

# OSWEGO COUNTY LEGISLATIVE AGENDA



AGENDA – REGULAR MEETING

OSWEGO COUNTY, NEW YORK

**Date/ Time:** October 12, 2023, 2:00pm

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

## 2:00pm – CALL TO ORDER

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

## APPROVAL OF MINUTES

- Minutes of the Oswego County Legislature Regular Meeting on **September 11, 2023**, Special Meeting **September 15, 2023**, and Special Meeting on **September 26, 2023**.

## PROCLAMATIONS AND RECOGNITIONS

- Civilian Appreciation Award- Ken Bush
- Civilian Appreciation Award- Lynn Harper
- Civilian Appreciation Award- Jessica Hoyt
- Civilian Appreciation Award- Nicklaus Hoyt
- Civilian Appreciation Award- Albert Kalfass
- Recognition – Nathan Emmons

## 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**      A Resolution Fixing Time and Place for Public Hearing Relative to Proposed County Of Oswego Local Law No. 4 Of The Year 2023 Entitled A Local Law Amending Local Law Number 1 Of 2022 Regarding Income Qualifications For Partial Tax Exemptions On Certain Real Property Owned By Eligible Persons 65 Years Of Age Or Over

- GC-2** Resolution Authorizing Transfer to Additional Funds of \$412,277 from the Fund Balance A15900 to the Assigned Counsel Office Legal Fees A1170 Object 543300
- GC-3** Resolution Authorizing the Reclassification of One Position in the Public Defender's Office

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**PUBLIC SAFETY COMMITTEE**

- PS-1** Resolution Accepting Grant Award from the NYS Division of Criminal Justice Services Aid to Prosecution Grant
- PS-2** Resolution Authorizing the Oswego County Emergency Management Office To Accept A Donation From Brookfield Renewable
- PS-3** Resolution Authorizing Budget Modification For The Emergency Management Office To Accept Funding From The Department of Homeland Security And Emergency Services (DHSES) For FY2023 State Homeland Security Program (SHSP)
- PS-4** Resolution Authorizing Budgetary Modification for Sheriff's Office Overtime
- PS-5** Resolution Authorizing Budgetary Modification for Sheriff's Office Overtime in the Jail

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**HUMAN SERVICES COMMITTEE**

- HS-1** Resolution Authorizing Reclassification of One (1) Employment Advisor To One (1) Employment Specialist Assistant In The Department of Social Services
- HS-2** Resolution Authorizing Reclassification of Two Positions In The Department of Social Services
- HS-3** Resolution Authorizing Budgetary Modification Department of Social Services 2023-2024 Rental Supplement Program Allocation Acceptance
- HS-4** Resolution Authorizing Budgetary Modification Amendment To Resolution Number 173 Department Of Social Services 2022-2023 Rental Supplement Program Allocation
- HS-5** Resolution Authorizing Reclassification of Two Positions In The Department Of Social Services Administrative Unit
- HS-6** Resolution Authorizing Budgetary Modification Department of Social Services-Furniture And Furnishings For Remainder Of 2023 Calendar Year
- HS-7** Resolution Authorizing Budgetary Modification Department of Social Services Reproduction Expenses For Remainder of 2023 Calendar Year
- HS-8** Resolution Authorizing Amended Fee Schedule For Indigent Burials
- HS-9** Resolution Transferring Funds from Capital Project #B0621 Sandy Island Beach and Increasing Authorization of Capital Project 0121 Co.25 Camp Hollis Shoreline Stabilization

- HS-10** Resolution Opposing New York City’s Updated City “Fighting Homelessness and Eviction Prevention Supplement” (FHEPS) Program to Send Homeless Families and Individuals to Upstate New York

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#### ECONOMIC DEVELOPMENT AND PLANNING COMMITTEE

- EP-1** Resolution Fixing Time and Place for Public Hearing Relative to Proposed County of Oswego Local Law NO. 5 of the Year 2023, Entitled A Local Law Establishing the County Planning Department as the Sole County Planning Agency for the Purposes of Referrals under New York State General Municipal Law §§239-l, 239-m and 239-n
- EP-2** Resolution Determining that the Installation of Artificial Turf for Some Infields at the Legends Fields Complex Constitutes a Type II Action Under SEQRA
- EP-3** Resolution Declaring the County of Oswego as Lead Agency and Approving a Negative Declaration Legends Fields- Parking Lot Paving Project

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#### HEALTH COMMITTEE

- HE-1** Resolution Appointing Member to The Oswego County Board of Health
- HE-2** Resolution Authorizing Health Department Fine Schedule for Environmental Services
- HE-3** Resolution Authorizing the Increase of Budget in The Health Department to Purchase Covid Vaccine
- HE-4** Resolution Authorizing the Creation of Two Positions in The Health Department (1) Speech Language Pathologist and (1) Certified Special Education Teacher
- HE-5** Resolution Authorizing Health Department Vehicle Leases (4 Vehicles)
- HE-6** Resolution Appointing Members to the Oswego County Traffic Safety Board

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#### INFRASTRUCTURE, FACILITIES & TECHNOLOGY COMMITTEE

- IT-1** Resolution Authorizing Budget Modification Central Services Supplement Existing Capital Project to Fund Computer Upgrades
- IT-2** Resolution Establishing Capital Project No. E0323 Oswego County Airport - Electric Vehicle and Charging Station Acquisition and Installation
- IT-3** Resolution to Amend to Add Additional Equipment to Capital Project No. 0423 Highway Equipment Capital Project
- IT-4** Resolution Authorizing Budget Modification Buildings and Grounds – Gas & Heating Fuel
- IT-5** Resolution Authorizing Budget Modification Buildings and Grounds – Overtime
- IT-6** Resolution Awarding Professional Services Contract Engineering Services Proposal Bristol Hill Cell 5 Engineering Services for Design and Bidding

- IT-7** Resolution Authorizing Budgetary Modification Department of Solid Waste- Insurance Recovery Fund to Department of Solid Waste Fund Balance

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**FINANCE & PERSONNEL COMMITTEE**

- FP-1** Resolution Awarding Professional Services Contract – RFP 23-PURC-001 – On-Line Auctions of Surplus County Goods
- FP-2** Resolution Awarding Professional Services Contract to Provide Third-Party Administration Services for Oswego County Self Insured Health and Pharmacy Benefit Program- Human Resources Department
- FP-3** Resolution Authorizing Professional Services Contract Accounting Services for County Treasurer's Office

**UNFINISHED BUSINESS**

**MISCELLANEOUS BUSINESS**

**ADJOURNMENT**

**PUBLIC COMMENT PERIOD**

# OSWEGO COUNTY LEGISLATIVE MEETING



MINUTES - REGULAR MEETING

OSWEGO COUNTY, NEW YORK

**Date/ Time:** September 11, 2023, at 2:00 p.m.

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

## CALL TO ORDER

A Regular Meeting of the Oswego County Legislature was called to order at 2:03 pm by Chairman James Weatherup with the Clerk of the Legislature present.

Roll Call was taken with all legislator's present except Leg. Walpole, Scanlon, Mangano, Connolly, and Solowy. District 15 is vacant.

The invocation was given by the Clerk of the Legislature Betsy Sherman-Saunders, followed by the Pledge of Allegiance led by Legislators/Veterans Herbert Yerdon and Michael Yerdon.

Moment of Silence to honor the 9/11 victims and first responders, and also to honor those the County has recently lost including former Sheriff Ruell Todd, L.E.O. Henry Gloud and DSS employee Chandra Batchelor.

Legislator House made a motion to waive the rules for resolution GC-1, multiple seconds.

Motion **passed** by a voice vote: Yes: 17 No: 2 Absent: 5 Vacant: 1  
(Leg. Castiglia and Schadt in opposition, District 15 vacant)

**GC-1** Legislator Holst offered a resolution entitled, **RESOLUTION APPOINTING AN INDIVIDUAL TO FILL A VACANCY IN THE OFFICE OF COUNTY LEGISLATOR IN AND FOR THE 15<sup>TH</sup> LEGISLATIVE DISTRICT**

Leg. Castiglia made a motion to table resolution GC-1, Leg. Schadt seconds.

Motion **failed** by a roll call vote: Yes: 2 No: 17 Absent: 5 Vacant: 1  
(Leg. Castiglia and Schadt in favor and District 15 vacant)

**Resolution 269 of 2023 adopted** by a voice vote: Yes: 17 No: 2 Absent: 5 Vacant: 1  
(Leg. Castiglia and Schadt in opposition, District 15 vacant)

Swearing in of Legislator Kevin Hill (District 15) by the Hon. Karen Brandt Brown.

## **APPROVAL OF THE MINUTES**

Minutes of the Oswego County Legislature Regular Meeting on **August 10, 2023**, were approved.

## **PROCLAMATIONS AND RECOGNITIONS**

Recognition – Sara Sunday, 30 Years of Service

Proclamation – 43<sup>rd</sup> Annual Pageant of Champions NYS Field Band Conference Competition

Proclamation – Sheriff's Week September 17<sup>th</sup> – 23<sup>rd</sup>, 2023

Proclamation – National Preparedness Month

## **INTRODUCTION OF VISITORS**

None.

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

C. Weisenburger – Spoke out about the disregard of protocol regarding filling vacancies including the District 15 vacant Legislator position, and lack of urgency with filling other positions.

Kathleen Mantaro – Spoke out against the turf being added to Legends Field, and wanted to know what kind of data was collected prior to this agreement and why the urgency.

## **REPORTS**

Reports of County Officials – None.

Reports of Standing Committees – Leg. Reehil offered condolences to the family of DSS employee Chandra Batchelor.

Reports of Special Committees – Leg. Reehil spoke of the new Mobile App 511NY, for bus transportation.

## **RESOLUTIONS AND MOTIONS**

**GC-2** Legislator Holst offered a resolution entitled, **RESOLUTION RE-APPOINTING A DIRECTORS OF THE WESTERN REGIONAL OFF-TRACK BETTING CORPORATION PURSUANT TO RACING, PARI-MUTUEL WAGERING AND BREEDING LAW §502**

**Resolution 270 of 2023 adopted by a voice vote: Yes: 20 No: 0 Absent: 5**

- GC-3** Legislator Holst offered a resolution entitled, **RESOLUTION URGING GOVERNOR HOCHUL TO VETO A.04282B/S.3505B AS CONCERNS MOVING LOCAL ELECTIONS TO EVEN NUMBERED YEARS**

**Resolution 271 of 2023 adopted by a voice vote: Yes: 18 No: 2 Absent: 5  
(Leg. Castiglia and Schadt in opposition)**

- GC-4** Legislator Holst offered a resolution entitled **RESOLUTION AUTHORIZING THE EXECUTION OF A RETAINER AGREEMENT WITH SIMMONDS HANLY CONROY, LLC RELATIVE TO INVESTIGATING THE FEASIBILITY OF COMMENCING LITIGATION AGAINST INSULIN AND DIABETES MEDICATION MANUFACTURERS ET AL.**

**Resolution 272 of 2023 adopted by a voice vote: Yes: 20 No: 0 Absent: 5**

- GC-5** Legislator Holst offered a resolution entitled **RESOLUTION AMENDING RESOLUTION NUMBER 207 OF 2020 CONCERNING THE RETENTION AND DISPOSITION SCHEDULE FOR LOCAL GOVERNMENT RECORDS (LGS-1), AS AMENDED**

**Resolution 273 of 2023 adopted by a voice vote: Yes: 20 No: 0 Absent: 5**

- GC-6** Legislator Holst offered a resolution entitled **RESOLUTION AUTHORIZING ENTERING INTO A TAX CERTIORARI PROCEEDING WITH THE TOWN OF VOLNEY AND HIGHSORE CAPITAL CONCERNING THE FORMER ATTIS ETHANOL FULTON FACILITY PARCELS**

**Resolution 274 of 2023 adopted by a voice vote: Yes: 19 No: 1 Absent: 5  
(Leg. Castiglia in opposition)**

- GC-7** PULLED

- GC-8** Legislator Holst offered a resolution entitled **RESOLUTION AUTHORIZING ACCEPTANCE OF ADDITIONAL ABPP GRANT FUNDING OF \$30,083.98 FROM STATE BOARD OF ELECTIONS TO OSWEGO COUNTY**

**Resolution 275 of 2023 adopted by a voice vote: Yes: 20 No: 0 Absent: 5**

- GC-9** Legislator Holst offered a resolution entitled **RESOLUTION AUTHORIZING BUDGETARY MODIFICATION COUNTY CLERK PURCHASE OF RECORDS MANAGEMENT SYSTEM FOR RECORDS CENTER**

**Resolution 276 of 2023 adopted by a voice vote: Yes: 20 No: 0 Absent: 5**

**GC-10** Legislator Holst offered a resolution entitled **RESOLUTION SETTING STANDARD WORKDAYS AND REPORTING FOR ELECTED AND APPOINTED OFFICIALS**

Leg. Holst made a motion to amend resolution to change the end date for former Legislator's Stahl and Emmons, Leg. Greco seconds.

Motion **passed** by a voice vote: Yes: 20 No: 0 Absent: 5

**Amended Resolution 277 of 2023 adopted** by a voice vote: Yes: 20 No: 0 Absent: 5

**PS-1** Legislator Greco offered a resolution entitled, **RESOLUTION ACCEPTING GRANT FROM THE OSWEGO COUNTY ATV CLUB, INC. REGARDING ENHANCED ATV SAFETY AND ENFORCEMENT**

**Resolution 278 of 2023 adopted** by a voice vote: Yes: 20 No: 0 Absent: 5

**PS-2** Legislator Greco offered a resolution entitled, **RESOLUTION AUTHORIZING BUDGETARY MODIFICATION FOR SHERIFF'S OFFICE TO PURCHASE TWO (2) TRUNARC DEVICES FOR SHERIFF'S OFFICE AND DRUG TASK FORCE FROM ARPA FUNDS**

**Resolution 279 of 2023 adopted** by a voice vote: Yes: 20 No: 0 Absent: 5

**PS-3** Legislator Greco offered a resolution entitled, **RESOLUTION AUTHORIZING BUDGETARY MODIFICATION TO TRANSFER FUNDS FROM SALARIES & WAGES TO ADDITIONAL HOURS IN THE PROBATION DEPARTMENT**

**Resolution 280 of 2023 adopted** by a voice vote: Yes: 20 No: 0 Absent: 5

**HS-1** Legislator Reehil offered a resolution entitled **RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF SOCIAL SERVICES – OTHER EQUIPMENT EXTERNAL SPEAKER INSTALL**

**Resolution 281 of 2023 adopted** by a voice vote: Yes: 17 No: 3 Absent: 5  
(Leg. Castiglia, Schadt and Kline in opposition)

**HS-2** Legislator Reehil offered a resolution entitled **RESOLUTION AUTHORIZING BUDGETARY MODIFICATION DEPARTMENT OF SOCIAL SERVICES – OTHER EQUIPMENT FOR TECHNOLOGY EQUIPMENT**

**Resolution 282 of 2023 adopted** by a voice vote: Yes: 20 No: 0 Absent: 5

**HS-3** Legislator Reehil offered a resolution entitled **RESOLUTION AUTHORIZING BUDGETARY MODIFICATION DEPARTMENT OF SOCIAL SERVICES – ACCEPT NYS CHILD CARE BLOCK GRANT 2023 PANDEMIC FUNDS**

**Resolution 283 of 2023 adopted** by a voice vote: Yes: 20 No: 0 Absent: 5



**HS-4** Legislator Reehil offered a resolution entitled **RESOLUTION AUTHORIZING BUDGETARY MODIFICATION DEPARTMENT OF SOCIAL SERVICES – OTHER SUPPLIES AND EXPENSE ADOPTION SUBSIDY**

**Resolution 284 of 2023 adopted** by a voice vote: Yes: 20 No: 0 Absent: 5

**HS-5** Legislator Reehil offered a resolution entitled **RESOLUTION AUTHORIZING BUDGETARY MODIFICATION DEPARTMENT OF SOCIAL SERVICES – OTHER SUPPLIES AND EXPENSE FOSTER CARE FUNDING**

**Resolution 285 of 2023 adopted** by a voice vote: Yes: 20 No: 0 Absent: 5

**HS-6** Legislator Reehil offered a resolution entitled **RESOLUTION AUTHORIZING BUDGETARY MODIFICATION DEPARTMENT OF SOCIAL SERVICES – OTHER SUPPLIES AND EXPENSE FOOD BANK OF CENTRAL NEW YORK**

**Resolution 286 of 2023 adopted** by a voice vote: Yes: 20 No: 0 Absent: 5

**HS-7** Legislator Reehil offered a resolution entitled **RESOLUTION AUTHORIZING BUDGETARY MODIFICATION DEPARTMENT OF SOCIAL SERVICES – OTHER EQUIPMENT MEDICAID COPIER**

**Resolution 287 of 2023 adopted** by a voice vote: Yes: 20 No: 0 Absent: 5

**HS-8** Legislator Reehil offered a resolution entitled **RESOLUTION AUTHORIZING BUDGETARY MODIFICATION DEPARTMENT OF SOCIAL SERVICES – OTHER SUPPLIES AND EXPENSE CODE BLUE ALLOCATION ACCEPTANCE**

**Resolution 288 of 2023 adopted** by a voice vote: Yes: 20 No: 0 Absent: 5

**HS-9** Legislator Reehil offered a resolution entitled **RESOLUTION APPROVING PARKS & RECREATION, CAMP HOLLIS AND CAMP ZERBE, 2024 FEE SCHEDULE**

**Resolution 289 of 2023 adopted** by a voice vote: Yes: 19 No: 1 Absent: 5  
(Leg. Castiglia in opposition)

**HS-10** Legislator Reehil offered a resolution entitled **RESOLUTION CONCERNING A ZONING AREA VARIANCE REQUEST CONCERNING THE KONU PROPERTY ADJACENT TO CAMP HOLLIS IN THE TOWN OF OSWEGO**

**Resolution 290 of 2023 adopted** by a voice vote: Yes: 20 No: 0 Absent: 5

**HS-11** Legislator Reehil offered a resolution entitled **RESOLUTION AUTHORIZING BUDGET MODIFICATION OFFICE FOR THE AGING; ACCEPTING SENIOR PICNIC TRANSPORTATION DONATIONS 2023**

**Resolution 291 of 2023 adopted** by a voice vote: Yes: 20 No: 0 Absent: 5

**HE-1** Legislator Kline offered a resolution entitled **RESOLUTION AUTHORIZING THE CREATION/BUDGET MODIFICATION OF THREE POSITIONS IN THE HEALTH DEPARTMENT (1) SENIOR HEALTH PROGRAM SPECIALIST AND (2) HEALTH PROGRAM SPECIALISTS**

**Resolution 292 of 2023 adopted** by a voice vote: Yes: 20 No: 0 Absent: 5

**HE-2** Legislator Kline offered a resolution entitled **RESOLUTION AUTHORIZING HEALTH DEPARTMENT FEE SCHEDULE FOR ENVIRONMENTAL SERVICES**

