.1		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		
Comments:						
6.2.4.5.1	Inspect all accessible piping, tubing, cylinders, air bags, bellows, hose, valves and fittings. Record any air leaks.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		
Comments:						
6.2.4.5.4	Observe and record absence of a pressure regulator in the air supply line.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		
Comments:						

Inspector's Initials: Thelin

Date Completed: 2023-02-22

Inspection Report #: SCRIBA-1



## REPORTABLE OBSERVATIONS – OPERATOR TRAINING

The following shall be reported as a result of reviewing the Operator Training Log for each operator provided by the owner or employer (Appendix A of ANSI/ALI ALOIM:2020 or equivalent). These points may not necessarily result in a failed automotive lift inspection when evaluated solely in accordance with the Periodic Qualified Inspection requirements of ANSI/ALI ALOIM:2020. However, they may negatively impact operator safety and compliance with applicable codes, standards, & regulations (i.e. building/electrical codes, OSHA, Provincial Health & Safety).

<b>Requirement:</b>	The lift inspector shall evaluate for compliance and document the following requirement: "The owner or employer shall document that lift operators have been trained in accordance with ANSI/ALI ALOIM:2020 section 5.2 and shall maintain an Operator Training Log indicating each lift the operator is trained to operate."						
For each submitted training log record the name of the lift operator	Is the log compliant?		Date of latest training (mm/dd/yyyy)	For each submitted training log record the name of the lift operator	Is the log compliant?		Date of latest training (mm/dd/yyyy)
	Yes	No			Yes	No	
1 See SCRIBA-2	<input type="radio"/>	<input type="radio"/>		8	<input type="radio"/>	<input type="radio"/>	
2	<input type="radio"/>	<input type="radio"/>		9	<input type="radio"/>	<input type="radio"/>	
3	<input type="radio"/>	<input type="radio"/>		10	<input type="radio"/>	<input type="radio"/>	
4	<input type="radio"/>	<input type="radio"/>		11	<input type="radio"/>	<input type="radio"/>	
5	<input type="radio"/>	<input type="radio"/>		12	<input type="radio"/>	<input type="radio"/>	
6	<input type="radio"/>	<input type="radio"/>		13	<input type="radio"/>	<input type="radio"/>	
7	<input type="radio"/>	<input type="radio"/>		14	<input type="radio"/>	<input type="radio"/>	

## REPORTABLE OBSERVATIONS – POINTS

(All points must be addressed)

The following shall be reported. These points may not necessarily result in a failed automotive lift inspection when evaluated solely in accordance with the Periodic Qualified Inspection requirements of ANSI/ALI ALOIM:2020. However, they may negatively impact operator safety and compliance with applicable codes, standards, & regulations (i.e. building code, electrical code, OSHA, Provincial Health & Safety).

Report safety features and automotive lift use observed to be **CONTRARY** to lift design and/or manufacturer's instructions. ☒ None Observed ☐ Observed (add comment below)

**Comments:**

Report safety-related observations which may not be automotive lift related but may detrimentally affect safety or other known areas of compliance. ☒ None Observed ☐ Observed (add comment below)

**Comments:**

Report uncertified accessories observed. ☒ None Observed ☐ Observed (add comment below)

**Comments:**

Check exposed surfaces and edges: Report burrs, sharp edges or excessive corrosion. ☐ None Observed ☒ Observed (add comment below)

**Comments:** Excessive corrosion on rolling jack rails

Report cleanliness and orderliness of the lift and its surroundings. ☒ Acceptable ☐ Unacceptable (add comment below)

**Comments:**

Review planned maintenance records in accordance with ANSI/ALI ALOIM:2020. ☐ Compliant ☐ Not Compliant (add comment below)

**Comments:**

Review repair maintenance records in accordance with ANSI/ALI ALOIM:2020. ☐ Compliant ☐ Not Compliant (add comment below)