**Resolution 293 of 2023 adopted** by a voice vote: Yes: 20 No: 0 Absent: 5

**IT-1** Legislator House offered a resolution entitled, **RESOLUTION AWARDDING PROFESSIONAL SERVICES CONTRACT, PART ERF 360 PERMIT RENEWAL ENGINEERING SERVICES, BETWEEN OSWEGO COUNTY DEPARTMENT OF SOLID WASTE AND BARTON+LOGUDICE, D.P.C.**

**Resolution 294 of 2023 adopted** by a voice vote: Yes: 20 No: 0 Absent: 5

**IT-2** Legislator House offered a resolution entitled, **RESOLUTION AUTHORIZING BUDGETARY MODIFICATION DEPARTMENT OF SOLID WASTE – INSURANCE RECOVERY FUND TO DEPARMTENT OF SOLID WASTE EXPENSE ACCOUNT**

**Resolution 295 of 2023 adopted** by a voice vote: Yes: 20 No: 0 Absent: 5

**IT-3** Legislator House offered a resolution entitled, **RESOLUTION AUTHORIZING BUDGETARY MODIFICATION DEPARTMENT OF SOLID WASTE – MRF BUILDING ROOF REPAIR**

**Resolution 296 of 2023 adopted** by a voice vote: Yes: 20 No: 0 Absent: 5

**IT-4** Legislator House offered a resolution entitled, **RESOLUTION ESTABLISHING CAPITAL PROJECT NO. 1323, ERF CAPITAL REPAIRS, REDUCING 0422 AND CLOSING 1122**

**Resolution 297 of 2023 adopted** by a voice vote: Yes: 20 No: 0 Absent: 5

- IT-5** Legislator House offered a resolution entitled, **RESOLUTION AWARDING PROFESSIONAL SERVICES CONTRACT COOLING WATER INTAKE STRUCTURE REPAIRS ENGINEERING SERVICES**

**Resolution 298 of 2023 adopted** by a voice vote: Yes: 20 No: 0 Absent: 5

- IT-6** Legislator House offered a resolution entitled, **RESOLUTION AUTHORIZING BUDGET MODIFICATION AT THE OSWEGO COUNTY AIRPORT TO INCREASE THE GAS AND OIL BUDGET LINE TO PURCHASE AVIATION GAS FOR RESALE**

**Resolution 299 of 2023 adopted** by a voice vote: Yes: 18 No: 2 Absent: 5  
(Leg. Castiglia and Schadt in opposition)

- IT-7** Legislator House offered a resolution entitled, **RESOLUTION AUTHORIZING THE CHAIR OF THE LEGISLATURE TO ENTER INTO AN AGREEMENT WITH FIELDTURF USA, INC. CONCERNING TURF REPLACEMENT AT LEGENDS FIELDS**

**Resolution 300 of 2023 adopted** by a voice vote: Yes: 18 No: 2 Absent: 5  
(Leg. Castiglia and Schadt in opposition)

- IT-8** Legislator House offered a resolution entitled, **RESOLUTION ESTABLISHING CAPITAL PROJECT #1423 – PARKING LOTS**

**Resolution 301 of 2023 adopted** by a voice vote: Yes: 18 No: 2 Absent: 5  
(Leg. Castiglia and Schadt in opposition)

- FP-1** Legislator Martino offered a resolution entitled, **RESOLUTION AUTHORIZING PROFESSIONAL SERVICES CONTRACT BETWEEN OSWEGO COUNTY TREASURER’S OFFICE AND THREE+ONE INVESTMENT SERVICES TO PROVIDE PROPRIETARY REPORTS AND DATA RELATED SERVICES**

**Resolution 302 of 2023 adopted** by a voice vote: Yes: 20 No: 0 Absent: 5

- FP-2** Legislator Martino offered a resolution entitled, **RESOLUTION AUTHORIZING BUDGETARY MODIFICATION TO TRANSFER FUNDS FROM THE HEALTH DEPARTMENT TO HUMAN RESOURCES DEPARTMENT FOR THE SAFETY DATA SHEET SYSTEM PROGRAM**

**Resolution 303 of 2023 adopted** by a voice vote: Yes: 20 No: 0 Absent: 5

**FP-3** Legislator Martino offered a resolution entitled, **RESOLUTION AUTHORIZING BUDGETARY MODIFICATION FROM GENERAL FUND BALANCE TO THE OSWEGO COUNTY HUMAN RESOURCES DEPARTMENT TO PAY BACK NYS HEALTHCARE WORKER BONUS PAY**

**Resolution 304 of 2023 adopted** by a roll call vote: Yes: 19 No: 1 Absent: 5  
(Leg. Karasek in opposition)

**FP-4** Legislator Martino offered a resolution entitled, **RESOLUTION AUTHORIZING BUDGET MODIFICATION TO TRANSFER FUNDS FROM REPRODUCTION EXPENSE TO ADDITIONAL HOURS EXPENSE**

**Resolution 305 of 2023 adopted** by a roll call vote: Yes: 20 No: 0 Absent: 5

**FP-5** Legislator Martino offered a resolution entitled, **RESOLUTION AUTHORIZING THE AMENDMENT OF GRADES IN THE MANAGEMENT COMPENSATION PLAN FOR ATTORNEY TITLES**

**Resolution 306 of 2023 adopted** by a roll call vote: Yes: 20 No: 0 Absent: 5

**FP-6** Legislator Martino offered a resolution entitled, **RESOLUTION AUTHORIZING THE AMENDMENT OF THE MANAGEMENT COMPENSATION PLAN**

**Resolution 307 of 2023 adopted** by a roll call vote: Yes: 20 No: 0 Absent: 5

**FP-7** Legislator Martino offered a resolution entitled, **RESOLUTION AUTHORIZING BUDGET MODIFICATION TO INCREASE OTHER EQUIPMENT FOR FIXED ASSET MONITORING**

**Resolution 308 of 2023 adopted** by a roll call vote: Yes: 20 No: 0 Absent: 5

**FP-8** Legislator Martino offered a resolution entitled, **RESOLUTION ESTABLISHING CAPITAL PROJECT NO. 1523 – CLEAR BALLOT VOTING MACHINES**

Legislator Martino made a motion to amend the resolution title to read RESOLUTION AUTHORIZING ACCEPTANCE OF ADDITIONAL TIER GRANT FUNDING AND ESTABLISHING CAPITAL PROJECT NO. 1523 – CLEAR BALLOT VOTING MACHINES, Leg. Greco seconds.

Motion **passed** by a voice voter: Yes: 20 No: 0 Absent: 5

**Amended Resolution 309 of 2023 adopted** by a roll call vote: Yes: 20 No: 0 Absent: 5

Leg. House made a motion to waive the rules for Resolutions EP-1 and IT-9, Leg. Twiss seconds.

Motion **passed** by a voice vote: Yes: 20 No: 0 Absent: 5

**EP-1** Legislator Chesbro offered a resolution entitled, **RESOLUTION AUTHORIZING THE COMMENCEMENT OF A PHASE II ENVIRONMENTAL ASSESSMENT STUDY ON CERTAIN COUNTY PROPERTY LOCATED IN THE VILLAGE OF CLEVELAND**

**Resolution 310 of 2023 adopted** by a roll call vote: Yes: 20 No: 0 Absent: 5

**IT-9** Legislator House offered a resolution entitled, **RESOLUTION AUTHORIZING THE COUNTY HIGHWAY SUPERINTENDENT TO ENTER INTO SNOW AND ICE AGREEMENTS ON CERTAIN TERMS**

**Resolution 311 of 2023 adopted** by a voice vote: Yes: 20 No: 0 Absent: 5

### **UNFINISHED BUSINESS**

None.

### **MISCELLANEOUS BUSINESS**

Leg. Castiglia asked to be on the team for redistricting several months ago, he would like to be involved from the beginning moving forward.

Leg. House commented that a meeting was going to happen after the legislative meeting, but David Turner was unavailable.

Leg. Twiss made a motion to enter Executive Session, multiple seconds.

Vote: Unanimous, motion carried.

Entered Executive Session at 3:56 p.m.

### **EXECUTIVE SESSION**

Discussed the proposed acquisition, sale or lease of real property

Leg. Karasek motions to exit Executive Session, Leg. Kline seconds.

Vote: Unanimous, motion carried.

Exit Executive Session at 4:12 p.m.

## **ADJOURNMENT**

Legislator Castiglia motioned to adjourn, multiple seconds.

Vote: Unanimous, motion carried

Legislature adjourned at 4:12 p.m.

## **PUBLIC COMMENT PERIOD**

None.

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Betsy Sherman-Saunders  
Clerk of the Legislature

# OSWEGO COUNTY LEGISLATIVE MINUTES

DRAFT



SPECIAL MEETING

OSWEGO COUNTY, NEW YORK

**Date/ Time:** September 15, 2023, at 10:00 am

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

## CALL TO ORDER

A Special Meeting of the Oswego County Legislature was called to order at 10:00 am by Chairman James Weatherup with the Clerk of the Legislature Present.

Roll Call was taken with all legislators present except Leg. Reehil, Martino, Bombardo, Kline, Twiss, Schadt and Solowy.

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

## RESOLUTIONS AND MOTIONS

**SM-1** Legislator House offered a resolution entitled **RESOLUTION ACCEPTING A GRANT OFFER FROM AND AUTHORIZING EXECUTION OF AN AGREEMENT WITH THE FEDERAL AVIATION ADMINISTRATION CONCERNING THE OSWEGO COUNTY AIRPORT, AIRPORT IMPROVEMENT PROGRAM, AIP PROJECT NUMBER: 3-36-0031-057-2023**

**Resolution 312 of 2023 adopted** by a voice vote: Yes: 17 No: 1 Absent: 7  
(Leg. Castiglia in opposition)

## ADJOURNMENT

Legislator Karasek motioned to adjourn, multiple seconds.  
Vote: Unanimous, motion carried  
Legislature adjourned at 10:11 am.

## PUBLIC COMMENT

None.

DRAFT

Betsy Sherman-Saunders  
Clerk of the Legislature

# OSWEGO COUNTY LEGISLATIVE MINUTES

DRAFT



SPECIAL MEETING

OSWEGO COUNTY, NEW YORK

**Date/ Time:** September 26, 2023, at 4:30 pm

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

## CALL TO ORDER

A Special Meeting of the Oswego County Legislature was called to order at 4:31 pm by Chairman James Weatherup with the Clerk of the Legislature Present.

Roll Call was taken with all legislators present except Leg. Martino, Bombardo, Kline, Twiss, Schadt and Mangano.

The Pledge of Allegiance was led by Chairman Weatherup.

## RESOLUTIONS AND MOTIONS

**SM-1** Chairman Weatherup offered a resolution entitled **RESOLUTION APPROVING THE EXTENSION OF A CONSULTING AGREEMENT WITH ALEX BOGAWITCH CONCERNING THE ATTIS ETHANOL FULTON PROPERTY**

**Resolution 313 of 2023 adopted** by a voice vote: Yes: 19 No: 0 Absent: 6

**SM-2** Chairman Weatherup offered a resolution entitled **RESOLUTION AUTHORIZING THE CHAIR OF THE LEGISLATURE TO EXECUTE A THIRD AMENDED STIPULATION ON CERTAIN TERMS WITH HIGHSCORE CAPITAL, LLC REGARDING ATTIS ETHANOL, LLC TAX DELINQUENT PARCELS AND RELATED DOCUMENTS**

**Resolution 314 of 2023 adopted** by a voice vote: Yes: 19 No: 0 Absent: 6

## PUBLIC COMMENT

None.

## ADJOURNMENT

Legislator Karasck motioned to adjourn, multiple seconds.

Vote: Unanimous, motion carried

Legislature adjourned at 4:36 pm.

DRAFT

Betsy Sherman-Saunders  
Clerk of the Legislature



**RESOLUTION NO.**

October 12, 2023

**A RESOLUTION FIXING TIME AND PLACE FOR PUBLIC HEARING  
RELATIVE TO PROPOSED COUNTY OF OSWEGO LOCAL LAW NO. 4 OF THE  
YEAR 2023 ENTITLED A LOCAL LAW AMENDING LOCAL LAW NUMBER 1  
OF 2022 REGARDING INCOME QUALIFICATIONS FOR PARTIAL TAX  
EXEMPTIONS ON CERTAIN REAL PROPERTY OWNED BY ELIGIBLE  
PERSONS 65 YEARS OF AGE OR OVER**

By Legislator David Holst:

UPON the recommendation of the Government, Courts & Consumer Affairs  
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 Number 4 of 2023, entitled "A LOCAL LAW  
AMENDING LOCAL LAW NUMBER 1 OF 2022 REGARDING INCOME  
QUALIFICATIONS FOR PARTIAL TAX EXEMPTIONS ON CERTAIN REAL  
PROPERTY OWNED BY ELIGIBLE PERSONS 65 YEARS OF AGE OR OVER" on the  
9<sup>th</sup> day of November, 2023, at 2:00 o'clock, in the afternoon of said day at the Oswego  
County Legislative Chambers, County Office Building, 46 E. Bridge Street, Oswego, New  
York 13126; 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:**



## OSWEGO COUNTY DEPARTMENT OF REAL PROPERTY TAX SERVICES

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Corey Metz  
Director

September 19, 2023

### Informational Memorandum

**Subject:** Amending Local Law 1 of 2022 Regarding Income Calculations for the Senior Exemption

**Background:** Oswego County currently offers through Local Law 1 of 2022 a 50% exemption from real property taxes for primary residences owned by persons 65 and older who have a gross household income below an income scale that ranges from \$29,000 - \$37,400. The 2023-24 NYS Executive Budget changed the definition of "income" for this exemption to no longer use total gross income, but instead use FAGI (Federal Adjusted Gross Income) as the base income subject to other modifications.

Oswego County's existing Local Law 1 of 2022 uses the old definition of "income" and should be amended to remain consistent with Real Property Tax Law and avoid confusion for seniors applying for this exemption next year.

At the August meeting of the Oswego County Assessor's Association this change was discussed and the consensus on how to calculate the income is what is contained in the amended Section 3 paragraph (b).

**Proposal:** Pass a local law to update Local Law 1 of 2022 Section 3 entitled "Income Qualifications" to match the new State language for income calculations.

This local law amendment requires a public hearing, which should be set for the November Legislative Meeting.

**Fiscal Impact:** None.

**Recommendation:** Approve.

**COUNTY OF OSWEGO  
LOCAL LAW No.: 4 OF 2023  
ENTITLED A LOCAL LAW  
AMENDING LOCAL LAW NUMBER 1 OF 2022 REGARDING  
INCOME QUALIFICATIONS FOR PARTIAL TAX EXEMPTIONS  
ON CERTAIN REAL PROPERTY OWNED BY ELIGIBLE  
PERSONS 65 YEARS OF AGE OR OVER**

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

**Section 1. Title and Legislative Findings.**

(a) The Oswego County Legislature has, heretofore, passed County of Oswego Local Law Number 1 of 2022 concerning granting a partial real property tax exemption for eligible persons sixty-five (65) years of age or older, based upon certain income qualifications, pursuant to Real Property Tax Law §467, as amended. This Local Law shall be titled as follows: “A Local Law Amending Local Law Number 1 of 2022 Regarding Income Qualifications for Partial Tax Exemptions on Certain Real Property Owned By Eligible Persons 65 Years of Age or Over.”

(b) This body finds it both necessary and convenient to amend section 3 of Local Law Number 1 of 2022, as concerns income qualifications only, in light of changes to Real Property Tax Law §467 while continuing the rest and remainder of Local Law Number 1 of 2022 in full force and effect.

**Section 2. Amendment to Section 3 of Local Law Number 1 of 2022.**

Section 3 of Local Law Number 1 of 2022 be, and is hereby, **AMENDED** in its entirety to read as follows:

**Section 3. Income Qualifications.**

(a) The “applicable income tax year” as used herein shall mean the second most recent calendar year.

(b) The term “income” as defined herein shall mean “adjusted gross income” for federal income tax purposes as reported on an applicant’s federal or state income tax return for the applicable income tax year, as defined in and as is subject to any subsequent amendments to Real Property Tax Law § 467(3)(iv), *et seq.*; provided, however, if no such tax return was filed for the applicable income tax year, the applicant’s income shall be determined based on the amounts that would have so been reported if such a return had been filed; and provided further, that when determining income for purposes of this section, the following conditions shall be applicable:

(1) any Social Security benefits not included in such federal adjusted gross income shall be considered income;

(2) distributions received from an individual retirement account or individual retirement annuity that were included in the applicant's federal adjusted gross income shall be considered income and shall not be excluded;

(3) any tax-exempt interest or dividends that were excluded from the applicant's federal adjusted gross income shall be considered income;

(4) any losses that were applied to reduce the applicant's federal adjusted gross income (AGI) shall be subject to the following limitations:

(A) the net amount of loss reported on federal schedules C, D, E, or F shall not exceed three thousand dollars (\$3,000) per any given schedule,

(B) the net amount of any other separate category of loss shall not exceed three thousand dollars (\$3,000), and

(C) the aggregate amount of all losses shall not exceed fifteen thousand dollars (\$15,000).

(c) Where title is vested in a married person, the combined income of such person and such person's spouse may not exceed such sum, except where one spouse or ex-spouse is absent from the property as provided in subparagraph (c)(2) of Section 4 of this local law, then only the income of the spouse or ex-spouse residing on the property shall be considered and may not exceed such sum.

(d) No exemption shall be granted hereunder if the income of the owner or the combined income of the owners of the property for the applicable income tax year exceeds the sum provided in Section 2 of this local law.

### **Section 3. Severability.**

If the provisions of any section, subsection, paragraph, sentence, subdivision, clause, phrase or provision of this local law shall be, for any reason, held or adjudged invalid or unconstitutional by a court of competent jurisdiction, such order or judgment shall not affect or invalidate the validity and enforceability of the remainder of any section, subsection, paragraph, sentence, subdivision, clause, phrase or provision of this local law.

### **Section 4. SEQRA Determination.**

This Legislature, being the State Environmental Quality Review Act (SEQRA) lead agency, hereby finds and determines that this local law constitutes a Type II action pursuant to Section 617.5(c) (26), and (33) of Title 6 of the New York Code of Rules and Regulation (6 NYCRR) and within the meaning of Section 8-0109(2) of the New York State Environmental Conservation Law as a promulgation of regulations, rules, policies,

procedures, and legislative decisions in connection with continuing agency administration, management and information collection. The Clerk of the County Legislature be, and is hereby, directed to circulate any appropriate SEQRA notices of determination of non-applicability or non-significance in accordance with this law.

**Section 5.     Effective Date.**

This local law shall take effect immediately upon its adoption.

**RESOLUTION NO.**

October 12, 2023

**RESOLUTION AUTHORIZING TRANSFER OF ADDITIONAL FUNDS OF  
\$412,277 FROM THE FUND BALANCE A159900 TO THE ASSIGNED COUNSEL  
OFFICE LEGAL FEES A1170 OBJECT 543300**

By Legislator David Holst:

WHEREAS, the Assigned Counsel budget has \$398,376 left in the 2023 budget for legal fees (A1170 Object 543300) as of September 19, 2023. There are ten (10) pay periods left until the 2024 funds get released the first week of February. The average cost for each pay period to date is \$81,065, which would require \$810,653 for the balance of the fiscal year. This leaves the ACP with an anticipated \$412,277 shortfall. As projected, there are only funds available for five (5) pay periods (until November 16, 2023) when additional funds will be required. The Assigned Counsel Office budget does not have other funds available to move to the 543300 line, so the additional funds are being requested from the fund balance a159900; and

WHEREAS, this shortfall is due in part to New York State having passed legislation increasing the legal fee for attorneys effective April 1, 2023, and in part to the budget having been created anticipating a decrease in legal fees for the Assigned Counsel plan when the Public Defender office opened. The Public Defender is beginning to take cases in the courts but there has not yet been an effect on the Assigned Counsel Plan budget; and

WHEREAS, The State is responsible for \$41.50 per hour for the increased rate after April 1, 2023. The estimated amount the State will reimburse the County from the requested additional funds is \$50,000. Many of the vouchers expected to be paid through the end of the year have service hours that pre-date the increased rate so the State would not be reimbursing any portion of those vouchers; and

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

RESOLVED, that \$412,277 be transferred from the Fund Balance a159900 to the Assigned Counsel Office Legal Fees line (A1170 Object 543300); and be it further

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

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

**TO:** David M. Holst, Chair, Government, Courts and Consumer Affairs

**FROM:** Sara E. Davis, Esq., Administrator, Assigned Counsel Plan

**DATE:** September 19, 2023

**RE:** Transfer additional funds

#### **INFORMATIONAL MEMORANDUM**

**SUBJECT:** Transfer Additional Funds of \$412,277 from the fund balance A159900 to the Assigned Counsel Office Legal Fees A1170 Object 543300.

**BACKGROUND:** The Assigned Counsel budget has \$398,376 left in the 2023 budget for legal fees (A1170 Object 543300) as of September 19, 2023. There are ten (10) pay periods left until the 2024 funds get released the first week of February. The average cost for each pay period to date is \$81,065, which would require \$810,653 for the balance of the fiscal year. This leaves the ACP with an anticipated \$412,277 shortfall. As projected, there are only funds available for five (5) pay periods (until November 16, 2023) when additional funds will be required. The Assigned Counsel Office budget does not have other funds available to move to the 543300 line so the additional funds are being requested from the fund balance A159900.

**FISCAL IMPACT:** This is an additional \$412,277 expense to the Assigned Counsel Plan with an anticipated offset of \$50,000 from the State, leaving a projected net fiscal impact of \$362,277. This is for 2023 only and it is anticipated that the Public Defender Office will be covering the majority of the criminal cases in 2024 so there is no expected fiscal impact in 2024.

**RECOMMENDATION:** Transfer \$412,277 from the Fund Balance A159900 to the Assigned Counsel Office Legal Fees line (A1170 Object 543300).

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

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<i>Pauch</i>	<i>10 223</i>
COUNTY ADMINISTRATOR	DATE
<i>Wane H. H.</i>	<i>10-2-23</i>
CHAIRPERSON	DATE

*DIRECTOR OF HUMAN RESOURCES	DATE
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COUNTY TREASURER

**\*If Personnel Services are impacted**



**RESOLUTION NO.**

October 12, 2023

**RESOLUTION AUTHORIZING THE RECLASSIFICATION OF ONE POSITION  
IN PUBLIC DEFENDER'S OFFICE**

By Legislator David Holst:

WHEREAS, in order to better reflect the duties and responsibilities required of the personnel who assist the Public Defender in leading staff and operations within the Public Defender's Office; and

WHEREAS, Position # A117111307 is currently classified as an Assistant Public Defender to defend clients accused of crimes in court; and

WHEREAS, the proposed restructuring within the office to provide for another Senior Assistant Public Defender to aid in the mission of representing clients in court has been reviewed by the Director of Human Resources with a recommendation to reclassify the position to the title of Senior Assistant Public Defender; and

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

RESOLVED, that position # A117111307, Assistant Public Defender, Grade 70, in the Management Personnel Compensation Plan be reclassified to Senior Assistant Public Defender, Grade 80, in the Management Personnel Compensation Plan; 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:**

## INFORMATIONAL MEMORANDUM

- Subject:** Request for authorization to modify the Public Defender's Department budget to include reclassification of one Assistant Public Defender position (Grade 70), Management Personnel Compensation Plan, to one Senior Assistant Public Defender position (Salary Grade 80), Management Compensation Plan.
- Purpose:** Public Defender's Office is a newly established office. In order for it to fulfill its mission, it is critical that an extra attorney with supervisory capability and experience to match be hired to assist this department in its goal of providing adequate representation before the courts.
- Summary:** The opportunity exists to better serve clients that are represented by the Public Defender's office in that additional supervision of already hired staff will increase this office's ability to serve those arrested in this county who are unable to afford their own legal representation.
- Recommendation:** To authorize the proposed modification of the Public Defender's budget to include the reclassification of one Assistant Public Defender to that of one Senior Assistant Public Defender.
- Fiscal Impact:** There will be no fiscal impact as the proposed pay for the Senior Assistant Public Defender position will be absorbed by this office's current budget.

## POSITION REQUEST/DELETE BUDGET FORM

**DEPARTMENT:**

**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: Assistant Public Defender 2. Position #: 5

3. Present Salary/Hourly Rate: 72,969 Grade: 70

4. Requested Title: Senior Assistant Public Defender

5. Requested Salary: 126358

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

b. Management or OCPA – Salary Requested:	126358	Grade:	80
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6. Percent of Federal and/or State Reimbursement: 100 Fringe Reimbursed: ☒ Yes ☐ No

7. Justification of Need (use additional sheets as necessary): Public Defenders Office is in need of additional attorneys with supervisory capabilities to help guide other personnel in this office in their mission of providing legal representation to the indigent persons arrested within this county. As this office grows, it needs the flexibility of having experienced attorneys to assist with supervision of cases and handling of cases to the highest standard of care.

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

**C. POSITION DELETION**

1. Title to be Deleted: Assistant PD

2. Position # 5

3. Salary Savings: 0

4. Reason for Deletion:

Office requires additionally attorney with capapbilty to provide supervisory guidance to hired attorneys working within this office

7/23/19

-OVER-

(page 1 of 4)

7/23/19

(page 2 of 4)

**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

DIVISION, UNIT, OR WORK SECTION

LOCATION OF POSITION

S

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:

PERCENT OF  
WORK TIME

(Attach additional sheets if more space is needed)

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

NAME	TITLE	TYPE OF SUPERVISION

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

NAME	TITLE	TYPE OF SUPERVISION

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

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

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

Experience (list amount and type):

Essential knowledge, skills and abilities:

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:

**RESOLUTION NO.**

October 12, 2023

**RESOLUTION ACCEPTING GRANT AWARD FROM THE NYS DIVISION OF  
CRIMINAL JUSTICE SERVICES AID TO PROSECUTION GRANT**

By Legislator Marc Greco:

WHEREAS, the State of New York implemented bail and discovery reforms in criminal proceedings as of January 1, 2020, which has resulted in the District Attorney's Office incurring additional expenses related to the implementation of these reforms; and

WHEREAS, the attorneys who work in the District Attorney's Office must now perform significantly more work to comply with the additional requirements imposed by discovery reforms; and

WHEREAS, prosecutors have been leaving District Attorney's Offices across the state in record numbers due to the increased job demands, creating an extremely competitive market for experienced attorneys; and

WHEREAS, the County recognizes that prosecutors must be fairly and meaningfully compensated so that the District Attorney's Office can recruit and retain experienced and highly qualified attorneys to serve as prosecutors; and

WHEREAS, the New York State Division of Criminal Justice Services (DCJS) has notified Oswego County that it has been awarded an Aid to Prosecution Grant in the amount of \$422,800 for the state fiscal year 2023-24 (4/1/23 to 3/31/24), which must be made available to the District Attorney's Office to help offset the cost of prosecutorial services; and

WHEREAS, a resolution is both necessary and desirable; and

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

RESOLVED, that the Oswego County Treasurer be and hereby is authorized to accept and receive \$422,800 from the NYS Division of Criminal Justice Services under the Aid to Prosecution grant program on behalf of the County of Oswego; and be it further

RESOLVED, that the Oswego County Treasurer is hereby directed to designate and allocate the \$422,800 in grant money as revenue in the District Attorney's Office budget, apportioned across the 2023 and 2024 budgets in conformity with the grant period, to be used by the District Attorney's Office for prosecutorial services, including Salary and Wages for prosecutors.

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

**YES:**

**NO:**

**ABSENT:**

**ABSTAIN:**



Public Safety Center  
39 Churchill Road  
Oswego, New York 13126

TELEPHONE: (315) 349-3200  
FAX: (315) 349-3212

## Office of the District Attorney

**Matthew J. Bell**  
**Courtney M. Venditte**  
Senior Assistant  
District Attorneys

**MARK MOODY**  
ACTING DISTRICT ATTORNEY/CORONER

**Jason R. Delano**  
Investigator

DATE: September 18, 2023  
TO: Public Safety Committee  
FROM: Mark Moody, Acting District Attorney

### INFORMATIONAL MEMO

SUBJECT: DCJS Aid to Prosecution Grant

PURPOSE: To Accept a Grant from DCJS

SUMMARY: The NYS Division of Criminal Justice Services (DCJS) recently notified Oswego County that we have been awarded \$422,800 under the state's aid to prosecution program for SFY 2023-24.

The grant covers the period between April 1, 2023 and March 31, 2024.

Per the Grant Award Notice, copy attached, Oswego County will not receive a grant contract for this funding. Instead, money will be automatically disbursed to the county in one payment.

Per the Grant Award Notice, the funding assistance is being provided to help offset the cost of prosecutorial services and is being disbursed for use by the District Attorney's Office.

### RECOMMENDED

ACTION: It is respectfully recommended that the Public Safety Committee accept the grant and authorize the County Treasurer to receive the grant funds and disburse the same for use by the District Attorney's Office.





**Division of Criminal  
Justice Services**

**KATHY HOCHUL**  
Governor

**ROSSANA ROSADO**  
Commissioner

**DEAN DEFRUSCIO**  
Deputy Commissioner

## Grant Award Notice

August 24, 2023

The Division of Criminal Justice Services (DCJS) is pleased to advise you that your county will receive funding under the State's Aid to Prosecution Program for State Fiscal Year (SFY) 2023-24.

<b>Project Name:</b>	<b>Oswego County District Attorney Aid to Prosecution Program</b>	<b>Award Amount:</b>	<b>\$422,800</b>
<b>Budget:</b>	<b>SFY 2023-24</b>	<b>Term Dates:</b>	<b>April 1, 2023 to March 31, 2024</b>

### Additional Information:

We are pleased to inform you that Governor Kathy Hochul secured an additional \$40 million in the SFY 2023-2024 Budget to assist in county prosecution efforts. Your SFY 2023-24 Aid to Prosecution Program award to support your respective district attorney's office is consistent with the appropriation amounts enacted for this purpose in the State Budget.

Please note that you will not receive a DCJS grant contract for this funding; rather, money will be automatically disbursed to the county in one payment. The county shall subsequently and promptly make this funding available to the respective district attorney's office. Consistent with the appropriation, this funding assistance is being provided to help offset the cost of prosecutorial services that your county has and will incur for the period of April 1, 2023 to March 31, 2024.

To streamline processing and facilitate timely distribution of funds, the DCJS Office of Financial Services will disburse your planned payment directly to your county for use by the respective district attorney's office.

If you have any questions on this award, please contact:

**Nadia Rockwell**  
DCJS Associate Budgeting Analyst  
NYS Division of Criminal Justice Services, Finance Office  
(518) 485-0091 or [nadia.rockwell@dcjs.ny.gov](mailto:nadia.rockwell@dcjs.ny.gov)

Thank you for your continued partnership to help keep New Yorkers safe and ensure a justice system that works for all.

**COUNTY OF OSWEGO  
BUDGET MODIFICATION REQUEST**

[illegible]

<div style="border: 1px solid black; width: 100px; height: 40px; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> <div> <p><i>M. J. [Signature]</i></p> <p>DEPARTMENT HEAD</p> </div> <div> <p>10/5/23</p> <p>DATE</p> </div> </div>	<div style="display: flex; justify-content: space-between;"> <div> <p><i>[Signature]</i></p> <p>COUNTY ADMINISTRATOR</p> </div> <div> <p>10/2/23</p> <p>DATE</p> </div> </div>
<p>*DIRECTOR OF HUMAN RESOURCES</p>	<p>CHAIRPERSON</p>

**\*If Personnel Services are impacted**

**RESOLUTION NO.**

October 12, 2023

**RESOLUTION AUTHORIZING THE OSWEGO COUNTY EMERGENCY  
MANAGEMENT OFFICE TO ACCEPT A DONATION FROM BROOKFIELD  
RENEWABLE**

By Legislator Marc Greco,

WHEREAS, Brookfield Renewable has a commitment to support public safety initiatives; and

WHEREAS, the Oswego County Emergency Management Office has been awarded a donation of support of \$5,000.00 for the county drone program to support community public safety initiatives; and

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

RESOLVED, that the County accepts the donation in support of the drone program; and be it further

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

**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

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

**Cathee Palmitesso, Director**

Email: Cathleen.Palmitesso@OswegoCounty.com

### **Informational Memorandum**

Date: October 2, 2023

To: Members of the Public Safety Committee, Oswego County Legislature

From: Cathee Palmitesso, Director

Subject: Request for approval to accept \$5,000 from Brookfield Renewable to support the county drone program.

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**Purpose:** Request to accept funding and place in the drone other equipment budget line. Please refer to attached budget modification for the specific details.




**Summary:** The Oswego County EMO has received notification that Brookfield Renewable is providing \$5,000.00 to support the county drone program. This funding will be used to acquire additional equipment and supplies to support the county drone public safety initiatives.

**Recommended**

**Action:** The Emergency Management Office would respectfully request the members of the Public Safety Committee and Oswego County Legislature to accept this funding from Brookfield Renewable.

**COUNTY OF OSWEGO  
BUDGET MODIFICATION REQUEST**

[illegible]

<p>  </p> <p> <b>DEPARTMENT HEAD</b> </p>	<p> 10/5/23 </p> <p> <b>DATE</b> </p>
<p>  </p> <p> <b>COUNTY ADMINISTRATOR</b> </p>	<p> 10/22/23 </p> <p> <b>DATE</b> </p>
<p>  </p> <p> <b>CHAIRPERSON</b> </p>	<p> 10/12/23 </p> <p> <b>DATE</b> </p>

**\*If Personnel Services are impacted**

**RESOLUTION NO.**

October 12, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION FOR THE EMERGENCY  
MANAGEMENT OFFICE TO ACCEPT FUNDING FROM THE DEPARTMENT OF  
HOMELAND SECURITY AND EMERGENCY SERVICES (DHSES) FOR FY2023  
STATE HOMELAND SECURITY PROGRAM (SHSP)**

By Legislator Marc Greco,

WHEREAS, Oswego County has been awarded \$166,445.00 in grant funding from New York State Division of Homeland Security and Emergency Services (DHSES) under the FY2023 State Homeland Security Grant Program; and

WHEREAS, the Oswego County Emergency Management Office (EMO) has been authorized to administer this grant to stakeholders based on projects that were submitted and approved through the grant application; and

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

RESOLVED, that the County accept this funding and EMO be given the permission to begin the administration of the grant; and be it further

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

**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: October 12, 2023

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

From: Cathee Palmitesso, Director

Subject: Request for approval to accept \$166,445 in State Homeland Security Program (SHSP) FY2023 Grant Funding

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Summary: Oswego County has received notification from New York State Division of Homeland Security and Emergency Services (NYSDHSES) that the grant application submitted for the State Homeland Security Program (SHSP) FY2023 grant funding was successfully awarded to Oswego County in the amount of \$166,445.00. Funding for this initiative will cover the period of September 1, 2023, through August 31, 2026.

Purpose: The purpose of the grant is to support the implementation of New York State Homeland Security strategies that address the identified planning, organization, equipment, training, and exercise needs to prevent, protect against, mitigate, respond to, and recover from acts of terrorism and other catastrophic events.

As per Federal guidelines, at least 35 percent (\$58,256) of the award must be directed towards law enforcement terrorism prevention activities and 30 percent of the projects must be spent in support of the six (6) National Priority areas. These include Enhancing Information & Intelligence Sharing & Analysis, Enhancing the Protection of Soft Targets/Crowded Places, Combating Domestic Violent Extremism, Enhancing Community Preparedness & Resilience, Enhancing Cyber Security and Enhancing Election Security.

The work plan for this program was developed from projects that were submitted by stakeholders representing law-enforcement, fire/hazard, emergency medical services and others. Agencies requesting funding were given information regarding the grant requirements and constraints prior to submitting their requests. Specific projects were developed based on the requests and the application was submitted by the Oswego County EMO to NYSDHSES, NYS submitted the county's application to FEMA. A list of projects approved by the NYSDHSES is attached.

EMO respectfully requests acceptance of this funding and be given the permission to begin the administration of the grant. The attached budget modification reflects this request.

There is no local share attached to acceptance of these funds.

**Recommended  
Action:**

The Emergency Management Office recommends that the Public Safety and Finance and Personnel Committees and the legislature accept this SIISP Grant funding.



**State Homeland Security Grant Program (SHSP) FY 2022**

**Projects List**

**Law enforcement projects**

Sheriff's Department:	Training Munitions Mobile Computing Forensic Investigations	\$19,500
Oswego Police Dept./ Oswego Fire Dept.	Modular Vehicle Barrier (portion of cost)	\$21,000
Fulton Police Dept.	Mobile Computing	\$13,000
SUNY Oswego University Police	Mobile Computing	\$5,200


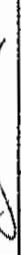
**Other agencies**

Fire Coordinator	I Am Responding service contract	\$24,376
County IT	Backup and Recovery toolset	\$22,000
Fulton Fire Dept.	Unmanned Aircraft System	\$1,300
Search and Rescue	Portable radios	\$13,500
Emergency Management	Plans update and maintenance WebEOC Phone system maintenance	\$46,569

## COUNTY OF OSWEGO

[illegible]

Donna Paol 10/5/23  
DEPARTMENT HEAD DATE

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	10/2/23
CHAIRPERSON	DATE

*DIRECTOR OF HUMAN RESOURCES		DATE
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**\*If Personnel Services are impacted**

**COUNTY TREASURER**

DATE \_\_\_\_\_

**RESOLUTION NO.**

October 12, 2023

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION FOR SHERIFF'S  
OFFICE OVERTIME**

By Legislator Marc Greco:

WHEREAS, ongoing vacancies, additional requests for jail transports and crime activities have created unanticipated overtime expenses; and

WHEREAS, seven Road Patrol positions have been filled but these positions are currently in the Oswego County Regional Police Academy and unable to fill Road Patrol duties until the completion of the Academy and Field Training; and

WHEREAS, in order to meet the safety needs of our community and protect the residents of the county, including incarcerated individuals, providing additional funds for overtime will allow the Sheriff's Office to meet current staffing requirements; and

NOW, upon recommendation of the Public Safety Committee of this body and with the recommendation of the Oswego County Sheriff; be it

RESOLVED, that the County Treasurer is hereby authorized to transfer funds from Salaries and Wages A3110-511000 and A3110-512000-CAPCT to A3110-512000 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:**



ADMINISTRATION  
(315) 345-3407  
FAX (315) 345-3450  
ROAD PATROL  
(315) 345-3411  
FAX (315) 345-3450  
CRIMINAL INVESTIGATION  
(315) 345-3414  
FAX (315) 345-3417

# OSWEGO COUNTY SHERIFF'S OFFICE

DONALD R. HILTON  
SHERIFF



JOHN P. TOOMEY  
UNDER-SHERIFF



CIVIL DIVISION  
(315) 345-3400  
FAX (315) 345-3410  
V.O.D. 582-7563  
JAIL DIVISION  
(315) 345-3399  
FAX (315) 345-3409

39 Churchill Road, Oswego, New York 13128-6613

## INFORMATIONAL MEMORANDUM

**DATE:** September 19, 2023

**SUBJECT:** Request to Increase Road Patrol Overtime Budget Modification

**PURPOSE:** The Oswego County Sheriff's Office request permission to transfer \$160,000 from A3110-511000 Salaries and Wages Reg and \$40,000 from A3110-512000-CAPCT into expenditure A3110-512000 Overtime Payments.