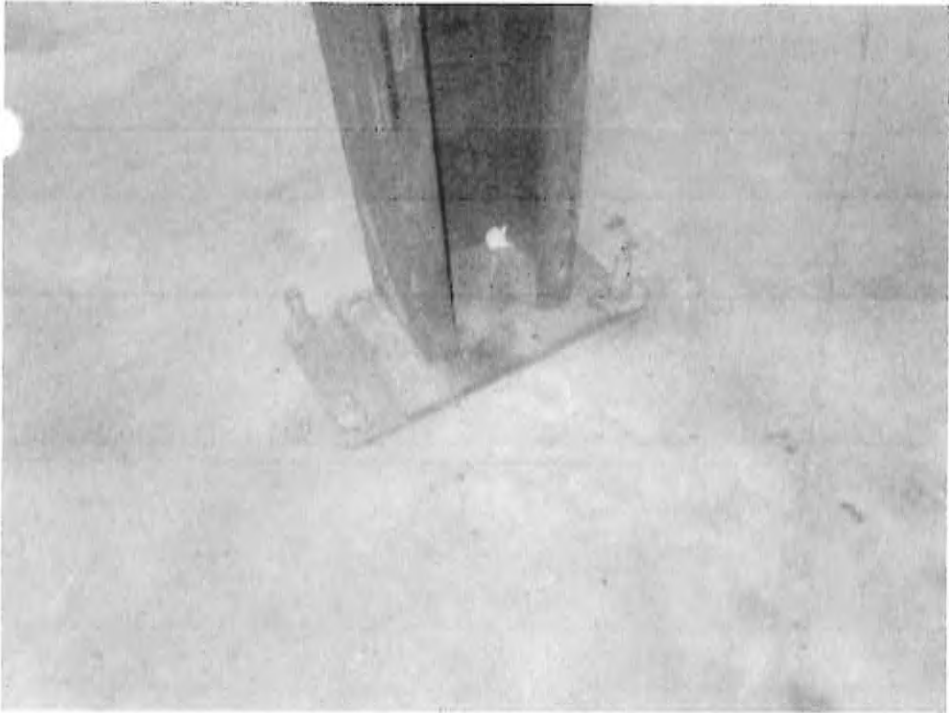
**Comments:**

Inspector's Initials: PLC

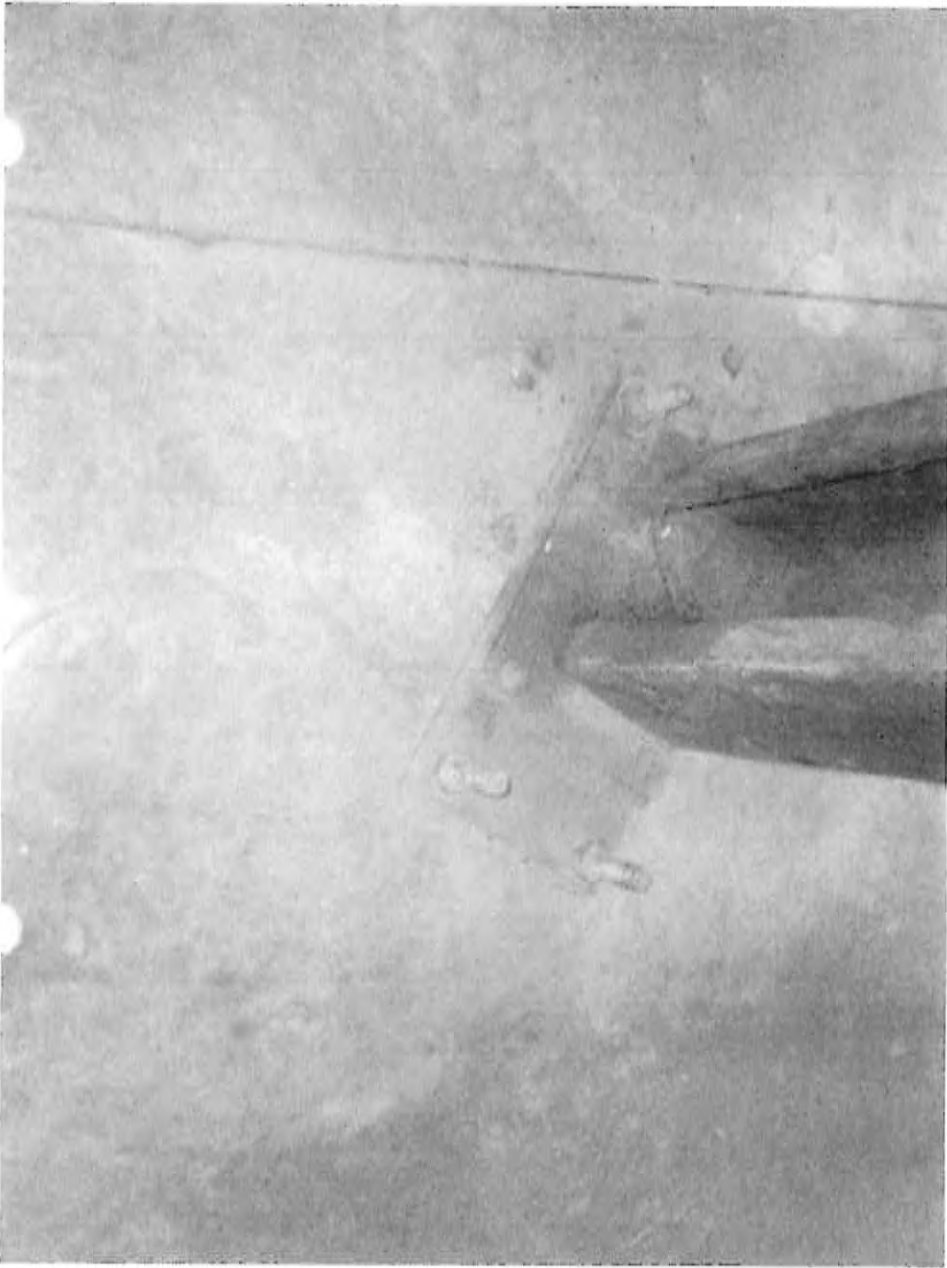
Date Completed: 2023-02-22

Inspection Report #: SCRIBA-1

Picture 6.2.4.1.7B



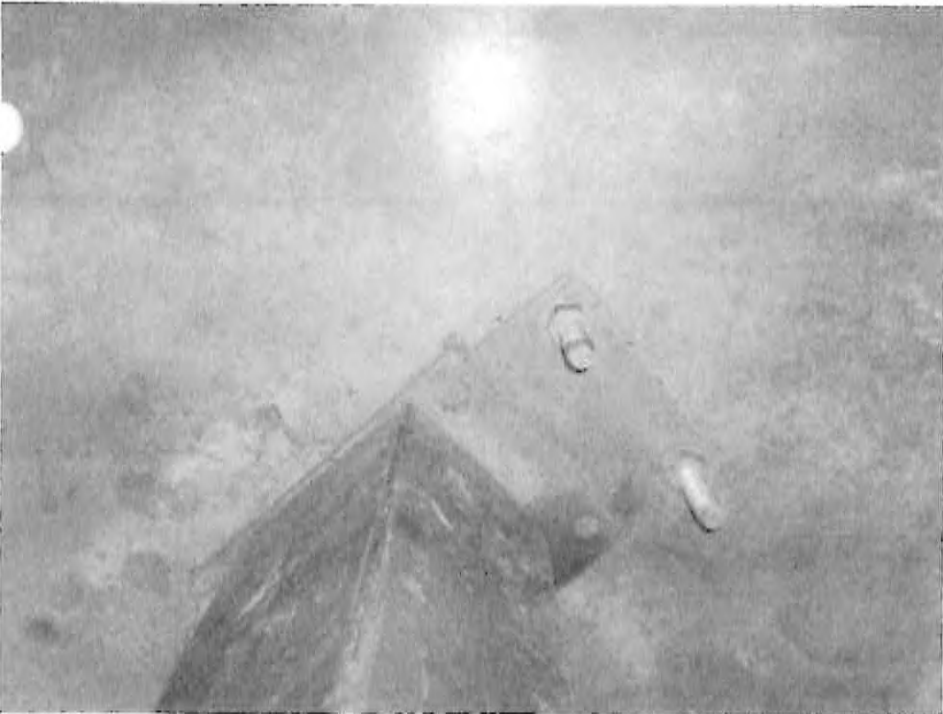
Picture 6.2.4.1.7B



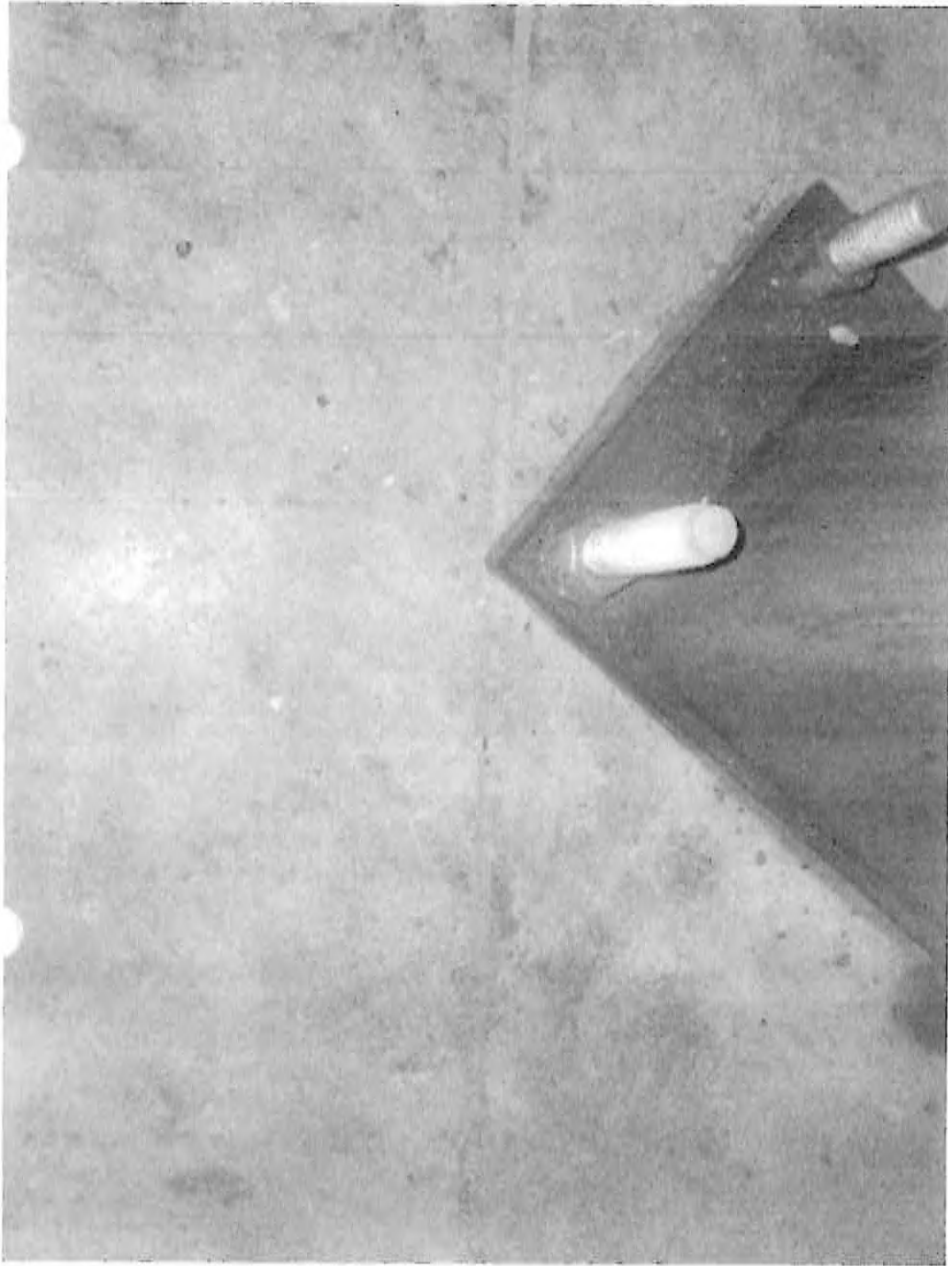
Picture 6.2.4.1.11



Picture 6.2.4.1.16



Picture 6.2.4.1.17



# Lift Inspection Report - Four Post

## Automotive Lift Institute Lift Inspector Certification Program

This inspection report template is only for use with Four-Post, Surface-Mounted, Runway Style Automotive Lifts without multiple operating positions, raised working platforms, railings, stairs, or any subfloor pits, enclosures, areas or recesses. **For lifts incorporating these features, use ALI's Universal Automotive Lift Inspection report.**  
Use separate wheels-free-devices inspection form for each such item inspected.

<p style="text-align: center;">P-A-M Consulting Service, Inc. 19 West Main St. Marathon, NY 13803 607-849-6273</p>	<p>Inspection Report # <u>SCRIBA-2</u></p> <p>Complete After Inspection (Check One):</p> <p style="text-align: right;">Lift Failed <input checked="" type="checkbox"/></p> <p style="text-align: right;">Lift Passed <input type="checkbox"/></p> <p>Record ALI Annual Lift Inspection Label Serial # Applied: _____</p> <p>Date Label Applied: _____ Inspector Initials: <u>TC</u></p>
--	---

This inspection is not intended as a guarantee against failure or malfunction. Its purpose is to verify that the lift has been maintained in a reasonable and safe manner and that the supporting documents supplied by the manufacturer are accessible to the operator to assist in the safe operation of the lift and to call attention to repairs that may be needed to correct existing or potential malfunctions where such can be determined by visual and ordinary examination methods.  
No liability for the use, operation, management, or control of this lift is assumed by the inspector, the inspector's company, or the Automotive Lift Institute.

Location Name: <u>Oswego County Highway Department, Scriba</u>	Bay #: <u>2</u>
Address: <u>31 Schaad Drive Oswego NY</u>	
Owner or Employer Authorized Signature: _____	Date: <u>2023-02-22</u>

Inspection Company: <u>P-A-M Consulting Service Inc</u>	Inspector Name: <u>Thomas Cross</u>
ALI Inspector ID #: <u>1534</u>	

"I certify that I meet the requirements of ANSI/ALI ALOIM:2020 paragraph 6.2.2 for qualified lift inspector and that I meet the training requirements for a qualified lift inspector as described in ANSI/ALI ALOIM:2020 paragraph 6.2.3."