**SUMMARY:** Review and consideration is requested for the above budget modifications to transfer \$160,000 from A3110-511000 Salaries and Wages Reg along with \$40,000 from A3110-512000 Overtime Payments-CAPCT, into expenditure A3110-512000. This transfer is needed to cover unanticipated overtime expenses due in part to vacancies on Road Patrol. Seven positions have been filled but these positions are currently in the Oswego County Regional Police Academy and unable to fill Road Patrol duties until completion of the Academy and Field Training. There have also been increased overtime needs due to boosted patrols in response to crime activity and assistance to the Corrections Division with transports.

**ATTACHMENTS:**

1. Budget Modification
2. Resolution authorizing Budgetary Modification: Sheriff's Office Modification To Transfer Funds to Overtime Payments

## RECOMMENDED



**ACTION:** The Sheriff's Office recommends the approval of this budget modification to transfer funds to Overtime Payments.

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

[illegible]

*[Signature]* 10/5/23  
DEPARTMENT HEAD DATE

\_\_\_\_\_  
\*DIRECTOR OF HUMAN RESOURCES DATE

	10223
COUNTY ADMINISTRATOR	DATE 10/2/23
	DATE
CHAIRPERSON	

**\*If Personnel Services are impacted**

**COUNTY TREASURER**

**RESOLUTION NO.**

October 12, 2023

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION FOR SHERIFF'S  
OFFICE OVERTIME IN THE JAIL**

By Legislator Marc Greco:

WHEREAS, ongoing vacancies, additional needs for jail transports and minimum staffing have created unanticipated overtime expenses; and

WHEREAS, the Jail is currently operating at nearly full capacity but under-staffed with 10 vacant positions; and

WHEREAS, in order to meet the safety needs of our Corrections Staff and protect the residents of the county, including incarcerated individuals, providing additional funds for overtime in the Jail will allow the Sheriff's Office Corrections Division to meet current staffing requirements; and

NOW, upon recommendation of the Public Safety Committee of this body and with the recommendation of the Oswego County Sheriff; be it

RESOLVED, that the County Treasurer is hereby authorized to transfer funds from Temporary & Part-Time A3150-514000 to A3150-512000 Overtime Payments 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:**



ADMINISTRATION  
 (315) 343-7887  
 FAX: (315) 343-7468  
 ROAD PATROL  
 (315) 343-7411  
 FAX: (315) 343-7005  
 CRIMINAL INVESTIGATION  
 (315) 343-7218  
 FAX: (315) 343-7017

# OSWEGO COUNTY SHERIFF'S OFFICE

DONALD R. HILTON  
 SHERIFF



JOHN F. TOOMEY  
 UNDER-SHERIFF



CIVIL DIVISION  
 (315) 343-7402  
 FAX: (315) 343-7371  
 (315) 343-7393  
 JAIL DIVISION  
 (315) 343-7201  
 FAX: (315) 343-7345

39 Churchill Road, Oswego, New York 13126-6513

## INFORMATIONAL MEMORANDUM

**DATE:** September 19, 2023

**SUBJECT:** Request to Increase Overtime Budget Modification for Jail

**PURPOSE:** The Oswego County Sheriff's Office request permission to transfer \$82,628 from A3150-514000 Temporary & Part Time (Jail) into expenditure A3150-512000 Overtime Payments.

**SUMMARY:** Review and consideration is requested for the above budget modifications to transfer \$82,628 from A3150-514000 Temporary & Part Time (Jail) into expenditure A3150-512000 Overtime Payments. This transfer is needed to cover unanticipated overtime expenses due in part to vacancies in the Oswego County Jail and operating at nearly full capacity daily. The Jail is currently operating at minimum staffing and anytime a corrections officer is away for illness or vacation, staffing is impacted and the position must be covered.

**ATTACHMENTS:**

1. Budget Modification
2. Resolution authorizing Budgetary Modification: Sheriff's Office Modification To Transfer Funds to Overtime Payments in the Jail





## RECOMMENDED ACTION:

The Sheriff's Office recommends the approval of this budget modification to transfer funds to Overtime Payments.

**COUNTY OF OSWEGO  
BUDGET MODIFICATION REQUEST**

[illegible]

Q. S. 10/5/23.  
DEPARTMENT HEAD DATE  
\*DIRECTOR OF HUMAN RESOURCES DATE

	
COUNTY ADMINISTRATOR	CHAIRPERSON
	
DATE	DATE
10 2 23	10/2/23

**\*If Personnel Services are impacted**



**RESOLUTION NO.**

October 12, 2023

**RESOLUTION AUTHORIZING RECLASSIFICATION OF ONE (1)  
EMPLOYMENT ADVISOR TO ONE (1) EMPLOYMENT SPECIALIST  
ASSISTANT IN THE DEPARTMENT OF SOCIAL SERVICES**

By Legislator Roy Reehil:

WHEREAS, the Department of Social Services is mandated to provide employment related services to Financial Assistance recipients in accordance with 18NYCRR 385.9; and

NOW, 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 reclassify (1) Employment Advisor position to (1) Employment Specialist Assistant; and be it further

RESOLVED, that a certified copy of this resolution be delivered to the County Treasurer, Budget Office and Human Resources Director shall by 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 315.963.5000 • fax 315.963.5477

**Informational Memorandum**

**Date:** October 12, 2023

**To:** James Weatherup, Chairman of the Legislature  
Roy Reehil, Chair of Human Services Committee  
John Martino, Chair of Finance & Personnel Committee  
Phil Church, County Administrator

**From:** Stacy Alvord, Commissioner  
Marti Babcock, Deputy Commissioner

**Subject:** Reclassification of vacant Employment Advisor (CO-OP Grade 9) to Employment Specialist Assistant (CO-OP Grade 6)

**Summary:** **Reclassification of Employment Advisor (Co-Op Grade 9) to Employment Specialist Assistant (Co-Op Grade 6).** The recent resignation of an Employment Advisor provided opportunity to assess current job duties and determine ongoing need based on current needs within the team. There is currently 1 Employment Advisor position within Employment Services with no additional position to provide backup or to allow the addition of duties that may otherwise be handled by a higher-level position of Employment Specialist. With the reclassification of this position, the team will have 2 Employment Specialist Assistants and we will be able to move some duties away from Employment Specialist.

**Recommended**

**Action:** The Department of Social Services Respectfully recommends the Human Services Committee, the Finance & Personnel Committee and the Legislature approve the staff changes as outlined above.

**The following summary provides the financial impact to the budget for the change we are recommending:**

Reclass of Employment Advisor to Employment Specialist Assistant	10/16-12/31 Current wages	Proposed 10/16 - 12/31	Difference	State/Fed Reimbursement Diff	10/16 - 12/31/23 Local Share Diff
Remainder of 2023 = 55 workdays/holidays	\$9,394	\$7,046	-\$2,349	-\$1,761	-\$587
Total 2024 budget impact	\$40,825	\$34,571	-\$6,254	-\$4,690	-\$1,563

## POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: DSS

DIVISION/UNIT (NUMBER):

6292

### 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).

### RECLASSIFICATION REQUEST

1. Present Title: Employment Advisor 2. Position #: 629274102

3. Present Salary/Hourly Rate: \$21.61 Grade: 9

4. Requested Title: Employment Specialist Assistant

5. Requested Salary:

a. Bargaining Unit: CO-OP Hourly Rate: \$18.30 Grade: 6

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

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

7. Justification of Need (use additional sheets as necessary): *The manager responsible for combining WtW and AP is looking for ways to better support the work of the unit and streamline job titles and processes. The duties that are planned for this position will not require the level of work assigned to an Employment Advisor, so we are seizing the opportunity to downgrade the title as this line was recently vacated. The employee that just resigned the title was the last Employment Advisor in the department.*

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**  
Employment & Training

**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:** *Employment Specialist Assistant*

**PERCENT OF  
WORK TIME**

15	<i>Assists clients in completing necessary forms and obtaining eligibility information and proofs, and documents in the case record</i>
10	<i>Assesses information provided by applicants for referral to Employment Specialist</i>
15	<i>Contacts clients to obtain routine information for periodic review, quarterly verification process, follow-ups, and retention studies</i>
15	<i>Identifies target group characteristics and checks Welfare Management System (WMS) for current status of client</i>
10	<i>Administers interest and aptitude exams</i>
10	<i>Assists in orientation and large group sessions</i>
15	<i>Explains programs and services to applicants in person, over the phone, or through letters</i>
10	<i>Reviews applications to determine completeness and accuracy and follows up for missing information</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
Karryn Anthony	Sr. Employment Specialist	Direct
Meghan Edwards (9/5)	Sr. Employment Specialist	Direct

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
Roberta Altimonda	Employment Specialist Assistant	Mexico

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

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

Experience (list amount and type): *Two (2) years of clerical experience supporting social service, employment, healthcare, or other closely related programs*

Essential knowledge, skills and abilities: *Knowledge of rules, regulations, and programs as they affect eligibility for and participation in local employment and training programs; office terminology, practices, and procedures; business arithmetic. Ability to communicate clearly; maintain records and reports; work with people in a supportive, non-threatening manner; understand and follow oral and written instructions*

Type of license or certificate required:

7. The above statements are accurate and complete.

Date: 10/2/23

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.**

October 12, 2023

**RESOLUTION AUTHORIZING RECLASSIFICATION OF TWO POSITIONS  
IN THE DEPARTMENT OF SOCIAL SERVICES**

By Legislator Roy Reehil:

WHEREAS, the Social Services Commissioner has identified the need to reclassify two (2) existing Typist positions to Community Service Workers to allow for streamlining of current job duties and to facilitate work duties in the HEAP Unit of the Assistance Programs Unit; and

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

RESOLVED, that two (2) Typist positions, 601024717 and 601024718, Grade three (3) in the CSEA Oswego County Local 838, be reclassified to Community Service Workers, Grade four (4) in the CSEA Oswego County Local 838; 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:** October 12, 2023

**SUBJECT:** Request for Reclassification of Two (2) Typist positions to Community Service Worker (CSW)

**SUMMARY:** DSS is gearing up for another HEAP season that promises to be extremely busy. We have had extremely limited luck in finding Typist candidates that are willing to work at our office in Mexico, and as a result, we are experiencing large gaps in coverage for processing and customer service. We were unable to hire any HEAP Typists in the 2022-23 HEAP season, and with vacancies in our year-round Typist positions, we will once again be in dire need of support staff to keep the program operating within state mandated timeframes.

We propose reclassifying the two (2) remaining Typist positions within our HEAP team so that we can streamline our work processes and better provide service. With support staff on the team working in the same title, workload can be more equitably distributed, and coverage can be more seamless. As the only Department that uses the title of CSW (school districts don't use it either), we have a much better opportunity to retain these staff and eventually promote them within the Unit into year-round positions.

**RECOMMENDED**

**ACTION:** The Department of Social Services recommends the Human Services Committee, Finance & Personnel Committee, and the Legislature approve the reclassification of two Typist positions to Community Services Worker. The increase in cost is outlined below. **These seasonal positions are 100% reimbursed with Federal/State funds.**

	Current Wage	Current Cost	Proposed Wage	Proposed Cost	Increase in Cost	Fed/State Reimburse	Local Share
10/9 - 12/31/23	16.03	\$13,465	16.57	\$13,919	\$454	100%	\$0
<b>2023 Total</b>		<b>\$13,465</b>		<b>\$13,919</b>	<b>\$454</b>	<b>100%</b>	<b>\$0</b>
1/1 - 3/31/24	16.51	\$13,868	17.07	\$14,339	\$471	100%	\$0
10/7 - 12/31/24	16.51	\$14,331	17.07	\$14,817	\$486	100%	\$0
<b>2024 Total</b>		<b>\$28,199</b>		<b>\$29,156</b>	<b>\$957</b>	<b>100%</b>	<b>\$0</b>



## POSITION REQUEST/DELETE BUDGET FORM

**DEPARTMENT:** DSS

**DIVISION/UNIT (NUMBER):** 6010

### 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: Typist 2. Position #: 601024717, 601024718

3. Present Salary/Hourly Rate: \$16.03 Grade: 3

4. Requested Title: Community Service Worker

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

a. Bargaining Unit: CO-OP Hourly Rate: \$16.57 Grade: 4

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

6. Percent of Federal and/or State Reimbursement: 100% Fringe Reimbursed: ☒ Yes ☐ No

7. Justification of Need (use additional sheets as necessary): *DSS is gearing up for another HEAP season that promises to be extremely busy. We have had extremely limited luck in finding Typist candidates that are willing to work at our office in Mexico, and as a result, we are experiencing large gaps in coverage for processing and customer service. We were unable to hire any HEAP Typists in the 2022-23 HEAP season, and with vacancies in our year-round Typist positions, we will once again be in dire need of support staff to keep the program operating with necessary timeliness.*

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:** *Community Service Worker*

**PERCENT OF  
WORK TIME**

20% *Manage the reception of incoming calls for HEAP and other integrated services, screening for emergencies, answering questions, providing information about internal and community services, and distributing the remainder of the calls to appropriate staff*

10% *Clear the team's voicemail and maintain a call log for all calls that need to be returned to callers that were unable to connect with an employee.*

10% *Review call logs, prioritize message based on emergent needs and return phone calls*

10% *Provide applicants with direction on how to apply for HEAP, the assembly of all required document and information*

20% *Gather applications and all required documentation for eligibility documentation and submit to Sr. SWE or SWE for review.*

10% *Collect necessary information from applicants that are calling with emergency shut-offs or no fuel so that their heat can be restored in a timely manner*

10% *Contact fuel vendors and National Grid to facilitate the delivery of fuel and electricity.*

10% *Interview walk-in HEAP applicants, receive all documentation for HEAP eligibility.*

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

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

NAME	TITLE	TYPE OF SUPERVISION
Susan Wallace	Senior Social Welfare Examiner	Direct

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

NAME	TITLE	TYPE OF SUPERVISION
NA		

5. Names and titles of persons doing substantially the same kind and level of work as will be done by the incumbent of this new position.

NAME	TITLE	LOCATION OF POSITION
Laurette Potter	Community Service Worker	Mexico
Danielle McIntyre	Community Service Worker	Mexico
Racchelle Chrisman	Community Service Worker	Mexico

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

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

Experience (list amount and type): *one (1) year of paid or volunteer experience, in a non-professional position supporting social service, employment, health care, or other community-based programs*

Essential knowledge, skills and abilities: *Knowledge of community resources and programs. Ability to interpret agency programs, goals, and eligibility requirements in language that promotes understanding of the agency; understand and follow oral and written instructions; present information clearly, both orally and in writing; and deal with difficult and/or uncooperative patients/clients.*

Type of license or certificate required:

7. The above statements are accurate and complete.

Date: 10/2/23

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.**

October 12, 2023

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION  
DEPARTMENT OF SOCIAL SERVICES 2023-2024 RENTAL SUPPLEMENT  
PROGRAM ALLOCATION ACCEPTANCE**

By Legislator Roy Reehil:

WHEREAS, the Department of Social Services provides vital rental assistance to individuals and families who are experiencing homelessness or facing imminent loss of housing through the Rental Supplement Program (RSP); and

NOW, upon recommendation of the Human Services Committee and Finance & Personnel Committee; be it

RESOLVED, that the County Treasurer be, and he is, authorized to transfer the funds to A6010-436890 RSP Revenue line and A6010.545500 Other Supplies and Expenses RSP budget line 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:**



COUNTY OF OSWEGO  
Department of Social Services

*Stacy Alvord, MSW*  
*Commissioner*

P.O. Box 1320 • Mexico, New York 13114  
phone 315.963.5000 • fax 315.963.5477

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**TO: Oswego County Legislature**  
**FROM: Stacy Alvord, Department of Social Services Commissioner**  
**DATE: October 12, 2023**  
**RE: Budget Modification – Accept Rental Supplement Program (RSP) allocation for SFY 2023-2024**

**INFORMATIONAL MEMORANDUM**

**SUBJECT:** Budget Modification accepting Rental Supplement Program (RSP) Allocation for SFY2023-24.

**BACKGROUND:** The Rental Supplement Program funds allow local districts to provide vital rental assistance to individuals and families who are experiencing homelessness or are facing an imminent loss of housing. Oswego County Department of Social Services has been allocated \$432,808 for the SFY of 2023-24.

**FISCAL IMPACT:** Increase the A6010.545500 Other Supplies & Expenses RSP budget line \$432,808 and increase the A6010.436890 RSP revenue line \$432,808. There will be no increase or decrease in the local share for 2023 or any future years due to the acceptance of these funds.

**RECOMMENDATION:** Approve this budget modification to accept the Rental Supplement Program SFY2023-24 allocation of \$432,808.

2023  
10/12/2023

\_\_\_\_\_  
 DEPARTMENT HEAD  
 \_\_\_\_\_  
 DATE 10/02/2023

\_\_\_\_\_  
 COUNTY ADMINISTRATOR  
 \_\_\_\_\_  
 DATE 10/2/23

**\*If Personnel Services are impacted**

COUNTY TREASURER

**RESOLUTION NO.**

October 12, 2023

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION AMENDMENT  
TO RESOLUTION NUMBER 173 DEPARTMENT OF SOCIAL SERVICES 2022-  
2023 RENTAL SUPPLEMENT PROGRAM ALLOCATION**

By Legislator Roy Reehil:

WHEREAS, the Department of Social Services was granted the Rental Supplement Program allocation to the incorrect revenue account number and has determined an amendment is required; and

NOW, upon recommendation of the Human Services Committee and Finance & Personnel Committee; be it

RESOLVED, that the County Treasurer be, and he is, authorized to transfer the funds from A6010-436890 Revenue line to A6010-436890 RSP line 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:**





COUNTY OF OSWEGO  
Department of Social Services

---

*Stacy Alvord, MSW*

*Commissioner*

P.O. Box 1320 • Mexico, New York 13114

phone 315.963.5000 • fax 315.963.5477

---

**TO: Oswego County Legislature**

**FROM: Stacy Alvord, Department of Social Services Commissioner**

**DATE: October 12, 2023**

**RE: CORRECTION of R#173 6/15/2023**

**INFORMATIONAL MEMORANDUM**

**SUBJECT:** A request to correct an account number from Resolution #173 from 6/15/2023.

**BACKGROUND:** A budget modification was granted to accept the Rental Supplement Program allocation for SFY2023-24. The budget modification that was submitted listed the incorrect revenue account number. It listed A6010.436890 and the correct account number is A6010.436890 RSP.