Inspector Signature: <u>TC</u>	Date of Inspection: <u>2023-02-22</u>
--------------------------------	---------------------------------------

Lift Nameplate	Lift Model #:	<u>FP-12</u>	Capacity:	<u>12000</u>	<input checked="" type="radio"/> lbs <input type="radio"/> kg
	Lift Serial #:	<u>K920276</u>			
	Manufacturer & Address:	<u>Benwil 1140 Sandhill Ave., Carson, CA 90746</u>			
	ALI Certified Lift?	<input checked="" type="radio"/> No <input type="radio"/> Yes      Certification Serial #: _____			

Lift Drive Type (check one):	<input type="radio"/> Hydraulic	<input checked="" type="radio"/> Hydraulically Driven Mechanical
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Select the appropriate response:	
<input checked="" type="radio"/> Direction from the lift manufacturer <u>WAS</u> readily available or used in support of this inspection.	<input type="radio"/> Direction from the lift manufacturer <u>WAS NOT</u> readily available or used in support of this inspection.

This copyrighted automotive lift inspection report is proprietary in nature and shall only be used with ALI's express written permission by ALI certified lift inspectors performing automotive lift inspection services in accordance with ALI's program requirements. Use of this copyrighted report confirms participant's Responsible Employee and ALI certified lift inspector's acknowledgment. ALI's permission is automatically revoked upon termination of Program Participation Agreement or loss of inspector certification status.

Record the total number of addendum pages added to this inspection report: _____
--

The attached inspection points are for reference only; Refer to ANSI/ALI ALOIM:2020 for the exact requirements. Maintain this inspection report and photos together with other printed material or records pertaining to the lift identified in this report. Identify adjustments, documents or parts provided or replaced, during or as a result of the inspection.



ALOIM		Inspection Points		Compliant		
		N/A	Yes	No		
6.2.4.1.1	Verify presence of the lift's rated load capacity label.		<input checked="" type="radio"/>	<input type="radio"/>		
6.2.4.1.2	Record location of manufacturer's instructions or equivalent (i.e. ANSI/ALI ALOIM:2020) & confirm availability to the operators.		<input type="radio"/>	<input type="radio"/>		
Installation, Operation, Inspection, Maintenance Instructions: <input type="checkbox"/> Office <input type="checkbox"/> On Lift <input type="checkbox"/> Other _____						
6.2.4.1.3	Record location of Lift Safety Instructions including "Lifting It Right" and "Safety Tips" or equivalent & confirm availability to the operators.		<input type="radio"/>	<input type="radio"/>		
Lift Safety Instructions: <input type="checkbox"/> Office <input type="checkbox"/> On Lift <input type="checkbox"/> Other _____						
6.2.4.1.5	Inspect accessibility, confirm readability & appropriate ALI lift safety labeling or placarding (or equivalent) Record deficiencies. Check the label type present.		<input checked="" type="radio"/>	<input type="radio"/>		
<input checked="" type="radio"/> ALI/WL200 or ALI/WL2200, for surface mounted wheel engaging lifts <input type="radio"/> Incorrect lift safety labeling or placarding <input type="radio"/> Missing lift safety labeling or placarding						
Comments:						
6.2.4.1.6	Confirm adequate clearances exist around the lift to accommodate emergency egress and anticipated service activities. Record deficiencies observed.		<input checked="" type="radio"/>	<input type="radio"/>		
Comments:						
6.2.4.1.7	Inspect all accessible structural components including welds and record any evidence of overloading, misuse, abuse, permanent deformation, or cracks.		<input checked="" type="radio"/>	<input type="radio"/>		
Record observed modifications or reconstructions made to any automotive lift lacking documented express written permission of the lift manufacturer. (Attach documented permission to this report)		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		
Comments:						
6.2.4.1.8	Inspect electrical components, wiring & confirm appropriate electrical component labeling.		<input checked="" type="radio"/>	<input type="radio"/>		
Item 1.	Record broken or unstranded wires/cables, damaged connectors, jumper wires, missing components/covers.	Item 2.	Verify presence of lockout/tagout provisions.			
Item 3.	Verify that all electrical lifts are provided with a separate, appropriately sized service.	Item 4.	Verify electrical lifts are provided with separate overload protection (appropriately sized), rated & meets local code.			
Comments:						
6.2.4.1.9	Inspect the lift controls to ensure accessibility, unobstructed view of the lift & verify automatic return to neutral, or off, when released. Record any deficiencies observed.		<input checked="" type="radio"/>	<input type="radio"/>		
Comments:						
6.2.4.1.10	On lifts using runways, inspect to ensure proper operation of all features present. Record deficiencies observed.		<input type="radio"/>	<input checked="" type="radio"/>		
Item 1.	Inspect presence & proper operation of fixed/automatic runway stops & accessibility of runway (wheel) chocks.	Item 2.	Inspect proper operation of the movable runway feature (if present).			
Item 3.	Inspect security of the runways, turntables and/or slip plates.	Item 4.	Inspect the integrity of the anti-slip surface treatment.			
Comments: Anti slip surface gone						
6.2.4.1.11	On runway-style lifts employing jacking or free wheel systems, inspect to ensure proper operation of all features present. Record deficiencies observed.		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
Each wheels-free-device shall be separately inspected in accordance with this standard.						
Item 1.	Inspect proper operation of the jack locating system as well as the support rails.	Item 2.	Inspect to ensure that capacity of any one wheels-free-device does not exceed capacity limitations set by lift manufacturer.			
Item 3.	Verify if multiple wheels-free-device are used, each device & lift are labeled & the instructions address aggregate capacity per ANSI/ALI ALCTV (current edition).	Item 4.	Inspect to ensure minimum center-to-center distance of multiple wheels-free-devices is not less than maximum center-to-center distance of runways unless specified in lift instructions.			
Comments:						
6.2.4.1.14	Inspect all fastening devices for looseness or evidence of improper fit, damage, excessive wear, elongation, or hole deformation. Record deficiencies observed.		<input checked="" type="radio"/>	<input type="radio"/>		
Comments:						

Inspector's Initials: HLDate Completed: 2023-02-22Inspection Report #: SCRIBA-2

ALOIM		Inspection Points		Compliant			
		N/A	Yes	No			
6.2.4.1.15 Inspect all swivel pins, rollers, slide blocks, and axles. Record deficiencies observed.						<input checked="" type="radio"/>	<input type="radio"/>
Item 1.	Inspect all swivel pins for improper fit, damage, excessive wear, elongation, or hole deformation.	Item 2.	Inspect all guide rollers, slide blocks, bearing rollers, and roller contact surfaces for wear and misalignment.				
Item 3.	Inspect all axles and rollers for free rotation and secure mounting.						
Comments:							
6.2.4.1.16 Inspect floor anchor bolts (if employed) in accordance with the recommendations of the anchor bolt manufacturer. Record deficiencies observed.						<input type="radio"/>	<input checked="" type="radio"/>
Comments:							
6.2.4.1.17 Record service bay floor safety observations such as cracks or loose concrete around the anchor bolts.						<input type="radio"/>	<input checked="" type="radio"/>
Comments:							
6.2.4.1.18 Operate the lift through its full cycle & inspect the operation of the positive stop & the lift load holding devices. Record improper function, excessive wear, or damage.						<input checked="" type="radio"/>	<input type="radio"/>
Item 1.	Inspect the operation of the positive stop & the lift load holding devices.	Item 2.	Inspect if the lift load holding devices engage in the fully extended position.				
Item 3.	On lifts employing continuous latching systems, inspect to ensure lift load holding devices are operational & engage in all intended positions.	Item 4.	Inspect to confirm proper operation of the load holding device release mechanisms & reset devices.				
Comments:							
6.2.4.1.20 With a representative vehicle on the lift, calculate and record the average lowering speed from full rise to lift or tire touch down. Lowering speed shall not exceed twenty (20) feet per minute.						<input checked="" type="radio"/>	<input type="radio"/>
Record lowering speed (inches divided by seconds multiplied by 5) <u>6.98 fpm</u> fpm							
Comments:							
6.2.4.1.21 With a representative vehicle on the lift, confirm a mobile lift system cannot be moved. Record any evidence of improper fit, damage, excessive wear, or other observed deficiencies of the system providing mobility.						<input checked="" type="radio"/>	<input type="radio"/>
Comments:							
6.2.4.1.22 Per lift manufacturer's instructions, inspect all points requiring lubrication to ensure cleanliness, integrity of fittings, and presence of lubricant. Record damaged or missing fittings and points in need of lubrication.						<input checked="" type="radio"/>	<input type="radio"/>
Comments:							
6.2.4.1.23 Inspect the operation of lifts equipped with lateral synchronization or equalization systems by running the lift through its full travel. Record misalignment of the lifting contact points which might impair safe operation.						<input checked="" type="radio"/>	<input type="radio"/>
Comments:							
6.2.4.1.26 Inspect all chains & wire ropes, record excessive slack. Use lift manufacturer guidelines whenever possible.						<input type="radio"/>	<input checked="" type="radio"/>
Item 1.	Inspect the end connections and record excessive corrosion, fatigue, excessive wear, connection hole elongation or deformation.	Item 2.	Inspect wire ropes and record deformation, kinks, excessive corrosion, reduced diameter, broken, cut, bent, or crushed wires, un-stranding, or contamination.				
Item 3.	Inspect chains and record excessive wear on links, pins, or side plates, deformed, bent, rusted or broken links, or presence of foreign material.						
Comments: Plastic coating on cables, can't inspect for corrosion and such							
6.2.4.1.27 Inspect the tracking & level winding of wire ropes & chains. Record deficiencies observed.						<input type="radio"/>	<input checked="" type="radio"/>
Item 1.	Inspect tracking & level winding of wire ropes/chains upon drums, sheaves (pulleys) or sprockets.	Item 2.	Inspect for excessive wear on bearing and edge guide surfaces.				
Item 3.	Inspect free rotation of sheaves (pulleys) & sprockets.						
Comments:							
6.2.4.1.28 Inspect all potential pinch points & record those unprotected by appropriate guards or instructions (labels).						<input checked="" type="radio"/>	<input type="radio"/>
Comments:							