**FISCAL IMPACT:** Transfer the funds of \$432,808.00 from A6010-436890 Revenue line to A6010-436890 RSP line. There will be no increase or decrease in the local share for 2023 or any future years due to the acceptance of these funds.

**RECOMMENDATION:** Approve this correction to Resolution #173 by transferring the funds from A6010-436890 Revenue line to A6010-436890 RSP line.

2023  
10/12/2023

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

\_\_\_\_\_  
 DATE

*DIRECTOR OF HUMAN RESOURCES	DATE
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**COUNTY TREASURER**

**RESOLUTION NO.**

October 12, 2023

**RESOLUTION AUTHORIZING RECLASSIFICATION OF TWO POSITIONS  
IN THE DEPARTMENT OF SOCIAL SERVICES ADMINISTRATIVE UNIT**

By Legislator Roy Rechil:

WHEREAS, the Department of Social Services currently has one sole employee that currently processes all in-house Human Resource inquiries and payroll for all DSS staff; and

NOW, 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 reclassify one (1) existing Senior Administrative Services Assistant (CO-OP Grade 7, position 601032601) to one (1) Principal Administrative Services Assistant (CO-OP Grade 9) to allow for increased payroll quality assurance and compliance; and be it further

RESOLVED, the Social Services Commissioner has identified the need to reclassify one (1) existing Typist (CO-OP Grade 3, position 601024708) to one (1) Administrative Services Assistant (CO-OP Grade 6) to provide direct support to the department's Principal Administrative Services Assistant; 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:** October 12, 2023

**SUBJECT:** Request for Reclassification of One (1) Senior Administrative Services Assistant position (CO-OP Grade 7) to Principal Administrative Services Assistant (CO-OP Grade 9), and One (1) Typist (CO-OP Grade 3) to Administrative Services Assistant (CO-OP Grade 6)

**SUMMARY:** DSS currently has one sole employee that processes payroll and handles all in-house HR inquiries for 350+ employees. The duties of this position are at a high level of responsibility, as they carry with them the high consequence of error for the Department and its employees. Their duties require that they collaborate with managers and supervisors across the Department as well as with the Department of Human Resources to ensure all civil service rules are followed without error. The changeover to MUNIS ESS has created a lot more questions and errors across the department which require increased vigilance in the payroll process. This position will also be taking on additional personnel data reporting and training the Administrative Services Assistant to take on more of the payroll processing and management of HR paperwork so they can truly be a full back-up to the Principal when the Principal is out of office. This upgrade will also more effectively create a promotional path for the Administrative Services Assistant.

The currently vacant position of Typist within the Admin team has been unable to be filled, as has been seen repeatedly across the Department due to non-competitive wages. We are requesting that this position be upgraded to add depth to our Administrative Team staffing and allow for additional payroll, hiring and internal HR-related duties to be transferred and/or shared between the Principal and the Administrative Services Assistant to create more complete coverage and back-up. This small team of 2 is currently thrown into overwork and confusion when there is a vacancy, which happens frequently in the title of Typist.

**RECOMMENDED**

**ACTION:** The Department of Social Services recommends the Human Services Committee, Finance & Personnel Committee, and the Legislature approve the reclassification of one (1) Senior Administrative Services Assistant to

Principal Administrative Services Assistant, and one (1) Typist position to Administrative Services Assistant. The increase in cost, as outlined below, will be covered by unspent 2023 Salaries & Wages. **The costs of these upgrades will be budget neutral in 2023.**

<b>Sr Admin Services Asst to Principal</b>	<b>Current Wage</b>	<b>Current Cost</b>	<b>Proposed Wage</b>	<b>Proposed Cost</b>	<b>Increase in Cost</b>	<b>Fed/State Reimburse</b>	<b>Local Share</b>
10/9 - 12/31/23	\$21.16	\$8,887	\$23.70	\$9,954	\$1,067	75%	\$267
2024	\$21.79	\$39,963	\$24.41	\$44,768	\$4,805	75%	\$1,201

<b>Typist to Admin Services Asst</b>	<b>Current Wage</b>	<b>Current Cost</b>	<b>Proposed Wage</b>	<b>Proposed Cost</b>	<b>Increase in Cost</b>	<b>Fed/State Reimburse</b>	<b>Local Share</b>
10/9 - 12/31/23	16.03	\$6,732	\$18.30	\$7,686	\$954	75%	\$239
2024	16.51	\$30,280	\$18.85	\$34,571	\$4,291	75%	\$1,073

# POSITION REQUEST/DELETE BUDGET FORM

**DEPARTMENT:** DSS

**DIVISION/UNIT (NUMBER):** 6010

## 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: Sr Admin Services Assistant 2. Position #: 601032601

3. Present Salary/Hourly Rate: \$21.16 Grade: 7

4. Requested Title: Principal Admin Services Assistant

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

a. Bargaining Unit: CO-OP Hourly Rate: \$23.70 Grade: 9

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

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

7. Justification of Need (use additional sheets as necessary): *DSS currently has one sole employee that processes payroll and handles all in-house HR inquiries for 350+ employees. The duties of this position are at a high level of responsibility, as they carry with them high consequence of error for the Department and its employees. Her duties require her to collaborate with managers and supervisors across the Department as well as with the Department of Human Resources to ensure all civil service rules are followed without error. The changeover to MUNIS ESS has created a lot more questions and errors across the department which require increased vigilance in the payroll process.*

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**  
Administration

**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:** *Principal Admin Services Assistant*

**PERCENT OF  
WORK TIME**

25	<i>Request civil service lists and applications from HR; schedule employment interviews, advise internal management re: civil service status that may impact hiring, hire new employees; type and send various letters regarding interviews, hiring, terminations, etc.</i>
20	<i>Process payroll in MUNIS for 350+ employees - involves reviewing, correcting and advising employees across the department to ensure time is entered correctly and approved only one pay period at a time.</i>
5	<i>Create reports upon request and on scheduled basis regarding staffing to inform management team decisions re: resource allocation - vacancies, turn-over, FML/disability leaves, potential retirements</i>
5	<i>Provide background check packets to appropriate new candidates, and conduct outreach to Law Enforcement to obtain necessary records re: criminal history</i>
15	<i>Serve as resource to all employees to answer questions about timesheets, accruals, on-call, contract provisions, documentation required for medical leaves, civil service status, etc.</i>
10	<i>Serve as primary liaison with Dept of IIR regarding hiring, terminations, payroll, leaves of absence, etc.</i>
10	<i>Track status of all budgeted positions within the agency using Filepro database, MUNIS and employee card system</i>
5	<i>Maintain internal HR records in accordance with CO2 Records Retention and Disposition Schedule.</i>
5	<i>Oversee the maintenance of multiple databases of employee information, department evacuation lists, organizational charts, hyper-reach participants and groups</i>

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



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

NAME	TITLE	TYPE OF SUPERVISION
Marti Babcock	Deputy Commissioner	Direct

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

NAME	TITLE	TYPE OF SUPERVISION
TBD	Admin Services Assistant (proposed)	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
n/a		

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): *three (3) years of clerical or para-professional experience which involved explaining, verifying, and processing payroll and/or employee benefits information*

**Essential knowledge, skills and abilities:** *Knowledge of personnel and payroll policy/procedure; business math; methods used in maintaining financial records and reports; office terminology, procedures, equipment and business English. Ability to work under time constraints; communicate effectively, both orally and in writing; understand/follow oral and written instructions; prepare and maintain confidential and complex records and reports; develop and maintain effective working relationships; analyze and evaluate information; operate a computer and utilize common office software programs including word processing, spreadsheet and databases*

Type of license or certificate required:

7. The above statements are accurate and complete.

Date: 9/18/23

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:

# POSITION REQUEST/DELETE BUDGET FORM

**DEPARTMENT:** DSS

**DIVISION/UNIT (NUMBER):** 6010

## 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: Typist 2. Position #: 601024708

3. Present Salary/Hourly Rate: \$16.03 Grade: 3

4. Requested Title: Admin Services Assistant

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

a. Bargaining Unit: CO-OP Hourly Rate: \$18.30 Grade: 6

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

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

7. Justification of Need (use additional sheets as necessary): *This position will report directly to the Principal Admin Services Assistant that is solely responsible for payroll and all in-house HR inquiries and actions for 350+ employees. As a Typist level position, there is no possibility for true cross-training to provide adequate back-up for the Principal. It has also proven impossible to retain an employee in the position long-term. This position upgrade will allow the incumbent to process payroll in the Principal's absence and manage more of the hiring and on-boarding processes for new employees. The high demand for these duties over the past several months have left the Principal struggling to work a normal work schedule and manage all details.*

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**  
Administration

**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:** *Admin Services Assistant*

**PERCENT OF  
WORK TIME**

15 *Assist with securing and distributing civil service lists and applications from IIR;*

20 *Assist with all aspects of processing payroll in MUNIS - involves reviewing, correcting and advising employees across the department to ensure time is entered correctly and approved only one pay period at a time.*

10 *Send reminders to staff about when time must be entered into MUNIS, especially around holiday schedules.*

15 *Maintain multiple databases of employee information, department evacuation lists, organizational charts, hyper-reach participants and groups, update online floor plans and employee photo ID books*

10 *Serve as resource to all employees to answer questions about timesheets, accruals, and on-call*

10 *Schedule employment interviews and host interviewees;*

10 *Type and send various letters regarding interviews, hiring, terminations, etc.*

10 *Cross-train to serve as back-up to the Principal Admin Svcs Assistant and perform necessary duties in her absence.*

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

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

NAME	TITLE	TYPE OF SUPERVISION
Elizabeth King	Pr Admin Services Assistant (proposed)	Direct

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
n/a		

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

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

Experience (list amount and type): *three (3) years of clerical or para-professional experience which involved explaining, verifying, and processing payroll and/or employee benefits information*

**Essential knowledge, skills and abilities:** *Knowledge of personnel and payroll policy/procedure; business math; methods used in maintaining financial records and reports; office terminology, procedures, equipment and business English. Ability to work under time constraints; communicate effectively, both orally and in writing; understand/follow oral and written instructions; prepare and maintain confidential and complex records and reports; operate a computer and utilize common office software programs including word processing, spreadsheet and databases*

Type of license or certificate required:

7. The above statements are accurate and complete.

Date: 9/18/23

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.**

October 12, 2023

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION  
DEPARTMENT OF SOCIAL SERVICES-FURNITURE AND FURNISHINGS FOR  
REMAINDER OF 2023 CALENDAR YEAR**

By Legislator Roy Reehil:

WHEREAS, the Department of Social Services has identified a need to purchase replacement furniture for 18 interview booths and various staff furnishings throughout the Agency; and

NOW, upon recommendation of the Human Services Committee and Finance & Personnel Committee; be it

RESOLVED, that the County Treasurer be, and he is, authorized to transfer the funds from A6010.511000 ADMIN Salaries and Wages to A6010.521000 Furniture and Furnishings 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:**



COUNTY OF OSWEGO  
Department of Social Services

*Stacy Alvord, MSW*  
*Commissioner*

P.O. Box 1320 • Mexico, New York 13114  
phone 315.963.5000 • fax 315.963.5477

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**TO:** Oswego County Legislature  
**FROM:** Stacy Alvord, Department of Social Services Commissioner  
**DATE:** October 12, 2023  
**RE:** Budget Modification – SSADMIN – Furniture & Furnishings

**INFORMATIONAL MEMORANDUM**

**SUBJECT:** Budget Modification requesting a transfer of funds to cover furniture and furnishing expenses for the remainder of CY2023.

**BACKGROUND:** Furniture and furnishing orders are completed for any desk, chair, file cabinet, bookcase, coat rack, rug, or other furniture need that employees may have. The current Furniture & Furnishings budget line has been exhausted through the purchase of new cubicle walls, ergonomic desks, replacement chairs, bookcases, and bathroom cabinets. Currently, Assistance Programs require replacement of 18 interview booth chairs that are in disrepair.

Alternatives to the transfer of funds from the SSADMIN Salaries & Wages - Regular budget line would be to transfer funds from another fund line that is projected to have an unused balance at the end of the 2023 Calendar Year.

If additional funds are not transferred to the SSADMIN - A6010.521000 – Furniture & Furnishings account, then we will not have enough funds in our budget line to allow the necessary purchase of furniture items through the 2023 Calendar Year.

**FISCAL IMPACT:** Increase the SSADMIN A6010.521000 Furniture & Furnishings budget line \$4,690.00 and decrease the SSADMIN - A6010.51100 Salaries & Wages - Regular budget line by \$4,690.00. There will be no increase or decrease in the local share for 2023 or any future years due to the transfer of these funds. Reimbursement is as follows: 75% state (\$3518.00) 25% local (\$1,172.00)

Previous budget modification requests have been approved for: R#099 4/09/23 for \$16,500.00 and R#129 5/11/23 for \$3,736.53.

**RECOMMENDATION:** Approve this budget modification to transfer \$4,690.00 to SSADMIN – A6010 521000 Furniture & Furnishings from SSADMIN – A6010 511000 Salaries & Wages - Regular.

/fw

# ULINE

1-888-952-6937

uline.com

quotes@uline.com

## QUOTATION

QUOTE #: 3-175306

DATE: 09/18/23

SALES REP: CAROLYNN  
MARIUSZAK

TERMS: NET 30

FOB POINT: ORIGIN

DELIVERY: BEST WAY

TO:

OSWEGO COUNTY SOCIAL SERVICES  
PO BOX 1320  
MEXICO NY 13114-1320

ATTN: JESSICA PRIME

CUST# 11297090

QUANTITY	U/M	ITEM NUMBER / DESCRIPTION	UNIT PRICE	EXT. PRICE
18	EACH	H-9726 VINYL TASK CHAIR SELECT COLOR WHEN ORDERING Lead Time: in stock black -Freight Estimate to Zip Code 13114 via Pitt Ohio \$360 -*Lead Time Subject to Change Upon Receipt of Order	185.00	3,330.00

Any comments on Uline and/or our pricing are greatly appreciated.

Kindly contact customer service at 1-800-295-5510.



10/12/2023  
2023

10223

DATE 10/2/23

COUNTY ADMINISTRATOR

DATE \_\_\_\_\_

CHAIRPERSON \_\_\_\_\_

COUNTY TREASURER DATE

**RESOLUTION NO.**

October 12, 2023

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION  
DEPARTMENT OF SOCIAL SERVICES REPRODUCTION EXPENSES FOR  
REMAINDER OF 2023 CALENDAR YEAR**

By Legislator Roy Reehil:

WHEREAS, the Department of Social Services has identified a need to purchase supplies such as envelopes, checks and mandated state forms that require the Oswego County logo to be printed; and

NOW, upon recommendation of the Human Services Committee and Finance & Personnel Committee; be it

RESOLVED, that the County Treasurer be, and he is, authorized to transfer the funds from A6010.511000 Salaries and Wages to A6010.542500 Reproduction Expense 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:**



COUNTY OF OSWEGO  
Department of Social Services

*Stacy Alvord, MSW*  
*Commissioner*

P.O. Box 1320 • Mexico, New York 13114  
phone 315.963.5000 • fax 315.963.5477

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**TO:** Oswego County Legislature  
**FROM:** Stacy Alvord, Department of Social Services Commissioner  
**DATE:** October 12, 2023  
**RE:** Budget Modification – SSADMIN – Reproduction Expenses

**INFORMATIONAL MEMORANDUM**

**SUBJECT:** Budget Modification requesting a transfer of funds to cover Reproduction Expenses for the remainder of CY2023.

**BACKGROUND:** Reproductive orders are required for all supplies that need the Oswego County logo printed on them, such as: envelopes, checks, and state mandated Safety Plan forms. The cost for reproductive orders has doubled for envelopes since 2020 and increased by 20% for checks.

If additional funds are not transferred to the SSADMIN - A6010.542500 - Reproduction Expense account, then we will not have enough funds in our budget line to allow the necessary purchase of envelopes through the 2023 Calendar Year.

**FISCAL IMPACT:** Increase the SSADMIN A6010.542500 Reproduction Expense budget line \$2,000 and decrease the SSADMIN - A6010.511000 Salaries & Wages - Regular budget line by \$2,000. There will be no increase or decrease in the local share for 2023 or any future years due to the transfer of these funds. Reimbursement is as follows: 75% State (\$1,500.00) and 25% Local (\$500.00).

A previous budget modification request was approved on April 9, 2023, to transfer \$4,200 to A6010 542500 from A6010 511000 Salaries & Wages Reg. R#098 4/09/23.

**RECOMMENDATION:** Approve this budget modification to transfer \$2,000 to SSADMIN – A6010 542500 Reproduction Expense from SSADMIN – A6010 511000 Salaries & Wages Reg.

/lfw

2023  
10/12/2023

Ver. 7.18.23

**RESOLUTION NO.**

October 12, 2023

**RESOLUTION AUTHORIZING AMENDED FEE SCHEDULE FOR INDIGENT  
BURIALS**

By Legislator Roy Reehil:

WHEREAS, the Department of Social Services amended their indigent burial rates with Legislative approval in September 2022; and

WHEREAS, the Department of Social Services has identified that the September 2022 amendment omitted the Cremation Fee and is requesting that it be added back to the fee schedule; and

NOW, upon recommendation of the Human Services Committee and Finance & Personnel Committee; be it

RESOLVED, that the Commissioner of Social Services be, and she hereby is, authorized to adjust the fee schedule for indigent burials as outlined in the attached Policy and Procedure document and informational memorandum effective October 1, 2022.

**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:** October 12, 2023

**SUBJECT:** Indigent Burial Reimbursement Rates

**SUMMARY:** In accordance with New York State Social Services Law Section 141 and the applicable provisions of the New York State Code Rules and Regulations, a local district must provide for a burial when a TA recipient or other indigent person dies leaving no funds or insurance sufficient to pay the cost and there are no relatives, friends, or other persons liable or willing to take responsibility for the burial expense.

Oswego County amended their indigent burial rates with Legislative approval in September 2022. We are now asking to add a rate for a crematory fee that was inadvertently omitted from the rate schedule as was previously approved.

The chart below shows a description of the rates as approved in 2022, Including the cremation fee.

Service	2022 Rate Eff. 10/1/2022	Change %
Direct Burial No Services	\$1900.00	0%
Cremation Fee	\$350.00	
Direct Cremation No Services	\$1650.00	29%
Burial/Cremation With Services	\$2400.00	26%
Stillborn	\$550.00	29%
Transportation Fee	\$2.50/mi	42%
Concrete Rough Box	Actual Cost	

**RECOMMENDED  
ACTION:**

The Department of Social Services recommends the Human Services Committee; the Finance & Personnel Committee and the Oswego County Legislature approve the presented rate for a cremation fee.

**RESOLUTION NO.**

October 12, 2023

**RESOLUTION TRANSFERRING FUNDS FROM CAPITAL PROJECT #B0621  
SANDY ISLAND BEACH AND INCREASING AUTHORIZATION OF CAPITAL  
PROJECT #0121 CO.25 CAMP HOLLIS SHORELINE STABILIZATION**

By Legislator Roy Reehil:

WHEREAS, The County was awarded a New York State Resiliency and Economic Development Initiative REDI Grant of \$500,000.00 to prevent further erosion of the camp Hollis shoreline; and

WHEREAS, COVID-19 delayed the start of the project, Capitol Project No. 0121-CO.25 was established on April 15, 2021. In March 2023 NOIA report issued by the DEC required changes to the original proposal including additional costs; and

NOW, 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 hereby is, authorized to transfer the funds from a previous established Capital Project #B0621 Sandy Island Beach to the accounts shown on the attached budget modification request; and be it further

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

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

**YES:**

**NO:**

**ABSENT:**

**ABSTAIN:**



# Oswego City-County Youth Bureau

OSWEGO COUNTY COMPLEX  
70 BUNNER STREET  
OSWEGO, NEW YORK 13126  
(315) 349-3451 Fax (315) 349-3231

Brian Chetney, Executive Director




## Informational Memorandum

- Purpose:** To transfer funds from Capital Project #B0621 Sandy Island Beach and increase funding for Capital Project # 0121-CO.25 Camp Hollis Shoreline Stabilization Project REDI
- Summary:** In 2019 The County of Oswego was awarded a New York State Resiliency and Economic Development Initiative REDI grant of \$500,000.00 to prevent further erosion of the Camp Hollis shoreline. COVID 19 created delays in starting the project. Capital Project 0121-CO.25 Camp Hollis Shoreline Stabilization was established on April 15, 2021. in March 2023 the NOIA report issued by the DEC required changes to the original proposal including additional costs. Unused Resiliency and Economic Development Initiative REDI funds are available.
- Recommended Action:** The department recommends the Human Services Committee; the Finance & Personnel Committee and the Oswego County Legislature authorize the transfer of \$500,000.00 from H529000 B0621 Sandy Island Bridge to H592000 CP121 Camp Hollis REDI Project be approved.



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

ACCOUNT NUMBER			ACCOUNT NUMBER			DESCRIPTION	DOLLAR AMOUNT
ORG	OBJECT	PROJ	ORG	OBJECT	PROJ		
H	529000	B0621				Decrease CP#B0621 - Sandy Island Bridge	(500,000.00)
H	439890	B0621				State Aid Other - CP#B0621 Sandy Island Bridge	475,000.00
H	450310	B0621				Interfund Transfer - CP#B0621 - Sandy Island Bridge	25,000.00
			H	529000	0121	Increase - CP#0121 - Camp Hollis Shoreline	500,000.00
			H	438970	0121	State Aid Other - CP#0121 Camp Hollis Shoreline	(475,000.00)
			H	450310	0121	Interfund Transfer - CP#0121 Camp Hollis Shoreline	(25,000.00)
						This project to be increase through a transfer of funds	
						decreasing the Sandy Island Bridge REDI Project - CP#B0621	

 10/2/23  
DEPARTMENT HEAD DATE

\*DIRECTOR OF HUMAN RESOURCES DATE

10223

DATE 10/2/23

CHAIRPERSON

COUNTY ADMINISTRATOR

**\*If Personnel Services are impacted**

**RESOLUTION NO.**

October 12, 2023

**RESOLUTION OPPOSING NEW YORK CITY'S UPDATED CITY "FIGHTING HOMELESSNESS AND EVICTION PREVENTION SUPPLEMENT" (FHEPS) PROGRAM TO SEND HOMELESS FAMILIES AND INDIVIDUALS TO UPSTATE NEW YORK**

By Legislator Roy Reehil:

WHEREAS, on Tuesday, September 26<sup>th</sup>, New York City Mayor Eric Adams announced an expansion to the City Fighting Homelessness and Eviction Prevention Supplement (FHEPS) rental assistance program; and

WHEREAS, in the announcement, Mayor Adams immediately expanded access to housing for homeless individuals currently residing in New York City by allowing these individuals to move across the state while still receiving housing voucher rental assistance; and

WHEREAS, during a call with county leaders across the state, the Adams administration declared that there are approximately 10,000 individuals and families currently residing in NYC and taking advantage of the City's FHEPS program; and

WHEREAS, it is estimated that approximately 20% (2,000) of these FHEPS-eligible households may look to relocate outside of NYC; and

WHEREAS, the FHEPS program is a five-year program where NYC would reimburse landlords for 70% of the rent of an apartment, where the remaining 30% is the responsibility of the homeless household; and

WHEREAS, while CityFHEPS will reimburse landlords directly for housing costs, the FHEPS program does not provide other social service assistance programs that are required by this population; and

WHEREAS, the counties that receive CityFHEPS households will be responsible for cash assistance, aging services, mental health and substance abuse programming, and daycare; and

WHEREAS, even though NYC's actions will place unaffordable financial burdens on upstate counties and add pressures on their already overstressed human service agencies, NYC and the State Office of Temporary & Disability Assistance (OTDA) did not consult with upstate counties prior to taking this action; and

WHEREAS, Oswego County has no available capacity to house additional homeless populations and is already housing its own homeless residents in other counties; and

WHEREAS, the CityFHEPS program will further exacerbate an already over-stressed housing market across the State; and

WHEREAS, because the CityFHEPS program provides households with HUD-approved maximum rental assistance, homeless households leaving NYC will be able to secure market-rate housing across Upstate New York; and

WHEREAS, the relocation of these families and individuals will thus push our local indigent households into homelessness as the CityFHEPS program will likely supplant local resident populations from securing market rate housing; and

WHEREAS, it is the belief of the Oswego County Legislature that NYC is taking this action solely for the purpose of moving homeless populations out of the City to make room for immigrants it invited by declaring itself a “sanctuary city;” and

WHEREAS, NYC’s action may violate New York State Social Services Law § 148, which makes it a crime to “send or bring, or cause to be sent or brought, any needy person into a public welfare district with the purpose of making him a charge on such public welfare district, or for the purpose of avoiding the responsibility of assistance or care in the public welfare district from which he is brought or sent;” and

WHEREAS, the federal government has failed to adopt effective immigration policies and regulations that would have prevented the current crisis.

NOW, THEREFORE BE IT RESOLVED, the Oswego County Legislature hereby calls on Mayor Eric Adams and the City of New York to immediately halt the implementation of the updated CityFHEPS program; and

BE IT FURTHER RESOLVED, the Oswego County Legislature hereby calls on the State of New York to intervene and provide 100% reimbursement to the counties of New York for any costs incurred for providing services to homeless and migrant populations within our State; and

BE IT FURTHER RESOLVED, the Oswego County Legislature calls upon the President and Congress to immediately fulfill their federal responsibilities to address the issues of orderly immigration and asylum status and reasonable border control; and

BE IT FURTHER RESOLVED, that the Oswego County Legislature opposes the changes to the CityFHEPS program and will continue to declare a housing state of emergency; and

BE IT FURTHER RESOLVED, that this Resolution shall be transmitted to the Governor of the State of New York, the New York State Legislature, the City of New York, Mayor Eric Adams, and all others deemed necessary and proper.

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

**YES:**

**NO:**

**ABSENT:**

**ABSTAIN:**

**RESOLUTION NO.**

October 12, 2023

**A RESOLUTION FIXING TIME AND PLACE FOR PUBLIC HEARING  
RELATIVE TO PROPOSED COUNTY OF OSWEGO LOCAL LAW NO. 5 OF THE  
YEAR 2023, ENTITLED A LOCAL LAW ESTABLISHING THE COUNTY  
PLANNING DEPARTMENT AS THE SOLE COUNTY PLANNING AGENCY FOR  
THE PURPOSES OF REFERRALS UNDER NEW YORK STATE GENERAL  
MUNICIPAL LAW §§239-l, 239-m and 239-n**

By Legislator Chesbro:

UPON the recommendation of the Economic Development & Planning 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 Number 5 of 2023, entitled "A LOCAL LAW  
ESTABLISHING THE COUNTY PLANNING DEPARTMENT AS THE SOLE COUNTY  
PLANNING AGENCY FOR THE PURPOSES OF REFERRALS UNDER NEW YORK  
STATE GENERAL MUNICIPAL LAW §§239-l, 239-m and 239-n" on the 9<sup>th</sup> day of  
November, 2023, at 2:00 o'clock, in the afternoon of said day at the Oswego County  
Legislative Chambers, County Office Building, 46 E. Bridge Street, Oswego, New York  
13126; 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 5 OF 2023  
A LOCAL LAW ESTABLISHING THE COUNTY PLANNING DEPARTMENT  
AS THE SOLE COUNTY PLANNING AGENCY  
FOR THE PURPOSES OF REFERRALS  
UNDER NEW YORK STATE GENERAL MUNICIPAL LAW §§239-l, 239-m and 239-n**

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

**1. Title.**

This local law shall be known as “A Local Law Establishing the County Planning Department as the Sole County Planning Agency for the Purposes of Referrals under New York State General Municipal Law §§239-l, 239-m, and 239-n.”

**2. Purpose and Intent.**

The purpose and intent of this local law is to designate and empower the Oswego County Department Community Development, Tourism and Planning (hereinafter “County Planning Department”), and any successor county planning department as the case may be, as the sole planning agency for purposes of referrals under New York State General Municipal Law §§239-l, 239-m and 239-n. This body finds and determines that coordinated handling and review by the County Planning Department of referrals results in greater consistency across jurisdictions as well as a more expedient turn around for projects and activities requiring same.

**3. General Provisions.**

- (a) The County Planning Department of the County of Oswego shall, for the purposes of referrals under New York State General Municipal Law §§239-l, 239-m and 239-n, be the sole county planning agency.
- (b) The County Planning Department shall enjoy, exercise and have all the powers and duties of a county planning agency under New York State General Municipal Law §§239-l, 239-m and 239-n.

**4. Severability.**

If the provisions of any section, subsection, paragraph, sentence, subdivision, clause, phrase or provision of this local law shall be, for any reason, held or adjudged invalid or unconstitutional by a court of competent jurisdiction, such order or judgment shall not affect or invalidate the validity and enforceability of the remainder of any section, subsection, paragraph, sentence, subdivision, clause, phrase or provision of this local law.

5. **County Planning Board.**

Notwithstanding the adoption of this local law, the Oswego County Planning Board shall continue to exist and to handle such other business as may be directed or referred by the Oswego County Legislature, and as otherwise required to come before the board, except for those matters under General Municipal Law §§239-l, 239-m and 239-n delegated to the County Planning Agency by this enactment.

6. **Repealer.**

Local Law Number 6 of 2003 entitled "A Local Law Establishing the Planning Director as the Sole Planning Agency for the Purposes of Referrals under New York State General Municipal Law §239-m" be and is hereby **REPEALED** upon the adoption of this local law.

7. **SEQRA Determination.**

This Legislature, being the State Environmental Quality Review Act (SEQRA) lead agency, hereby finds and determines that this local law constitutes a Type II action pursuant to Section 617.5(c)(24), (26), and (33) of Title 6 of the New York Code of Rules and Regulation (6 NYCRR) and within the meaning of Section 8-0109(2) of the New York State Environmental Conservation Law as a promulgation of regulations, rules, policies, procedures, and legislative decisions in connection with continuing agency administration, management and information collection. The Clerk of the County Legislature be, and is hereby, directed to circulate any appropriate SEQRA notices of determination of non-applicability or non-significance in accordance with this law.

6. **Effective Date.**

This local law shall take effect immediately upon its adoption.

**RESOLUTION NO.**

October 12, 2023

**RESOLUTION DETERMINING THAT THE INSTALLATION OF ARTIFICIAL  
TURF FOR SOME INFIELDS AT THE LEGENDS FIELDS COMPLEX  
CONSTITUTES A TYPE II ACTION UNDER SEQRA**

By Legislator Mary Ellen Chesbro:

WHEREAS, the County of Oswego is the owner of the Legends Fields complex located on Churchill Road in the City of Oswego and is appropriate to act as lead agency under SEQRA; and

WHEREAS, the county proposes to replace the grass infield on some fields with artificial turf (the project) which will allow baseball and softball games to resume more quickly after rain; and

WHEREAS, the proposed project does not change the present use of the complex as a location for baseball and softball games; and

WHEREAS, the Supreme Court, Appellate Division holding in *Groarke et al. vs. Board of Education of Rockville Centre Union Free School District* found the installation of artificial turf, lighting, and bleachers, generally, qualified as a Type II action under the State Environmental Quality Review Act and where a proposal was clearly for a “replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site” (6 NYCRR 617.5[c][2] ), it is a Type II action, which does not require environmental review under SEQRA; and

WHEREAS, the county in consultation with its planning agency has determined this project does not exceed any of the thresholds under 6 NYCRR 617.4 and constitutes the replacement, rehabilitation or reconstruction of a structure or facility in kind at the same site and will not have a significant impact on the environment,

NOW, THEREFORE, upon recommendation of the Economic Development and Planning Committee of this body, it is hereby

RESOLVED, based upon the foregoing, the County of Oswego as lead agency makes the following findings and determinations with respect to the Project to install artificial turf on some infields at the Legends Complex: (a) Pursuant to Section 6 NYCRR 617.5(c)(2) the aforementioned project constitutes a Type II action as defined in the regulations The Project as it consists of the replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site; and, (b) the agency hereby determines that no environmental impact statement or any other determination or procedure is required under SEQRA.

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

**YES:**

**NO:**

**ABSENT:**

**ABSTAIN:**



**COUNTY OF OSWEGO**  
**COMMUNITY DEVELOPMENT, TOURISM & PLANNING**

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County Office Building • 46 East Bridge Street • Oswego, NY 13126  
Phone 315-349-8235 Fax 315-349-8237

**TO:** Oswego County Legislators  
**FROM:** Tim Stahl, Director Community Development, Tourism & Planning  
**DATE:** October 12, 2023  
**RE:** SEQR Resolutions for Legends Fields Project

**SUBJECT:** Declare Oswego County lead agency and negative declaration for environmental impact

**BACKGROUND:**

Oswego County owns Legends Field, a softball complex located on Churchill Road in Oswego. In recent years, the complex has been successfully managed by a tournament promoter, increasing the property's usage and economic impact to the county and local businesses. The facility's parking lot is in need of resurfacing due to pavement failure and safety issues. The installation of turf infields on some fields will help ensure the success of the facility and will allow for tournaments to resume more quickly after it rains. As the county owns the facility and is exempt from local land use and zoning regulations in a governmental capacity, it is appropriate to for the county to act as lead agency.

Upon review of the project, the installation of turf fields qualifies as a Type II action under the State Environmental Quality Review Act and we will simply need to declare ourselves lead agency and the project has no environmental impact.

The county owns the parking lot and, upon review of the project, the repaving of the lot is to be deemed an Unlisted action in accordance with the SEQRA regulations having no significant adverse impact on the environment.

**FISCAL IMPACT:** Simple resolution with no financial impact

**RECOMMENDATION:**

Approval of both resolutions related to environmental review required for both the parking lot repaving project as well as the infield turf project at the county owned Legends Fields complex.



**RESOLUTION NO.**

October 12, 2023

**RESOLUTION DECLARING THE COUNTY OF OSWEGO AS LEAD AGENCY  
AND APPROVING A NEGATIVE DECLARATION LEGENDS FIELDS -  
PARKING LOT PAVING PROJECT**

By Legislator Mary Ellen Chesbro:

WHEREAS, the County of Oswego is the owner of the Legends Fields complex in the City of Oswego on Churchill Road and is appropriate to act as lead agency for the purposes of the New York State Environmental Quality Review Act (SEQRA); and

WHEREAS, the 2.44 acre +/- paved parking lot at the complex is in need of re-paving due to many years of deferred maintenance, potholes and pavement failure; and

WHEREAS, while re-paving of the parking lot (hereinafter "the project") improves safety it does not represent a significant change in the use of facility and/or the number of cars utilizing the parking lot; and

WHEREAS, upon careful analysis of this project the lead agency has considered and found that: the project is otherwise permitted the City of Oswego's zoning regulations even though the county acting in a governmental capacity is otherwise exempt from zoning and land use regulations; the project is consistent with the existing character of the area; the project will not result in a substantial increase in traffic; the project site has both public wastewater and water supplies; the project is not in proximity to any historical sites or solid waste or hazardous waste facilities; the project will not result in the impoundment of water or other liquids and will not physically alter or encroach on existing wetlands or water bodies or adjacent properties; and the project is not located in flood hazard area; and

WHEREAS, Parts 1 and 2 of a Short Environmental Assessment Form were completed by the county to determine possible environmental impacts, in addition to other research and inquiries, and it has been determined that there will be no significant adverse impact on the environment resulting from the proposed project; and

NOW, THEREFORE, upon recommendation of the Economic Development and Planning Committee of this body; it is hereby,

RESOLVED the County Legislature of the County of Oswego hereby declares itself as the lead agency for purposes of SEQRA as concerns the re-paving of the parking lot at Legends Fields (the project); and be it further

RESOLVED, that, upon consultation with the county's planning agency, this project has been determined to be an Unlisted Action in accordance with the regulations

promulgated pursuant to SEQRA; and be it further

RESOLVED, that this body does hereby accept and adopt the annexed Short Environmental Assessment Form and the findings contained therein, as prepared by the county's planning agency, finds that the project will not result in any significant environmental impacts and hereby approves a Negative Declaration of Environmental Significance as concerns the project; and be it further

RESOLVED, that the county's planning agency be and is hereby directed to circulate any appropriate SEQRA notices of determination of non-applicability or non-significance as may be necessary in accordance with this resolution.

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

**YES:**

**NO:**

**ABSENT:**

**ABSTAIN:**

**RESOLUTION NO.**

October 12, 2023

**RESOLUTION APPOINTING MEMBER TO THE OSWEGO COUNTY BOARD OF  
HEALTH**

By Legislator James Karasek:

WHEREAS, a vacancy has occurred as a result of the resignation of a certain member of the Oswego County Board of Health; and

NOW, on recommendation of the Health Committee of this body; be it

RESOLVED, that the following individual be, and hereby is, appointed to the Oswego County Board of Health for a six-year term to expire as follows:

**Dr. Arianne Hamblin-Smith**

**November 1, 2023 - October 31, 2029**

**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

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## INFORMATIONAL MEMORANDUM

**SUBJECT:** Appointment to the Oswego County Board of Health

**PURPOSE:** To recommend the appointment of an individual to serve as a member of the Oswego County Board of Health.

**SUMMARY:** The Oswego County Board of Health is a statutory body of seven members, created in accordance with provisions of the New York State Public Health Law. Appointments are by the County Legislature for a term of six years. The following individual is recommended for appointment.

**Dr. Arianne Hamblin-Smith      November 1, 2023 – October 31, 2029**

### RECOMMENDED

**ACTION:** The Health Committee recommends approval by the full Legislature of the requested appointment to the Board of Health.

**Ariane Hamblin-Smith DVM**

2903 County Route 57

Fulton NY 13069

315-592-4400

bcacllc2899@yahoo.com

**Objective**

I am interested in lending my unique medical knowledge and experience in the veterinary field to help maintain the public health of our county.