Inspector's Initials: JohnDate Completed: 2023-02-22Inspection Report #: SCRIBA-2



ALOIM		Inspection Points		Compliant		
		N/A	Yes	No		
6.2.4.1.31 Inspect all accessories used on the lift. Record deficiencies observed.				<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Item 1.	Inspect for proper labeling to assure construction in accordance with ANSI/ALI ALCTV.	Item 2.	Inspect for suitability for the application and certification for use with the specific lift.			
Item 3. Inspect to confirm capacity labeling on all accessories.						
Comments:						
6.2.4.2.1	Check with lift operator (owner or employer, if not available) and record if there has been difficulty in lifting the rated load capacity or if the lift rises or lowers overnight or when not in use.			<input checked="" type="radio"/>	<input type="radio"/>	
6.2.4.5.3						
Comments:						
6.2.4.2.2	Inspect all accessible piping, tubing, hose, valves & fittings. Review lift oil consumption records.			<input type="radio"/>	<input checked="" type="radio"/>	
Item 1. Record any hydraulic or air leaks. Record oil type: <input type="radio"/> ATF <input checked="" type="radio"/> Hydraulic oil <input type="radio"/> Other: _____						
In cases where elevated oil consumption is reported without evidence of surface leaks, recommend a						
Item 2. pressure check be performed on the underground components by qualified service personnel to determine the existence of suspected leakage.						
Comments: Cylinder seals leaking						
6.2.4.2.3	Operate lift through full travel & observe if lift travels smoothly while raising & lowering. Inspect plunger oil seal and record leakage of oil or air. Verify manufacturer specified torque (if any).			<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Item 1.	Inspect plunger, piston rod, ram, and glands. Record gouges, scoring, corrosion, pitting, cracks, or other blemishes.	Item 2.	If the lift is equipped with an air exhaust valve, record the presence of oil mist when lowering.			
Comments:						
6.2.4.2.4	With lift loaded, stop the load at midpoint of travel and record slow downward drift.			<input checked="" type="radio"/>	<input type="radio"/>	
6.2.4.5.2						
Comments:						
6.2.4.2.7	Confirm provisions for venting all hydraulic systems.			<input checked="" type="radio"/>	<input type="radio"/>	
Comments:						
6.2.4.2.9	On lifts utilizing pumping units, confirm the presence of oil in the reservoir when the lift is raised to full height. Record pump cavitation, oil foaming or oil contamination.			<input type="radio"/>	<input checked="" type="radio"/>	
Comments: Low on hydraulic oil from cylinder leak						
6.2.4.2.10	Verify that the tamper resistant seal on hydraulic relief valves has not been broken. Record broken seals or evidence of tampering.			<input checked="" type="radio"/>	<input type="radio"/>	
Comments:						
6.2.4.3.1	Inspect the slack suspension wire rope or slack suspension chain sensing system. Refer to manufacturer recommended inspection procedures. Record the absence of such system, improper operation or deficiencies observed.			<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
6.2.4.4.1						
Comments:						
6.2.4.5.1	Inspect all accessible piping, tubing, cylinders, air bags, bellows, hose, valves and fittings. Record any air leaks.			<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Comments:						
6.2.4.5.4	Observe and record absence of a pressure regulator in the air supply line.			<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Comments:						

Inspector's Initials: HL

Date Completed: 2023-02-22

Inspection Report #: SCRIBA-2

## REPORTABLE OBSERVATIONS – OPERATOR TRAINING

The following shall be reported as a result of reviewing the Operator Training Log for each operator provided by the owner or employer (Appendix A of ANSI/ALI ALOIM:2020 or equivalent). These points may not necessarily result in a failed automotive lift inspection when evaluated solely in accordance with the Periodic Qualified Inspection requirements of ANSI/ALI ALOIM:2020. However, they may negatively impact operator safety and compliance with applicable codes, standards, & regulations (i.e. building/electrical codes, OSHA, Provincial Health & Safety).

**Requirement:** The lift inspector shall evaluate for compliance and document the following requirement: "The owner or employer shall document that lift operators have been trained in accordance with ANSI/ALI ALOIM:2020 section 5.2 and shall maintain an Operator Training Log indicating each lift the operator is trained to operate."

For each submitted training log record the name of the lift operator		Is the log compliant?		Date of latest training (mm/dd/yyyy)	For each submitted training log record the name of the lift operator		Is the log compliant?		Date of latest training (mm/dd/yyyy)
		Yes	No				Yes	No	
1	Mark Mazzoli	<input type="radio"/>	<input type="radio"/>		8		<input type="radio"/>	<input type="radio"/>	
2	Jeremy Rhinehart	<input type="radio"/>	<input type="radio"/>		9		<input type="radio"/>	<input type="radio"/>	
3	Mike Sheley	<input type="radio"/>	<input type="radio"/>		10		<input type="radio"/>	<input type="radio"/>	
4	John Brand	<input type="radio"/>	<input type="radio"/>		11		<input type="radio"/>	<input type="radio"/>	
5	Chris Phillips	<input type="radio"/>	<input type="radio"/>		12		<input type="radio"/>	<input type="radio"/>	
6	Caleb Miller	<input type="radio"/>	<input type="radio"/>		13		<input type="radio"/>	<input type="radio"/>	
7	Matt Samson	<input type="radio"/>	<input type="radio"/>		14		<input type="radio"/>	<input type="radio"/>	

## REPORTABLE OBSERVATIONS – POINTS

(All points must be addressed)

The following shall be reported. These points may not necessarily result in a failed automotive lift inspection when evaluated solely in accordance with the Periodic Qualified Inspection requirements of ANSI/ALI ALOIM:2020. However, they may negatively impact operator safety and compliance with applicable codes, standards, & regulations (i.e. building code, electrical code, OSHA, Provincial Health & Safety).

Report safety features and automotive lift use observed to be **CONTRARY** to lift design and/or manufacturer's instructions. ☐ None Observed ☐ Observed (add comment below)

**Comments:**

Report safety-related observations which may not be automotive lift related but may detrimentally affect safety or other known areas of compliance. ☐ None Observed ☐ Observed (add comment below)

**Comments:**

Report uncertified accessories observed. ☐ None Observed ☐ Observed (add comment below)

**Comments:**

Check exposed surfaces and edges: Report burrs, sharp edges or excessive corrosion. ☐ None Observed ☐ Observed (add comment below)

**Comments:**

Report cleanliness and orderliness of the lift and its surroundings. ☐ Acceptable ☐ Unacceptable (add comment below)

**Comments:**

Review planned maintenance records in accordance with ANSI/ALI ALOIM:2020. ☐ Compliant ☐ Not Compliant (add comment below)

**Comments:**

Review repair maintenance records in accordance with ANSI/ALI ALOIM:2020. ☐ Compliant ☐ Not Compliant (add comment below)