**Education**

2007      Doctorate of Veterinary Medicine, Kansas State University

2002      Bachelors of Science, Cornell University

2000      Associate of Applied Science, SUNY Cobleskill

**Experience**

2013-Present    Owner and veterinarian at Black Creek Veterinary Clinic LLC in Fulton

2009-2013    Associate veterinarian at Highland Animal Hospital in Central Square

2007-2009    Associate veterinarian at North Country Veterinary Services in Pulaski

**Organizations**

2020-Present    Member of Board of Directors for Oswego Industries

2020-Present    Member of Volney Town Board

**Honors and Awards**

June 2013      Oswego Business 40 Under 40 Award

**RESOLUTION NO.**

October 12, 2023

**RESOLUTION AUTHORIZING HEALTH DEPARTMENT FINE SCHEDULE FOR ENVIRONMENTAL SERVICES**

By Legislator James Karasek:

WHEREAS, the rates for services rendered through Public Health Law and New York State Sanitary Codes must keep pace with the increased cost of doing business as well as being in line with industry trends; and

WHEREAS, the Director of Public Health has reviewed current rates and is looking to formally set new rates for services; and

WHEREAS, the fiscal impact for 2024 will increase \$29,475 for budgeted revenues in the Environmental Division A4090; and

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

RESOLVED, that this body authorizes the approval of the new fee schedule for Environmental Services; 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:**



## **Informational Memo**

**Subject:** Fine Schedule for Environmental Services

**Purpose:** To formally set the rates for fines.

**Summary:** The rates for fines rendered through Public Health Law and New York State Sanitary Codes must keep pace with the increased cost of doing business as well as being in line with industry trends. If we do not agree with the rates and wish to appeal, it is necessary to demonstrate that the governing body by resolution has set the rates. The rates that have been set for 2024 are as attached:

**2024 Fiscal Impact:** Possible increase in revenue, depending on the number of violations in 2024.

**Recommended**

**Action:** The Health Committee recommends approval by the full Legislature of the attached resolution.



## Environmental Health – Proposed Fine Schedule 1/1/24

**Existing Fine Schedule in Accordance with ADM-2 Procedure as of March 1995:**

- **Category 1 Imminent Public Health Hazard:**
  - First Offense: \$50
  - Second Offense: \$100
  - Third Offense: Legal or \$200
  - Subsequent Offenses: Legal or doubling of last fine.
- **Category 2 Public Health Hazards**
  - First Offense: \$0
  - Second Offense: \$50
  - Third Offense: \$100
  - Subsequent Offenses: Legal or doubling of last fine.
- **Other Violations:**
  - First Offense: \$0
  - Second Offense: \$25
  - Third Offense: \$50
  - Subsequent Offenses: Legal or doubling of last fine.

**Proposed Changes effective 1/1/24:**

- **Operating without a valid permit: \$200**
  - Facility opens without proper paperwork/permit.
  - Separate from enforcement policy when applications are sent in late.
- **Category 1 Imminent Public Health Hazard:**
  - First Offense: \$0 (Warning & education given)
    - Following ADM-2 procedures, we can fine for the first offense for this category of violations. We generally choose to educate and correct with a first offense violation.
    - Health Inspector & Director of Environmental Health would discuss major violations in this category to determine if we felt it necessary to fine on the first offense. If so, the fine would be \$100.
    - If we choose to fine on the first offense, each subsequent fine will double.
  - Second Offense: \$100
  - Third Offense: \$200
  - Subsequent Offenses: Legal or doubling of last fine.
- **Category 2 Public Health Hazard:**
  - First Offense: \$0 (Warning & education given)
  - Second Offense: \$100
  - Third Offense: \$200
  - Subsequent Offenses: Legal or doubling of last fine.



- **Other Violations:**
  - First Offense: \$0
  - Second Offense: \$50
  - Third Offense: \$100
  - Subsequent Offenses: Legal or doubling of last fine.

The Environmental Division reserves the right to revoke or suspend a permit to operate for repeated or persistent violations, or when the continued operation of the facility is believed to be an imminent hazard to public health. In this case, a timetable of compliance will be set, and a re-inspection will be conducted to ensure violations have been corrected before allowing to reopen.

Repeat violations may also prevent operators from obtaining any additional permits until compliance is met. (Ex: temporary food service permits, opening other businesses, etc.)

**RESOLUTION NO.**

October 12, 2023

**RESOLUTION AUTHORIZING THE INCREASE OF BUDGET IN THE  
HEALTH DEPARTMENT TO PURCHASE COVID VACCINE**

By Legislator James Karasek:

WHEREAS, since its introduction in 2021, the COVID vaccine was provided at no cost to providers. Beginning September 11, 2023, it was transitioned to a commercial program. Providers will now need to purchase their own supply of vaccine for patients who have commercial insurance; and

WHEREAS, although this change was expected and extra funds were added to the 2023 budget, the cost is significantly higher than anticipated; and

WHEREAS, as this is a mandated service, we are requesting funding to purchase 400 doses of adult vaccine, 100 doses of pediatric vaccine and 90 doses of infant vaccine; and

WHEREAS, increase Biologicals, Medicare and Private Insurance. No increase to local share; and

NOW, upon recommendation of the Health Committee and with approval of the Finance and Personnel Committee of this body; 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:**



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**INFORMATIONAL MEMORANDUM**

**Subject:** Commercialization of COVID Vaccine

**Purpose:** Increase budget to purchase COVID vaccine.

**Summary:** Since it's introduction in 2021, the COVID vaccine was provided at no cost to providers. Beginning September 11, 2023, it was transitioned to a commercial program. Providers will now need to purchase their own supply of vaccine for patients who have commercial insurance.

Although this change was expected and extra funds were added to the 2023 budget, the cost is significantly higher than anticipated. As this is a mandated service, we are requesting funding to purchase 400 doses of adult vaccine, 100 doses of pediatric vaccine and 90 doses of infant vaccine. While the demand is unknown at this point, we believe this will be an adequate amount to serve the public as well as hold clinics for county personnel who would like to be vaccinated. Vaccine will be purchased as needed, following minimum order requirements. The cost is expected to be reimbursed through private insurance.

**Fiscal Impact 2023:** Increase Biologicals, Medicare and Private Insurance. No increase to local share.

**Fiscal Impact 2024:** Increase Biologicals, Medicare and Private Insurance. No increase to local share.

**Recommended**

**Action:** The Health Committee approves adding funds to the Biologicals and Private Insurance lines with the corresponding budget modification.

**10.12.2023**

ACCOUNT NUMBER			ACCOUNT NUMBER			DESCRIPTION	DOLLAR AMOUNT
ORG	OBJECT	PROJ	ORG	OBJECT	PROJ		
A4035	416014					Prev: Private Insurance	\$ (38,119.00)
A4035	416012					Prev: Medicare	\$ (23,100.00)
			A4035	543800		Prev: Biologicals	\$ 59,219.00
						Purchase COVID Vaccine	

Pooli Wauters Department Head	10/3/23 Date	[Signature] County Administrator	10-2-23 DATE
[Signature] Director of Human Resource	[Signature] Date	[Signature] Chairperson	10-3-23 DATE

**County Treasurer**

**RESOLUTION NO.**

October 12, 2023

**RESOLUTION AUTHORIZING THE CREATION OF TWO POSITIONS IN THE  
HEALTH DEPARTMENT (1) SPEECH LANGUAGE PATHOLOGIST AND (1)  
CERTIFIED SPECIAL EDUCATION TEACHER**

By Legislator James Karasek:

WHEREAS, The Early Intervention Program is a New York State Mandated program pursuant to the Federal Individual's with Disabilities Education Act reauthorized in 2004. The Early Intervention Program is for children from birth through 2 years of age who have a developmental delay or disability as defined by New York State; and

WHEREAS, by adding a full time Speech Language Pathologist and a Certified Special Education Teacher, would bring our waitlist down to more manageable numbers; and

WHEREAS, utilizing funds from a vacancy in A2980, expenses in A4059 will be increased \$15,452. Revenues will increase \$38,273 resulting in savings of \$22,821; and

WHEREAS, including contractual pay increases, the anticipated savings in local share to expand the Early Intervention program is \$29,426; and

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

RESOLVED, that one Certified Special Education Teacher, SG40, salary of \$58,000, and one Speech Language Pathologist, SG40, salary of \$65,000, positions in the Oswego County Professional Association Bargaining Unit be created; 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:**

**INFORMATIONAL MEMORANDUM**

**Subject:** Early Intervention Expansion

**Purpose:** Expand program to offer more services by the creation of 2 new positions.

**Summary:** The Early Intervention Program is a New York State Mandated program pursuant to the Federal Individual's with Disabilities Education Act reauthorized in 2004. The Early Intervention Program is for children from birth through 2 years of age who have a developmental delay or disability as defined by New York State.

Oswego County has had capacity issues that started in 2019 and through the last several years, we have seen a bigger capacity issue as contract agencies are losing providers to school districts or moving out of the area. Some counties have moved to hiring their own employees to help fill gaps in services. We have had upwards of 175 children on a waiting list for services which leaves out of compliance with both State and Federal Mandates.

By adding a full time Speech Language Pathologist and a Certified Special Education Teacher, we would be able to bring our waitlist down to more manageable numbers. While any waitlist is a problem, we do need to start thinking proactively on how we can provide services to our most needy children.

**Fiscal Impact 2023:** Utilizing funds from a vacancy in A2980, expenses in A4059 will be increased \$15,452. Revenues will increase \$38,273 resulting in savings of \$22,821.

**Fiscal Impact 2024:** Including contractual pay increases, the anticipated savings in local share to expand the Early Intervention program is \$29,426.

**Recommended Action:** The Health Committee to approve the expansion of the Early Intervention program, creation of 2 new positions and the corresponding budget modification.

## POSITION REQUEST/DELETE BUDGET FORM

**DEPARTMENT:** Health

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

### A. NEW POSITION REQUEST

1. Position Title Requested: Speech Language Pathologist

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: 65,000 Grade: SG40

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

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

*Oswego County has had capacity issues that started in 2019 and through the last several years, we have seen a bigger capacity issue as contract agencies are losing providers to school districts or moving out of the area. Some counties have moved to hiring their own employees to help fill gaps in services. We have had upwards of 175 children on a waiting list for services which leaves out of compliance with both State and Federal Mandates. By adding a full time Speech Language Pathologist, we would be able to bring our waitlist down to more manageable numbers.*

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:

7/23/19

-OVER-

(page 1 of 4)

7/23/19

(page 2 of 4)



**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**  
A4059

**LOCATION OF POSITION**  
Bunner St Complex

**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: *Speech Language Pathologist*

**PERCENT OF  
WORK TIME**

70	<i>Provide Direct Services and periodic review and assessment to children to improve their Speech, Language, Communication and Articulation skills for children from Birth to five.</i>
10	<i>Participate in the development of individualized family services plans/individualized education programs.</i>
5	<i>Design learning environments and activities that promote the child's acquisition of skills in the area of Speech, Language, Communication and Articulation.</i>
10	<i>Assess children's current level of functioning in the areas of Speech, Language, Communication, Articulation and Phonological processes.</i>
5	<i>Prepares and maintains a variety of written records and reports such as session notes, discharge summaries and developmental progress reports.</i>

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

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

NAME	TITLE	TYPE OF SUPERVISION

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

NAME	TITLE	TYPE OF SUPERVISION

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

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

Education: ☐ High School \_\_\_\_\_ years  
☒ College 6 years, with specialization in Speech Language Pathology  
☐ Other \_\_\_\_\_ years, with specialization in \_\_\_\_\_

Experience (list amount and type): *A minimum of two years working in the home or community setting with children with speech needs from birth through 5.*

**Essential knowledge, skills and abilities:** *Thorough knowledge of the principles and practices of special education; thorough knowledge of children with special needs and socio-economic factors affecting children with special needs; good knowledge of community resources available to support or supplement the child's plan; ability to organize and analyze data and prepare records and reports.*

Type of license or certificate required: SLP, CCC

7. The above statements are accurate and complete.

Date: 9/18/2023

Title: Director of Programs for CSN

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

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

## A. NEW POSITION REQUEST

1. Position Title Requested: Special Education Teacher

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: 58,000 Grade: SG40

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

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

*Oswego County has had capacity issues that started in 2019 and through the last several years, we have seen a bigger capacity issue as contract agencies are losing providers to school districts or moving out of the area. Some counties have moved to hiring their own employees to help fill gaps in services. We have had upwards of 175 children on a waiting list for services which leaves out of compliance with both State and Federal Mandates. By adding a full time Certified Special Education Teacher, we would be able to bring our waitlist down to more manageable numbers.*

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).

<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**  
A4059

**LOCATION OF POSITION**  
Bunner St Complex

**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:** *Special Education Teacher*

<b>PERCENT OF WORK TIME</b>	
70	<i>Provide direct services and periodic review and assessment to children to improve cognitive, and social emotional functioning in children age birth to five.</i>
10	<i>Participate in the development of individualized service plans/individualized education programs.</i>
5	<i>Design learning environments and activities that promote the child's acquisition of skills in a variety of developmental areas including cognitive processes and social/emotional interactions.</i>
10	<i>Assess children's current level of functioning in the five developmental domains including, Cognitive, Social/Emotional, Communication, Adaptive Functioning and Motor functioning.</i>
5	<i>Prepares and maintains a variety of written records and reports such as session notes, discharge summaries and developmental progress reports.</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
Vera Dunsmoor	Director of Public Health	General

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

NAME	TITLE	TYPE OF SUPERVISION

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

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

Education: ☐ High School \_\_\_\_\_ years  
☒ College 6 years, with specialization in Special Education  
☐ Other \_\_\_\_\_ years, with specialization in \_\_\_\_\_

Experience (list amount and type): *A minimum of two years of working with infants and toddlers in a home or community based setting.*

**Essential knowledge, skills and abilities:** *Thorough knowledge of the principles and practices of special education; thorough knowledge of children with special needs and socio-economic factors affecting children with special needs; good knowledge of community resources available to support or supplement the child's plan; ability to organize and analyze data and prepare records and reports.*

**Type of license or certificate required:** Possession of a current New York State Certification as a Special Education Teacher.

7. The above statements are accurate and complete.

Date: 9/18/2023

Title: Director of Programs for CSN

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

BUDGET MODIFICATION REQUEST

10.12.2023

ACCOUNT NUMBER			ACCOUNT NUMBER			DESCRIPTION	DOLLAR AMOUNT
ORG	OBJECT	PROJ	ORG	OBJECT	PROJ		
A4059	427700	ESCR				El: Local	\$ (38,273.00)
A2980	511000					Spec Ed Admin: Salaries	\$ (10,000.00)
A2980	590308					Spec Ed Admin: Fringe	\$ (765.00)
			A4059	511000		El: Salaries	\$ 21,288.00
			A4059	544200		El: Fuel	\$ 1,500.00
			A4059	544400		El: Mileage	\$ 800.00
			A4059	545500		El: Supplies	\$ 1,000.00
			A4059	590308		El: Social Security	\$ 1,628.53
						Expand Early Intervention Program	

*Joeli Martini* 10/3/23 *Prach* 10323

Department Head Date County Administrator DATE

Director of Human Resource Date Chairperson DATE

County Treasurer DATE

**RESOLUTION NO.**

October 12, 2023

**RESOLUTION AUTHORIZING HEALTH DEPARTMENT  
VEHICLE LEASES (4 VEHICLES)**

By Legislator James Karasek:

WHEREAS, OCHD currently has a Master Lease Agreement with Enterprise Fleet Management for the leasing of Health Department vehicles; and

WHEREAS, OCHD is requesting approval to trade in 4 county owned vehicles and execute five-year leases for four vehicles; and

WHEREAS, Vehicles are eligible for Article 6 reimbursement. Vehicle Lease increase of \$19,300 and Article 6 increase of \$13,510 resulting in an anticipated Local Share increase of \$5,790; and

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

RESOLVED, that this body authorizes trade-in of four vehicles and leave of four vehicles for the Health Department; 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:**



**INFORMATIONAL MEMORANDUM**

**Subject:** Vehicle Leases

**Purpose:** Trade in 4 county owned vehicles for Enterprise leased vehicles.

**Summary:** OCHD currently has a Master Lease Agreement with Enterprise Fleet Management for the leasing of Health Department vehicles. In 2019, when the agreement with Enterprise was signed, a plan was put into place to transfer county owned vehicles to leases once they reached 5 years of age. This plan was put on hold through COVID as vehicles were not being utilized fully during the emergency. However, OCHD has now identified 4 county owned vehicles in need of replacement due to age and/or mileage. The overall number of vehicles in the fleet will remain unchanged.

Due to high demand, potential increases in lease pricing and longer than usual lead times for ordering vehicles, OCHD is requesting approval to trade in 4 county owned vehicles and execute 5 year leases for 4 vehicles. This will allow the vehicles to be ordered in 2023 and available for use in 2024. Vehicles will have the required equipment and logo installed.

**Fiscal Impact 2024:** Vehicles are eligible for Article 6 reimbursement. Vehicle Lease increase of \$19,300 and Article 6 increase of \$13,510 resulting in an anticipated Local Share increase of \$5,790. A budget modification is not necessary as funding will be included in the 2024 budget.

**Fiscal Impact 2025:** No additional impacts from the above.

**Recommended**

**Action:** The Health Committee to approve the trade in of 4 county owned vehicles and execution of 5-year lease agreements for 4 vehicles.

**RESOLUTION NO.**

October 12, 2023

**RESOLUTION APPOINTING MEMBERS TO THE OSWEGO COUNTY TRAFFIC  
SAFETY BOARD**

By Legislator Karasek:

WHEREAS, Local Law No. 2 of 1969 established the Oswego County Traffic Safety Board with members serving 3-year, staggered terms; and

WHEREAS, certain members of the Oswego County Traffic Safety Board have retired, and volunteers have come forth to fill those terms; and

NOW, on recommendation of the Health Committee of this body; be it

RESOLVED, that the following individuals be, and they hereby are, re-appointed and/or appointed to the Oswego County Traffic Safety Board for a term to expire as hereinafter set forth:

Jarret Marino      City of Fulton Police Department      9/12/2026

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

**YES:**

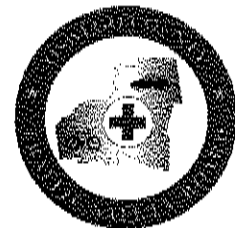
**NO:**

**ABSENT:**

**ABSTAIN:**

## Oswego County Traffic Safety Board

317 W. 1st Street, Suite 111, Oswego, NY 13126  
315-343-2344 ext. 122  
[www.icpoc.org/traffic](http://www.icpoc.org/traffic)



August 30, 2023

Hello,

We would like to nominate Sergeant Jarret Marino of the City of Fulton Police Department to be appointed to the Oswego County Traffic Safety Board. Sgt. Marino is the traffic and training division supervisor, he was preceded by Lt. Charles Burlingham who recently retired and resigned from the OCTSB. Lt. Burlingham nominated Sgt. Marino to take his place as a member of OCTSB. Sgt. Marino has been with the City of Fulton Police since 2009, and received the OCTSB Traffic Safety Champions award in both 2011 and 2014. He also received the officer of the year award in 2013, and many other accolades between 2009 and 2017 relating to traffic enforcement. Sgt. Marino would be a great addition to our board, as shown by his commitment to improving traffic safety.