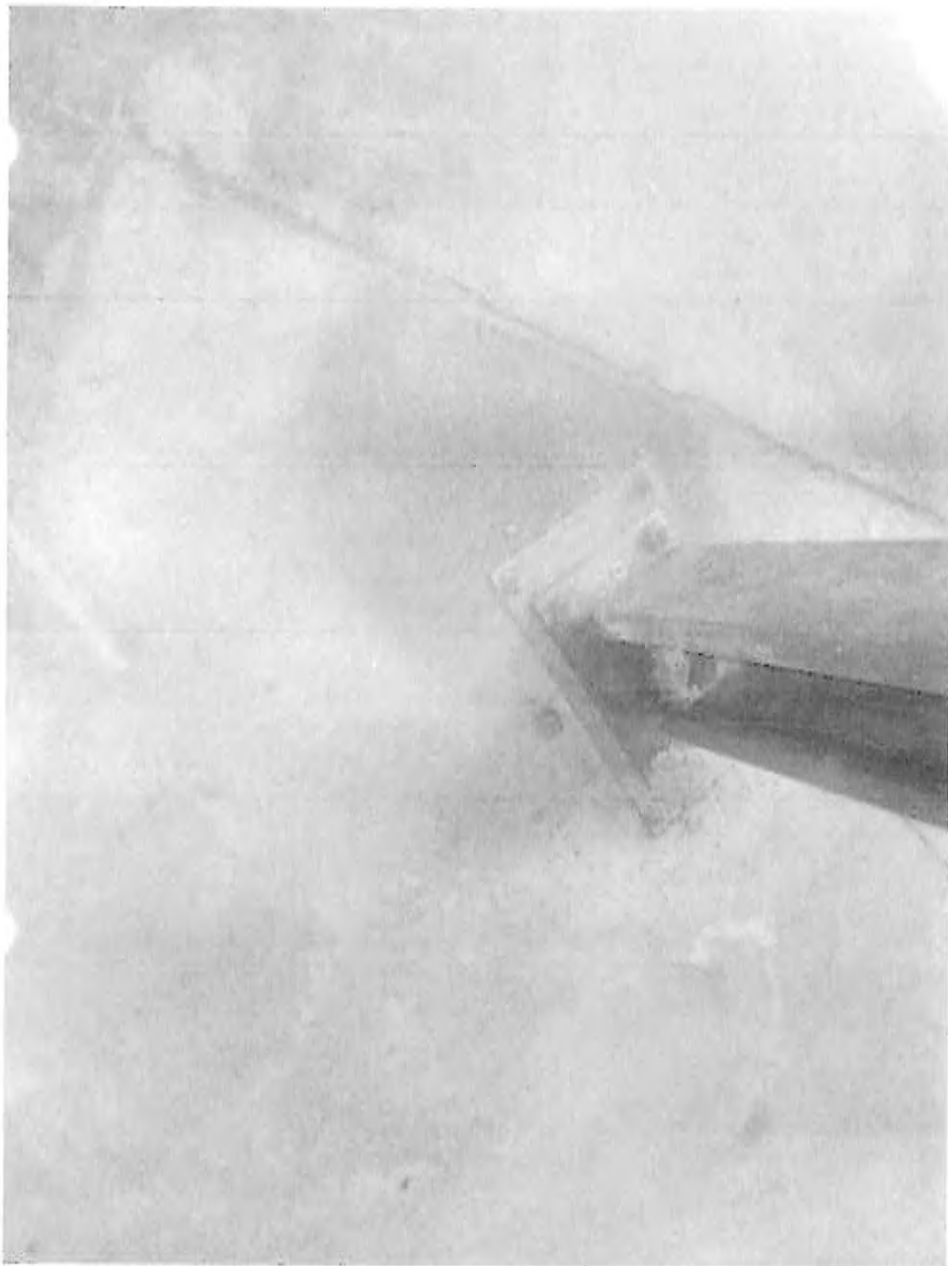
**Comments:**

Inspector's Initials: John

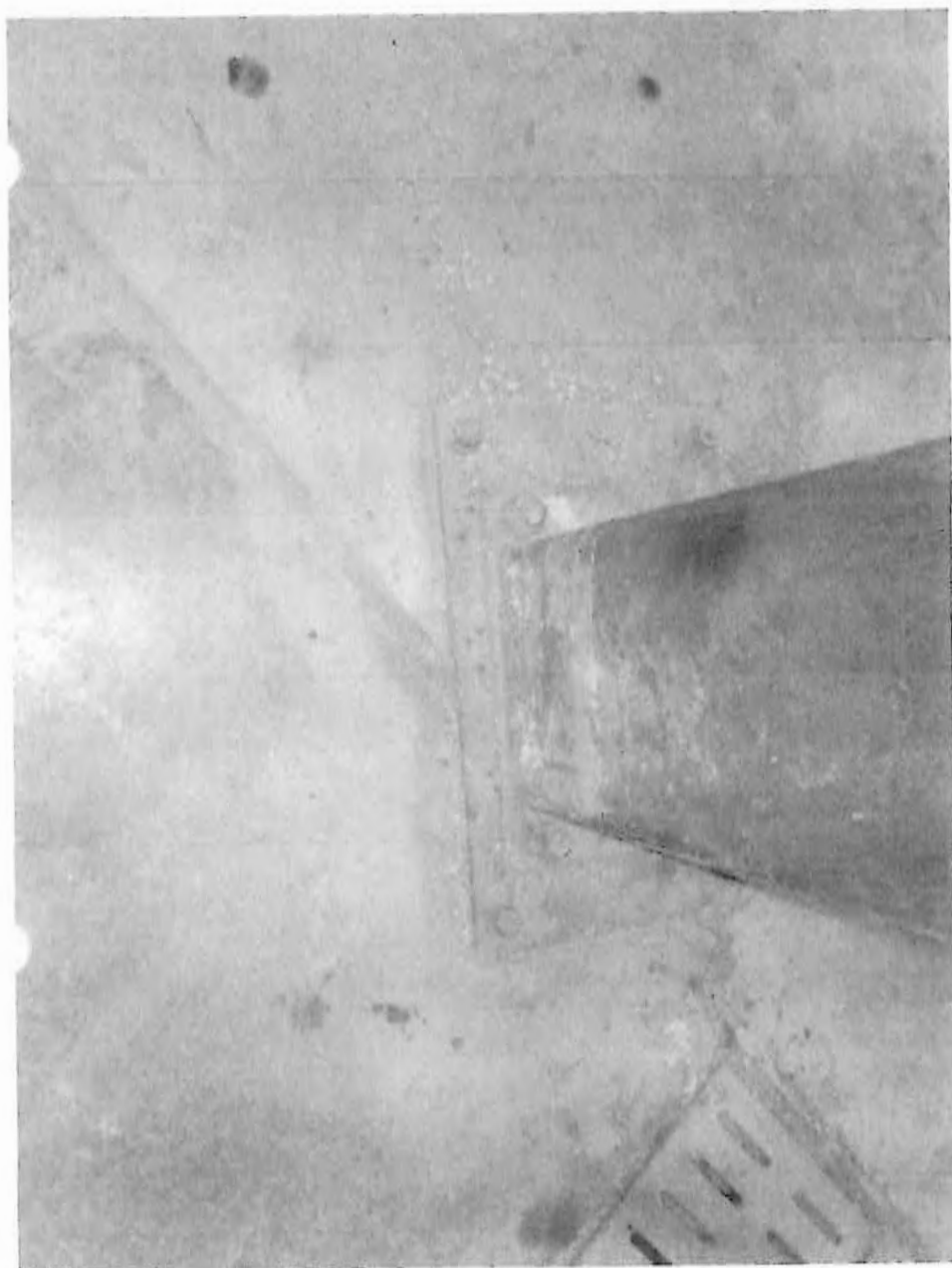
Date Completed: 2023-02-22

Inspection Report #: SCRIBA-2

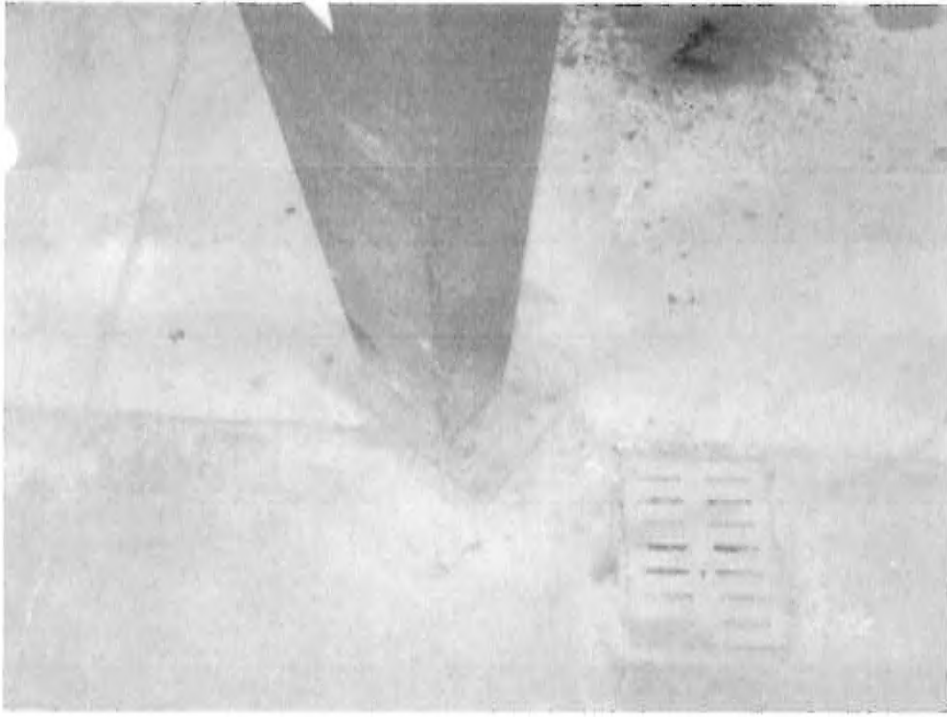
Picture 6.2.4.1.7B



Picture 6.2.4.1.7B



Picture 6.2.4.1.17





**RESOLUTION NO.**

July 13, 2023

**RESOLUTION AUTHORIZING EXPENDITURE FROM  
CAPITAL RESERVE NO. 146– HIGHWAY & EQUIPMENT**

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 \$ 55,000  
from Capital Reserve No. 146 – Highway and Equipment to Capital Project No. E0223 –  
B&G Vehicles - 2023 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.

<u>Capital Project # E0223</u>	<u>Total Authorization</u>
B&G Vehicles - 2023	\$ 55,000

**RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE**

**YES: NO: ABSENT: ABSTAIN:**





COUNTY OF OSWEGO  
BUILDINGS & GROUNDS DEPARTMENT

---

111 East 11<sup>th</sup> Street  
Oswego, N.Y. 13126

Phone: (315) 349-8233

Fax: (315) 342-2481

**INFORMATIONAL MEMORANDUM**

**SUBJECT:** To establish a capital project in order to replace the 2008 Ford Econo Van. I am requesting funds from Capital Reserve # 146 – Highway & Automotive Equipment.

**PURPOSE:** Purchase one (1) new 2023 250 Truck or Utility Van.

**SUMMARY:**

The 2008 Ford Econo Van is 15 years old and has 89,059 miles on it. It is becoming more and more unreliable to use on a daily basis.

This vehicle replacement is included in Buildings and Grounds 5-year Equipment Plan.

**RECOMMENDED:** Purchase one (1) new 2023 250 Truck or Utility Van. The cost of this purchase is estimated at \$ 55,000.

**ACTION:** Transfer \$ 55,000 from the Capital Reserve # 146 Highway & Auto Equipment to Capitol Project # E0223– B&G Vehicles - 2023

**COUNTY OF OSWEGO  
BUDGET MODIFICATION REQUEST**

ACCOUNT NUMBER			ACCOUNT NUMBER			DESCRIPTION	DOLLAR AMOUNT
ORG	OBJECT	PROJ	ORG	OBJECT	PROJ		
H	529000	E0223				Establish CP# E0223- B & G Vehicles 2023	55,000.00
			H	450310	E0223	Interfund Transfer - CP#E0223	(55,000.00)
						This capital project is being established using Capital Reserve 146	
			A	599014	146	CR#146 Highway Equipment	55,000.00
A	296000					Appropriated General Fund	(55,000.00)
						To purchase truck or van for B & G department	
						TOTAL AMOUNT	\$0.00

Chair  
COMMITTEE SIGNATURES

7-6-23

COUNTY TREASURER

DATE \_\_\_\_\_

PERSONNEL DIRECTOR

DATE \_\_\_\_\_

COUNTY ADMINISTRATOR

DATE \_\_\_\_\_

DEPARTMENT HEAD

DATE \_\_\_\_\_

**RESOLUTION NO.**

July 13, 2023

**RESOLUTION INCREASING AUTHORIZATION OF  
CAPITAL PROJECT NO. C0123 – ASBESTOS REMEDIATION**

By Legislator Stephen Walpole:

WHEREAS, this body has heretofore established Capital Project No. C0123 – Asbestos Remediation with a maximum authorization of \$ 25,000.

WHEREAS, the Buildings and Grounds Superintendent has identified the need to increase the authorization of Capital Project No. C0123 – Asbestos Remediation by \$20,000.

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

RESOLVED, that the Treasurer is hereby authorized to transfer \$20,000 from Appropriated Fund Balance to Capital Project No. C0123 Asbestos Remediation and be it further

RESOLVED, that the Treasurer is hereby authorized to transfer \$20,000 from Appropriated Fund Balance to Capital Project No. C0123 – Asbestos Remediation and that the project is hereby authorized for the maximum expenditure as indicated.

**Capital Project****Total Authorization**

CP No. C0123 – Asbestos Remediation

\$ 45,000

**RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE****YES:****NO:****ABSENT:****ABSTAIN:**



Rick Doten  
*Acting Superintendent*

COUNTY OF OSWEGO  
BUILDINGS AND GROUNDS DEPARTMENT

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111 East Eleventh Street  
Oswego, New York 13126

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

INFORMATIONAL MEMORANDUM

**SUBJECT:** To increase the authorization level of capital project C0123 – Asbestos Remediation.

**PURPOSE:** Increase the authorization level of capital project C0123 – Asbestos Remediation by \$ 20,000.

**SUMMARY:** Asbestos testing and remediation is needed in order to demolish the blue house owned by Oswego County located Route 3 in the Village of Mexico, which was decided after this capital project established.

**RECOMMENDED:** I respectfully request transferring \$ 20,000 from General Appropriated Fund balance to Capital Project # CO 123 Asbestos Remediation

**ACTION:** To transfer \$ 20,000 from the General Appropriated Fund balance to Capital Project No. # CO123 Asbestos Remediation, which will increase the authorization level to \$ 45,000.

## COUNTY OF OSWEGO

	Debit	Credit
1. Cash		
2. Accounts receivable		
3. Inventory		
4. Prepaid expenses		
5. Equipment		
6. Accumulated depreciation		
7. Accounts payable		
8. Notes payable		
9. Long-term debt		
10. Equity		
11. Retained earnings		
12. Dividends		
13. Sales		
14. Cost of sales		
15. Selling expenses		
16. Administrative expenses		
17. Depreciation expense		
18. Interest expense		
19. Income tax expense		
20. Net income		

Chain

7-10-23

DATE \_\_\_\_\_

PERSONNEL DIRECTOR

*[Signature]*

COUNTY ADMINISTRATOR

7623

**COUNTY ADMINISTRATOR**  
*[Signature]*

7-6-23

DATE \_\_\_\_\_

**RESOLUTION NO.**

July 13, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION CENTRAL  
SERVICES INCREASE CAPITAL PROJECT NO. T0322 COUNTY VIDEO  
SURVEILLANCE SYSTEM**

By Legislator Stephen Walpole:

WHEREAS, this body has heretofore established Capital Project No. T0322- County Wide Video Surveillance System with a maximum authorization of \$990,000.

WHEREAS, the Central Services Director has identified the need to increase the capital project for updating the County's video surveillance system, with an additional authorization of \$ 125,000.

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

RESOLVED, that the Treasurer is hereby authorized to transfer \$ 125,000 from Capital Reserve No. 145 – Technology Reserve to the designated Capital Project T0322 and that the project is hereby authorized for the maximum expenditure as indicated

**Capital Project****Total Authorization**

CP No. T0322

\$1,115,000.00

**RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE****YES:****NO:****ABSENT:****ABSTAIN:**



Greg Powlin  
Director

COUNTY OF OSWEGO  
CENTRAL SERVICES DEPARTMENT

39 Churchill Road  
Oswego, New York 13126

Phone: (315) 349-3526

**INFORMATIONAL MEMORANDUM**

**SUBJECT:** Approve an increase in Capital Project No T0322 to update and re-architect the County's video surveillance system and for the 5-year vendor managed service plan intended to ensure consistent and reliable video surveillance coverage, access to stored video, optimal video quality, and timely resolution of issues.

**PURPOSE:** To provide an additional amount of \$125,000 to support this initiative as follows:

- ~\$25,000 for camera equipment, installation labor, and supporting trades work in current project Phase I.
- ~\$100,000 for future replacement (Phase II) of still serviceable cameras not included in Phase I, upon their anticipated failure.
- To fund additional camera deployments, identified during installation, as gaps in the initial architecture.

**SUMMARY:** This capital project provides for upgrades to the County's video surveillance system and lays the groundwork for future integration with other building security solutions.

Additional points to note are:

- The proposed camera system architecture reflects the following design objectives: 1) deterrence, 2) efficient monitoring and incident investigation, 3) protection against liability, and 4) coverage of high-risk areas as defined by building security consultant.
- ~70 existing, serviceable cameras were retained and not included in project Phase I but will need to be replaced as they fail. Once these cameras are replaced, anticipated total yearly maintenance will be ~\$115,000. Current annual contractual amount is ~\$90K, with first payment due in 2024.
- ~70 new camera locations are included in the updated architecture, increasing the total number of cameras from 292 to ~360. The re-architecting also eliminates 45 existing placements, in favor of new, optimally positioned deployments.
- This video surveillance system will integrate with the County's existing door access control system.
- This is the first of an anticipated 2-3 supplemental funding requests for this project.

**RECOMMENDED  
ACTION:**

I respectfully request transferring \$ 125,000 from Capital Reserve # 145 - Technology Reserve into Capital Project T0322 for the video system upgrade expenditures listed above.



## COUNTY OF OSWEGO

TOTAL AMOUNT

Chair

COMMITTEE SIGNATURES

COUNTY TREASURER

PERSONNEL DIRECTOR

PERSONNEL DIRECTOR

COUNTY ADMINISTRATOR

DEPARTMENT HEAD

**RESOLUTION NO.**

July 13, 2023

**RESOLUTION AWARDING PROFESSIONAL SERVICES CONTRACT  
LOWER APRON REPAIRS AT THE ENERGY RECOVERY FACILITY**

By Legislator Stephen Walpole:

WHEREAS, Repairs to the rear deck/lower apron of the ERF are required

WHEREAS, to proceed forward with the repairs, engineering assessment, generation of drawing and specifications by a NYS Registered PE are required

WHEREAS, the Oswego County Dept of Solid Waste have contracted with, or will contract with, Barton+ Loguidice , D.P.C, which possesses the requisite skills and experience to perform the services, prepare the appropriate documentation, and assist/direct the ERF staff with selection of contractors, awarding of bids, and job implementation to complete the repairs.

NOW, THEREFORE, BE ITRESOLVED, upon the recommendation of the Infrastructure, Facilities and Technology Committee, the County of Oswego hereby awards a professional service contract for Lower Apron Repairs at the ERF, to Barton + Loguidice D.P.C. for a sum not to exceed \$65,900.00.

RESOLVED, that the costs thereof shall be allocated and paid from the Dept of Solid Waste ERF Fees and Services account.

**RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE**

**YES:**

**NO:**

**ABSENT:**

**ABSTAIN:**



## Oswego County Department of Solid Waste

---

Michael Lutestanski II, Director of Solid Waste Programs

TO: Legislator Stephen Walpole, Chairman  
Infrastructure, Facilities and Technology Committee  
Legislator Laurie Mangano-Cornellus, Chair  
Finance & Personnel Committee

FROM: Michael J. Lutestanski II, Director of Solid Waste Programs

RE: Barton & LoGiudice Professional Services Proposal Lower Apron Repairs at the Energy Recovery Facility

DATE: June 23, 2023

Last year during the annual plant inspection by Barton & Logiudice, they found some bad spalling of the concrete structure underneath the back elevated deck. We consulted with B&L about the structure and our concerns with the condition of the surface and precast sub surfaces of the back deck. B&L has produced a proposal to engineer and GC the repair(s).

We would like to get this in motion as there is a chance we can effect the required repairs before the winter season, or get the worst items taken care of and put the final coating on in the spring. The quote includes engineering, quote preparation, selection of contractor(s) with input from Solid Waste and purchasing staff, and general contracting supervision of the job per the attached proposal.

The attached proposal for \$65,900.00 will be funded from 8161 5438, other fees and services, then, depending on the quotes received, we will then determine the funding allocation required for project implementation.



June 16, 2023

Michael Lutestanski, II, Operations Manager  
Oswego County Department of Solid Waste  
Bristol Hill Landfill  
3125 State Route 3  
Fulton, New York 13069

Re: Professional Services Proposal  
Subj.: Lower Apron Repairs at the Energy Recovery Facility  
File: 704.4447

Dear Mr. Lutestanski:

Barton & Loguidice, D.P.C. (B&L), is pleased to provide the Oswego County Department of Solid Waste (County) with professional services for the evaluation and repair of the lower apron structure at the Energy Recovery Facility.

Based on our discussions during our May 10, 2023 site meeting, the tasks included in this proposal include repair of concrete spall areas on the wearing surface and the pre-cast concrete plank surfaces on the underside of the lower apron, repair of surface expansion joints and the concrete retaining/foundation wall below the apron. The repairs need to be phased to allow for continued use of the lower apron for ash load-out operations.

To assist the Oswego County Department of Solid Waste, B&L offers the following Scope of Professional Services for your consideration:

#### **Scope of Professional Services**

##### **Construction Document and Bidding Phase**

1. Conduct site visits to further document existing conditions and obtain dimensions to assist with the development of the design drawings and repair details for this project.
2. Develop 50-percent engineering design, details and drawings for the repair and/or reinforcing of the areas identified to include plans and details of the areas. The documents will include:
  - a. Preliminary layout plan showing the proposed project phasing to include traffic patterns related to use of the facility during the construction phase.
  - b. Preliminary structural drawings including an overall lower apron plan, areas of repair, repair details and schedules.
3. Submit the 50-percent engineering design documents to the County for review and comment.



4. Participate in one (1) design review meeting with designated County staff to review the 50-percent Design documents. It is anticipated that the discussions and comments generated from this meeting will formulate the basis of the subsequent final design effort.
5. Provide the engineering services associated with the continuation of the project design from the previously completed 50-percent Design Development, incorporating applicable review comments received from the County. Structural engineering services to include the design and detailing of the structural repair of the deteriorated systems.
6. Conduct an additional site visit to the project site to verify existing conditions as they pertain to the identified repairs and improvements.
7. Develop 95-percent Design documents including drawings and draft specifications for the project phasing and repairs.
8. Participate in one (1) design review meeting with designated County staff to review the 95-percent Design documents. It is anticipated that the discussions and comments generated from this meeting will formulate the basis of the subsequent final design effort.
9. Develop the final Contract Documents incorporating the comments received from the County's review of the progress submission. The Contract Documents will be utilized for the purpose of soliciting competitive bids by the County from prospective Contractors for this project. The Documents will include design drawings, our standard Information for Bidders, General Conditions and General Provisions, and Prevailing Wage Rate Schedule for a single lump sum contract. The final Contract Documents will be stamped by a New York State registered Professional Engineer.
10. Prepare ten (10) sets of the Contract Documents and Technical Specifications in sufficient detail to permit public bidding by contractors using New York State prevailing wage rates and to facilitate construction contract administration.
11. Prepare Advertisements of Bids for publication by the County in the County's official newspaper.
12. Assist Oswego County with answering bidder's questions and issue an addendum (if required) during the competitive bidding of the project.
13. Attend a pre-bid conference at the project site with the County and potential bidders to answer questions and identify items of clarification by addenda that may be required.
14. Review and evaluation of the bids received and submit a recommendation to the County for award of the contract.
15. Assemble conformed contract documents for the contract, prepare a Notice to Proceed and prepare for contract signing with the County and the contractor.

#### **Construction Contract Administration Phase**

1. Schedule and attend a pre-construction meeting with the County and the Contractor at the Energy Recovery Facility, to review the provisions of the Contract as well as the General Conditions and General Requirements for the project. B&L will notate and distribute pre-construction meeting minutes.



2. Provide general administration of the construction contracts to safeguard the interests of the County, provide clarifications to RFI's, coordinate changes in the work as they may occur, ensure that the intent of the Contract Documents is maintained and oversee the general conformance of the project with the Contract Documents.
3. Review Contractor shop drawings, submittals and field-test reports for compliance with the Contract Documents. A maximum of two (2) reviews of any one shop drawing is included.
4. Review and monitor Contractor's project schedule throughout the project and endeavor to ensure that the Contractor is engaged in their work activities to adhere to their established project schedule.
5. Conduct semi-weekly job meetings at the project site to observe the progression of the contractor and their completed work and review the work for conformance with the Contract Documents. Compile meeting notes of each project meeting and distribute those meeting notes to each attendee and appropriate County staff.
6. Review Contractor payment applications for correctness in relation to the associated completed work and make recommendation to the County for payment.
7. Provide up to a total of eighty (80) hours of on-site construction representation. B&L's on-site representative will prepare a report for each day in which observation of the work in progress is conducted. Further, B&L will report if observed work product is found to be deficient or incorrect. The on-site construction representation proposed herein is not full-time inspection of the Contractor's work, and is not intended to be an exhaustive inspection of every detail of the work progressed by the Contractor.
8. Conduct a punch-list inspection of the work following substantial completion of the Contractor's work, identifying remaining work items or deficient items that require correction action or replacement.

#### **Technical Assumptions**

1. This proposal is based on the assumption that any changes resulting from each of the review submission milestones will not require the wholesale redesign of previously completed engineering work. In the event that significant changes become necessary during the design process, B&L will notify the County to negotiate an appropriate adjustment in fee at that time.
2. A construction period of five (5) months is anticipated for this project. On this basis, a total of ten (10) monthly job meetings/site visits (job meeting and site visit days to coincide).
3. On-site Construction Observation Services have been included for certain critical portions of construction. The proposed on-site construction representation is **not** full-time inspection of the Contractor's work and is not intended to be an exhaustive inspection of every detail of the work progressed by each Contractor. For the purpose of this scope, B&L has included 100 hours (5 months averaging of 20-hours per month) of on-site inspection time. Based on the Contractor's performance, should additional on-site inspection effort be necessary for the project, B&L will provide the County with a supplemental proposal prior to performing any inspection beyond the time included herein.



**Fee Proposal**

Barton & Loguidice, D.P.C. proposes to provide the Scope of Engineering Services described herein for the following time and expense fees, including normal reimbursable expenses (such as printing, mileage, and postage).

Construction Document and Bidding Phase:	\$35,600.00
Construction Contract Administration Phase:	<u>\$30,300.00</u>
Total	\$65,900.00

If additional services, such as requests for additional information, additional meetings, etc., they will be billed at our Billing Rate Schedule in effect at the time services are rendered.

We trust this proposal is acceptable to you, if so, please indicate your concurrence below and return one executed copy to our office.

Thank you for considering Barton & Loguidice, D.P.C. for this Transfer Station conditions assessment project. We invite your comments regarding any portion of this Engineering Services Proposal and look forward to providing this service to Oswego County Department of Solid Waste.

Please contact me if you have any questions.

Sincerely,  
BARTON & LOGUIDICE, D.P.C.

A handwritten signature in dark ink, appearing to read 'Matthew C. Fuller'.

Matthew C. Fuller, P.E.  
Vice President

MCF/jms

Attachment

**Authorization**

Barton & Loguidice, D.P.C., is hereby authorized by Oswego County ("Owner") to proceed with the services described herein in accordance with the attached Terms and Conditions.

\_\_\_\_\_  
Michael Lutestanski, II  
Operations Manager

\_\_\_\_\_  
Date



**STANDARD TERMS AND CONDITIONS  
for  
PROFESSIONAL CONSULTANT SERVICES  
provided by  
BARTON & LOGUIDICE, D.P.C. ("Consultant")**

The OWNER and the CONSULTANT, for themselves, their successors and assigns, have mutually agreed and do agree with each other as follows:

**1.0 Basic Agreement**

Consultant shall provide, or cause to be provided, the Services set forth in the proposal (PROPOSAL) to which these terms and conditions are attached, and Owner shall pay Consultant for such Services as set forth in PROPOSAL. The PROPOSAL, in conjunction with these terms and conditions is referred to herein as "Agreement".

**2.0 General Considerations**

A. The standard of care for all professional or related services performed or furnished by Consultant under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Consultant makes no warranties, express or implied, under this Agreement or otherwise, in connection with Consultant's services.

B. Consultant shall commence to provide its services upon the full execution of this Agreement and shall provide those services within a reasonable time. In no event shall Consultant be obligated to perform services on a schedule which, in the Consultant's professional judgement, does not provide Consultant sufficient time to perform in accordance with the aforesaid standard of care.

C. All design documents prepared or furnished by Consultant are instruments of service, and Consultant retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. Consultant grants Owner a limited license to use the instruments of service exclusively (1) performance of design or operation, (2) for Project construction as is the intended purpose of the documents, and (3) for the purpose of maintenance and repair of the Project, or (4) other documents, reports, details and plans as defined in the project Scope of Work.

D. Consultant shall not at any time supervise, direct, or have control over any contractor's work, nor shall Consultant have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, for safety precautions and programs incident to a contractor's work progress, nor for any failure of any contractor to comply with laws and regulations applicable to contractor's work.

E. Consultant neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the contract between Owner and such contractor.

F. Consultant shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any contractor's agents or employees or any other persons (except Consultant's own employees) at the Project site or otherwise furnishing or performing any construction work; or for any decisions regarding, or interpretations or clarifications of, the construction contract or Instruments of Service made by Owner or any third party without the advice and consultation of Consultant.

G. If the Construction Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Consultant shall specify the appropriate performance and design criteria that such services must satisfy. The Consultant shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Consultant. The Consultant's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Consultant shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

H. Unless otherwise included under this Agreement, the parties acknowledge that Consultant's scope of services does not include any services related to a Hazardous Environmental Condition (the presence of asbestos, PCBs, petroleum, hazardous substances or waste, and radioactive materials). Owner represents to Consultant that, to the best of its knowledge, a Hazardous Environmental Condition does not exist at the Site, except as expressly disclosed to the Consultant in writing. If Consultant or any other party encounters a Hazardous Environmental Condition, Consultant may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Project affected thereby until Owner: (i) retains appropriate specialist consultants or contractors to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (ii) warrants that the Site is in full compliance with applicable Laws and Regulations.

I. The services to be provided by Consultant under this Agreement DO NOT INCLUDE advice or recommendations with respect to the issuance, structure, timing, terms or any other aspect of municipal securities, municipal derivatives, guaranteed investment contracts or investment strategies. Any opinions, advice, information or recommendations provided by Consultant are understood by the parties to this Agreement to be strictly engineering or other technical opinions, advice, information or recommendations. Consultant is not a "municipal advisor" as defined by 15 U.S.C. 78o-4 or the related rules of the Securities and Exchange Commission. The other parties to this Agreement should determine independently whether they require the services of a municipal advisor.

J. The Consultant shall not be required to execute certificates, guarantees, warranties or make representations that would, in its professional judgment, require knowledge, services or responsibilities beyond the scope of this Agreement.

K. When transmitting items in electronic media or digital format, the transmitting party makes no representations as to long term compatibility, usability, or readability of the items resulting from the recipient's use of software application packages, operating systems, or computer hardware differing from those used in the drafting or transmittal of the items, or from those established in applicable transmittal protocols.

L. To the fullest extent permitted by law, Owner and Consultant (1) waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project, and (2) agree that Consultant's total liability to Owner under this Agreement shall be limited to \$100,000 or the total amount of compensation received by Consultant pursuant to the PROPOSAL, whichever is greater, (the "Limitation Amount"), and further, in no event shall the Limitation Amount exceed the amount of liability insurance proceeds actually available to the Consultant for the claim at issue at the time of settlement or final judgment net of any and all expenses paid or incurred on the claim at issue, payments made or incurred in connection with other claims made against the Consultant, or any other circumstances which may reduce, impair, or eliminate the overall availability of such insurance to the Consultant. It is intended that these limitations apply to any and all liability or cause of action.

**3.0 Payment for Services**

Consultant will prepare a monthly invoice in accordance with Consultant's standard invoicing practice and submit the invoice to Owner. Invoices are due and payable within 30 days of the date of the invoice. Consultant may, without liability, after giving seven days written notice to Owner, suspend services under this Agreement until Consultant has been paid in full all amounts due for services, expenses, and other related charges.

**4.0 Additional Services**

Additional services may be required in Consultant's professional judgement because of changes in the Project, or unforeseen circumstances. The Consultant shall furnish services in addition to those set forth in the PROPOSAL, if mutually agreed by Owner and Consultant. Owner shall pay Consultant for any Additional Services provided as follows: (1) as may be mutually agreed to in writing, or (2) in the absence of a mutual agreement an amount equal to the cumulative hours charged to the Project by each member or each class of Consultant's employees engaged in providing the Additional Services times the Consultant's hourly billing rates for each applicable billing class in effect at the time the Additional Services are performed, plus reimbursable expenses and charges for Consultant's Subconsultants, if any.

**5.0 Dispute Resolution**

Owner and Consultant agree to negotiate all disputes between them in good faith for a period of 30 days from the date of notice by either party of the existence of the dispute. If a dispute involves matters other than a claim by Consultant for payment of fees and the parties fail to resolve the dispute through negotiation then Owner and Consultant agree that they shall first submit any and all such unsettled claims, counterclaims, disputes, and other matters in question between them arising out of or relating to this Agreement or the breach thereof ("Disputes") to mediation by a mutually acceptable mediator. Owner and Consultant agree to participate in the mediation process in good faith and to share the cost of the mediation equally. The process shall be conducted on a confidential basis, and shall be completed within 150 days of the date of notice by either party of the existence of the dispute. If such mediation is unsuccessful in resolving a Dispute, then (1) the parties may mutually agree to an alternative dispute resolution of their choice, or (2) either party may seek to have the Dispute resolved by a court of competent jurisdiction.

**6.0 Accrual of Claims**

All causes of action between the parties to this Agreement including those pertaining to acts, failures to act, or failures to perform in accordance with the obligations of the Agreement or failures to perform in accordance with the standard of care shall be deemed to have accrued and the applicable statutes of limitations shall commence to run not later than either the date of Substantial Completion for acts, failures to act or failures to perform occurring prior to Substantial Completion, or the date of issuance of the Notice of Acceptability of Work (or similar notice of the final completion of the Project) for acts, failures to act or failures to perform occurring after Substantial Completion.

**7.0 Controlling Law**

This Agreement is to be governed by the law of the state in which the project is located.

**8.0 Successors, Assigns, and Beneficiaries**

Owner and Consultant each is hereby bound and the partners, successors, executors, administrators, and legal representatives of Owner and Consultant (and to the extent permitted herein the assigns of Owner and Consultant) are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement. Neither Owner nor Consultant may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. This provision shall not preclude Consultant from retaining Subconsultants as it deems reasonably necessary for the completion of the services rendered hereunder.

**9.0 Termination**

If Consultant's services related to the project are terminated for any reason, Consultant shall be compensated for time plus reasonable expenses associated with demobilizing personnel and equipment, and, if requested in writing by the Owner, for completion of tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files.

**10.0 Total Agreement/Severability**

This Agreement, including any expressly incorporated exhibits, constitutes the entire Agreement between Owner and Consultant and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument. If any term or condition of this Agreement shall, to any extent, be found invalid, void or unenforceable, the remaining provisions shall remain in full force and effect to the extent allowed by applicable law.



**RESOLUTION NO.**

July 13, 2023

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

By Legislator Mangano:

WHEREAS, in order to better meet the ever-increasing demands on departmental personnel to provide efficient and effective customer service to County residents and the general public, and

WHEREAS, the Oswego County Treasurer is authorized to appoint one or more individuals to a Deputy title, under County Law 401, to assist with business operations and to act for and in place of the County Treasurer as needed, and

WHEREAS, position #132500102 is currently classified as a Principle clerk, and

WHEREAS, the department has identified an increased need to ensure maximum productivity in handling all-inclusive tasks within the job title.

NOW, upon approval of the Finance and Personnel Committee of this body, be it

RESOLVED, that position #132500102, Principal Clerk, Grade 7, in the CSEA COOP Bargaining Unit be reclassified to a part-time Deputy County Treasurer at a rate of \$30,000 plus health benefits, in the Management Personnel Compensation Plan, and be it further

RESOLVED, that the position of Deputy County Treasurer, be and is hereby, given the duty and authority to act for and in place of the County Treasurer as needed and the duties of said positions shall be in accordance with the provisions of County Law and related duties as authorized by the County Legislature, 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.

**RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE**

**YES:                      NO:                      ABSENT:                      ABSTAIN:**

# Oswego County Treasurer's Office



Kevin L. Gardner, *Treasurer*  
Brian D. Twiss, *Deputy Treasurer*

County Building  
46 East Bridge Street  
Oswego, New York 13126  
Phone: (315) 349-8393  
Fax: (315) 349-8255

6/30/2023

## INFORMATIONAL MEMORANDUM

**Subject:** *RESOLUTION AUTHORIZING RECLASSIFICATION OF ONE POSITION IN THE TREASURER'S OFFICE*

**Background:** *SEEKING APPROVAL TO ADD A PART-TIME DEPUTY COUNTY TREASURER*

### Job Responsibilities:

#### Typical activities characteristic of this position.

- Reviews a variety of complex Occupancy Tax /Real Property Tax situations and confirms accuracy of classifications, reconciles amounts provided by businesses to prescribed procedures and policies.
- Interfaces with County, Villages and Towns to efficiently process monies to the stated tax laws;
- Makes necessary corrections, adjustments, and refunds for Occupancy Tax.
- Serves notices on properties needed to file Occupancy tax.
- Prepares and compiles complex financial reports and statistical information.
- Prepares documents of violations for the County Attorney's Office to review
- Collects and records all applicable fees related to Occupancy taxes on property parcels in the county.
- Keeps complete records of all Businesses that provide Occupancy taxable properties.
- Review, communicate and maintain updated regulations for occupancy and real property.
- Review, understand, communicate occupancy/ real property tax software
- Work to establish tax legislation for Occupancy tax payees
- Maintains Occupancy Tax website
- Provides information orally or in writing in response to inquiries on status of accounts.
- May receive Occupancy collections by mail, sorts, record, and mails receipts;
- Prepares funds for deposit into book accounts, reconciles accounts and prepares reports from information.
- Performs a variety of clerical tasks in the maintenance of tax records and other general clerical work.
- May track, audit and monitor a variety of accounts.
- Management of any required Treasurer's duties.
- Performs related duties as required.

**Financial Impact:** Budget Neutral.

**Recommendation:** The Treasurer strongly recommends this request.