Sincerely,

*Margaret Beers*

Margaret Beers, Board Chair

*Aine Foley*

Aine Foley, Board Coordinator

**RESOLUTION NO.**

October 12, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION CENTRAL  
SERVICES SUPPLEMENT EXISTING CAPITAL PROJECT TO FUND  
COMPUTER UPGRADES**

By Legislator Paul House:

WHEREAS, this body has heretofore established Capital Project No. T0123 with a maximum authorization of \$700,000.00; and

WHEREAS, the Central Services Director has identified the need to supplement this capital project for updating end-of-life County computers, with a maximum authorization of \$ 50,000.00; and

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 \$ 50,000.00 from the Technology Reserve – CR# 145 to the designated Capital Project T0123 and that the project is hereby authorized for the maximum.

Capital Project

Total Authorization

CP No. T0123

\$750,000

**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

**TO:** Phil Church, County Administrator  
Leg. Paul House, I&T Committee Chairman  
Infrastructure & Technology Committee Members

**FROM:** Greg Powlin, Director of Central Services

**DATE:** September 18, 2023

**RE:** Capital Project # T0123 Supplement

**INFORMATIONAL MEMORANDUM**

**SUBJECT:** Request for \$50,000 supplement to existing capital project to fund replacement of end-of-life computers.

**BACKGROUND:** Desktop and laptop computers typically have a useful life of 5-7 years. The Central Services department replaces end-of-life computers on an ongoing basis, with roughly 20% of the 1100+ device fleet being replaced annually.

Updating end-of-life devices helps to ensure County employees have reliable, well-performing technology resources to perform their respective duties.

Some portion of routine computer replacements are funded from individual department's operational budgets or via grant funds.

Computer and peripheral purchases are also necessary for net-new positions.

**FISCAL IMPACT:** This request requires a \$50,000 supplement to existing project # T0123. This is a net cost to the County via a transfer from the Technology Reserve fund.

**RECOMMENDATION:** Transfer \$50,000 from the Technology Reserve to supplement established Capital Project T0123 for the expenditure described above.

**COUNTY OF OSWEGO**

## BUDGET MODIFICATION


[illegible]

DEPARTMENT HEAD

10-3-23

**DEPARTMENT HEAD**

DATE \_\_\_\_\_

  
COUNTY ADMINISTRATOR

**COUNTY ADMINISTRATOR**

DATE \_\_\_\_\_

10-3-23

*DIRECTOR OF HUMAN RESOURCES	DATE

DATE \_\_\_\_\_

**CHAIRPERSON**

DATE

**\*If Personnel Services are impacted**

COUNTY TREASURER

DATE \_\_\_\_\_

**RESOLUTION NO.**

October 12, 2023

**RESOLUTION ESTABLISHING CAPITAL PROJECT NO.: E0323 OSWEGO  
COUNTY AIRPORT - ELECTRIC VEHICLE AND CHARGING STATION  
ACQUISITION AND INSTALLATION**

By Legislator Paul House:

WHEREAS, the County of Oswego has accepted a Federal Aviation Administration Grant (AIP PROJECT NUMBER: 3-36-0031-057-2023) in the amount of \$149,685.00 for the acquisition of two (2) zero emission vehicles (ZEV) and two (2) charging stations to be installed at the Oswego County Airport; and

WHEREAS, this AIP grant is ninety (90) percent Federal funds (\$149,685.00), five (5) percent New York State Funds (\$8,316.00) funds and has a local county share of five (5) percent (\$8,316.00) for a total project cost of \$166,317.00; and

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

RESOLVED, that the Treasurer be, and is hereby, authorized to transfer funds to and from the accounts shown on the attached budget modification request and establish Capital Project Number E0323 Oswego County Airport Electric Vehicle and Charging Station Acquisition and Installation and that the following capital project is hereby authorized for the maximum expenditure as indicated hereinbelow:

<u>Capital Project No.: E0323</u>	<u>Total Authorization</u>
Oswego County Airport Electric Vehicle & Charging Station Acquisition and Installation	\$166,317.00

**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) 349-8331 Fax (315) 349-8256

Shawn Walker, Highway Superintendent

Chris Baldwin, P.E., Highway Engineer

## **INFORMATIONAL MEMORANDUM**

**SUBJECT:** To establish a Capital Project utilizing funds acquired from the FAA, NYS and a local share through the Zero Emissions Vehicle (ZEV) program.

**PURPOSE:** To recommend that the Infrastructure, Facilities and Technology Committee, Finance and Personnel Committee, and the Oswego County Legislature approve establishing a Capital Project to purchase two electric pickup trucks and two charging stations including installation.

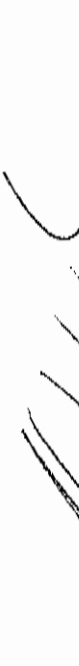


**SUMMARY:** The Airport received a grant offer from the FAAs Zero Emissions Vehicle (ZEV) program totaling \$166,317. This grant will be 90% Federal (\$149,685), 5% State (\$8,316) and a Local Share of 5% (\$8,316) and will be used to fund the purchase of two electric pickup trucks along with two charging stations including installation. The local share will be funded from Capital Reserve 146, Highway and Automotive Equipment.

**RECOMMENDED ACTION:** The Infrastructure, Facilities and Technology Committee, Finance and Personnel Committee, and the Oswego County Legislature to establish CP# E0323 with a total authorization level of \$166,317.00.



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

[illegible]

	DEPARTMENT HEAD	DATE
	COUNTY ADMINISTRATOR	DATE
	CHAIRPERSON	DATE

10323

10-3-23

**\*If Personnel Services are impacted**

**RESOLUTION NO.**

October 12, 2023

**RESOLUTION TO AMEND TO ADD ADDITIONAL EQUIPMENT TO  
CAPITAL PROJECT NO. 0423 HIGHWAY EQUIPMENT CAPITAL PROJECT**

By Legislator Paul House:

WHEREAS, this body has established Capital Project No. 0423 to add a Longarm mower; and

WHEREAS, this additional equipment is reimbursed by CHIPS and there is still a balance to be used to get the reimbursement; and

NOW, upon 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 Highway Superintendent can purchase a Longarm mower under Capital Project # 0423

**Capital Project No. 0423**

**Total Authorization**

Highway Equipment

\$ 145,820.00

**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

**TO: Oswego County Legislators**  
**FROM: Shawn Walker, Highway Superintendent**  
**DATE: October 12, 2023**  
**RE: Adding additional equipment to CP# 0423**

**SUBJECT:** Amend to add a Longarm mower to CP# 0423.

**BACKGROUND:** CP# 0423 Equipment is reimbursed by CHIPS. There is a current balance of \$223,808.09 and the Longarm mower is \$145,820.00. It would leave a balance of \$77,988 for future equipment that can be purchased for CHIPS.

**FISCAL IMPACT:** None.

**RECOMMENDED ACTION:** The Infrastructure, Facilities and Technology Committee, the Finance & Personnel Committee and the Oswego County Legislature authorize the add of a Longarm mower to CP# 0423.

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

\_\_\_\_\_  
Date

**RESOLUTION NO.**

October 12, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION  
BUILDINGS AND GROUNDS – GAS & HEATING FUEL**

By Legislator Paul House:

WHEREAS, The Buildings and Grounds Department requests a Budget Modification to transfer sixty thousand dollars per the attached budget modification. This is to cover a short fall in the Gas & Heating fuel budgetary line of the 2023 Buildings and Grounds budget; and

NOW, upon recommendation of the Infrastructure, Facilities & Technology 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:**



Richard Doten  
Superintendent

COUNTY OF OSWEGO  
BUILDINGS AND GROUNDS DEPARTMENT

111 East Eleventh Street  
Oswego, New York 13126

Phone: (315) 349-8233

Fax: (315) 342-2481

**TO:** Oswego County Legislature  
**FROM:** Rick Doten, Superintendent  
**DATE:** September 19, 2023  
**RE:** Budget Modification – Gas & Heating fuel

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**SUBJECT:** Budget Modification transferring funds from Unappropriated Fund Balance to Gas & Heating Fuel (A1620 541800).

**BACKGROUND:**

The Buildings and Grounds department is anticipating a short fall in the budget line A1620 541800– Gas & Heating Fuel due to the increase in gas and heating fuel rates.

**FISCAL IMPACT:** None

**RECOMMENDATION:** The Buildings and Grounds recommends that the Infrastructure, Facilities & Technology Committee, Finance and Personnel Committee and the Legislature approve this budget modification to transfer funds from Appropriated Fund Balance to Gas & Heating Fuel.

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

ACCOUNT NUMBER				ACCOUNT NUMBER			DESCRIPTION	DOLLAR AMOUNT
ORG	OBJECT	PROJ	ORG	OBJECT	PROJ			
A1620	541800					Gas and Heating fuel	60,000.00	
			A	159900		Appropriated Fund Balance	(60,000.00)	

DEPARTMENT HEAD <i>Rw Dot</i> 10-3-23	COUNTY ADMINISTRATOR <i>Paul E. H.</i> 10-3-23
---	--

**\*If Personnel Services are impacted**

**RESOLUTION NO.**

October 12, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION  
BUILDINGS AND GROUNDS - OVERTIME**

By Legislator Paul House:

WHEREAS, The Buildings and Grounds Department requests a Budget Modification to transfer fourteen thousand dollars (\$14,000) per the attached budget modification. This is to cover a short fall in the Overtime budgetary line of the 2023 Buildings and Grounds budget; and

NOW, upon recommendation of the Infrastructure, Facilities & Technology 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:**



Richard Doten  
Superintendent

COUNTY OF OSWEGO  
BUILDINGS AND GROUNDS DEPARTMENT

111 East Eleventh Street  
Oswego, New York 13126

Phone: (315) 349-8233

Fax: (315) 342-2481

**TO:** Oswego County Legislature  
**FROM:** Rick Doten, Superintendent  
**DATE:** September 19, 2023  
**RE:** Budget Modification – Overtime

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**SUBJECT:** Budget Modification transferring funds from Salaries & Wages to Overtime.

**BACKGROUND:**

The Buildings and Grounds department is anticipating a short fall in the budget line A1620 512000 – Overtime due to the remodeling of the Department of Social Services bathrooms in the first part of 2023. The work needed to be completed after regular business hours and during the weekends in order to limit the inconvenience of the employees and clients that are in the building during regular business hours.

The remaining bathrooms needing remodeling will begin again in late fall or early winter when outside project cannot be completed. Additional overtime will be needed for emergencies and snow removal.

**FISCAL IMPACT:** None

**RECOMMENDATION:** The Buildings and Grounds recommends that the Infrastructure, Facilities & Technology Committee, Finance and Personnel Committee and the Legislature approve this budget modification to transfer funds from Salaries & Wages A1620 511000 to Overtime A1620 512000.



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

ACCOUNT NUMBER			ACCOUNT NUMBER			DESCRIPTION	DOLLAR AMOUNT
ORG	OBJECT	PROJ	ORG	OBJECT	PROJ		
A1620	511000					Salaries & Wages - Reg.	(14,000.00)
			A1620	512000		Overtime	14,000.00

	COUNTY ADMINISTRATOR	DATE
[Signature]	[Signature]	10-3-23
	CHAIRPERSON	DATE
[Signature]	[Signature]	

*DIRECTOR OF HUMAN RESOURCES	DATE
[Signature]	10-3-23

**\*If Personnel Services are impacted**

**RESOLUTION NO.**

Oct 12, 2023

**RESOLUTION AWARDING PROFESSIONAL SERVICES CONTRACT  
ENGINEERING SERVICES PROPOSAL BRISTOL HILL CELL 5 ENGINEERING  
SERVICES FOR DESIGN AND BIDDING**

By Legislator Paul House:

WHEREAS, Bristol Hill Landfill Cell #4 is filling faster than calculated, it was built in 2015, and started accepting waste in 2019, to continue uninterrupted service to the community, cell #5 needs to be constructed and ready to accept waste by December 2024; and

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 Engineer, prepare, evaluate and award the contracts for construction of cell #5; and

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

RESOLVED, the County of Oswego hereby awards a professional service contract for preparation and updating of the plans to Barton + Loguidice D.P.C.; and be it further

RESOLVED, that the costs thereof shall be allocated and paid from the Dept of Solid Waste Fees and Services account CL8160 543800.

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

**YES:**

**NO:**

**ABSENT:**

**ABSTAIN:**



## Oswego County Department of Solid Waste

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Michael Lutestanski II, Director of Solid Waste Programs

TO: Legislator Paul House, Chairman  
Infrastructure, Facilities and Technology Committee  
Legislator Laurie Mangano-Cornelius, Chair  
Finance & Personnel Committee

FROM: Michael J. Lutestanski II, Director of Solid Waste Programs

RE: Barton & LoGiudice Professional Services Proposal Bristol Hill Cell 5 Engineering Services  
for Design and Bidding

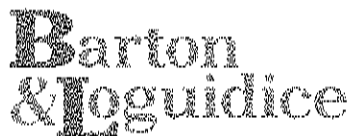
DATE: Sept 19, 2023

Cell #4 at the Bristol Hill Landfill is filling at a faster rate than originally calculated. This is due to multiple factors, increased tonnages, ERF downtime (creating more bypass waste), and operational practices on the landfill. The landfill operational practices are being reviewed and changed, we added a landfill compactor to replace the aging unit and it is being run daily. We may add a slow speed grinder to equipment currently used, which will aid in compaction and more effectively use airspace.

New cell construction is a 12-14-month process from concept to certification and waste placement. Going forward with all that is happening in surrounding counties, and in our own waste handling system, we need to take the next step in landfill expansion.

The cell requirements for this cell are slightly different than cell 4, this proposal addresses those changes. This will allow us to put out RFPs for construction administration, inspection, and the construction/ certification for use, of cell 5.

The attached proposal for \$88,750.00 will be funded from 8160 5438, other fees and services.



September 19, 2023

Michael Lutestanski II  
Director of Solid Waste Programs  
Oswego County  
3125 State Route 3  
Fulton, New York 13069

Re: Oswego County Bristol Hill Landfill  
Cell No. 5 Engineering Services – Design and Bidding

File: P701.000.000

Dear Mr. Lutestanski:

Barton & Loguidice, D.P.C. (B&L), appreciates the opportunity to provide the following proposal for professional services and have prepared a scope of services and fee estimate for the detailed design for Cell No. 5 at the Bristol Hill Landfill.

#### **Scope of Services**

##### Cell Design

B&L will develop design documents for the approximately 5.41 acre Cell No. 5. The design will include a 6 NYCRR Part 360 series compliant double composite liner system. In addition, design will include development of a perimeter gas header with future connection points to be utilized once gas collection is required upon permit renewal. The header will be designed for full build conditions and have provisions for future extensions as new cells are developed.

As with your existing Cell No. 4, the leachate removal from the cell is anticipated to be by a sideriser pumping system which will tie into existing leachate conveyance infrastructure that ultimately conveys flows to the leachate storage tanks. The sideriser will be designed on a similar engineering basis to the Cell No. 4 sideriser building, where equipment and controls are located outside of classified spaces, where possible. In addition, the plans and specifications will include the design of the necessary electrical service and connections to the sideriser building and equipment. At this time it is anticipated that two prime contracts will be required; one for the general construction and one for the electrical construction.

As noted above, B&L will prepare specifications and contract documents in compliance with 6 NYCRR Part 360 series regulations and the facility's landfill permit. Once the design documents have been reviewed and approved by the County, B&L will submit the plans and specifications to the NYSDEC for review and approval prior to bidding. It is anticipated that the final construction documents will take up to 12 weeks following authorization to proceed. B&L will address and provide response letter to any comments the NYSDEC may have in order to gain Department approval.



This scope does not include an updated site survey of the expansion area. It is assumed that the previously provided survey completed by Costich Engineering on July 12, 2023 will be utilized for use in preparing the grading plan and the landfill design drawings.

#### Bidding Assistance

As will all projects at the facility, the project will be publically bid. B&L will provide hard copies of the bid documents and assist in the procurement of bids. Bid document and addenda distribution by B&L will also be included under this task. The bidding period is anticipated to last 5 weeks based on the scale of the project. A representative will attend a pre-bid meeting at the landfill site, prepare any addenda that may be necessary to address questions from potential bidders, attend the bid opening at the Oswego County Purchasing Department Office and make a recommendation relative to the award of bids. Upon approval to award the project, B&L will provide the contractors with a Notice of Award and request the selected contractor's bonds/insurances for preliminary review and transmittal to County purchasing/legal for approval. Upon acceptance, B&L will compile conformed copies of the contract documents for execution by all parties. Once fully executed, a Notice to Proceed letter will be provided to the Contractor(s).

#### **Fee Proposal**

B&L proposes to the services described within for the following not to exceed fees without prior approval from the County:

<u>Task 1</u>	
Cell Design	\$78,500
Bidding Assistance	<u>\$10,250</u>
<b>Total:</b>	<b>\$88,750</b>

B&L proposes to invoice the County monthly on a time and expense basis based on the Standard Billing Rates in effect at the time the work is performed. If this meets with the County's approval, please have the Chairman of the Board sign the authorization below and return a copy to our office.

We look forward to working with you on this project. Please feel free to contact our office if you have any questions.

Sincerely,

BARTON & LOGUIDICE, D.P.C.

A handwritten signature in black ink, appearing to read 'Chad W. Hutton', written over a horizontal line.

Chad W. Hutton, P.E.  
Vice President

ZTP/jms

#### **Authorization**



Barton & Loguidice, D.P.C., is hereby authorized by Oswego County ("Owner") to proceed with the services described herein in accordance with the Terms and Conditions proposed herein.

---

Authorized Signature

---

Date

**RESOLUTION NO.**

Oct 12, 2023

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION DEPARTMENT  
OF SOLID WASTE- INSURANCE RECOVERY FUND TO DEPARTMENT OF  
SOLID WASTE FUND BALANCE**

By Legislator Paul House:

WIIEREAS, the Department of Solid Waste requests a budgetary modification to transfer one-hundred twenty-three thousand and four hundred ninety nine dollars and twenty one cents to cover the boiler damage at the Energy Recovery Facility using insurance payment funds; and

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

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

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

**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 Paul House, Chairman  
Infrastructure, Facilities and Technology Committee  
Legislator Laurie Mangano-Cornelius, Chair  
Finance & Personnel Committee

FROM: Michael J. Lutestanski II, Director of Solid Waste Programs

RE: Budget Mod for Insurance recovery fund to Solid Waste Fund Balance CL159900

DATE: Sept19, 2023

The Dept of Solid Waste requests a Budget Modification to transfer one hundred twenty three thousand four hundred ninety nine dollars and twenty one cents (\$123,499.21) Dollars per the attached budget mod.

This insurance payment was to cover boiler damage at the Energy Recovery Facility.



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

[illegible]

DEPARTMENT HEAD	DATE	COUNTY ADMINISTRATOR	DATE
M. R. J. R.	10-3-23	[Signature]	10-2-23

**\*If Personnel Services are impacted**

**RESOLUTION NO.**

October 12, 2023

**RESOLUTION AWARDING PROFESSIONAL SERVICES CONTRACT –  
RFP 23-PURC-001 – ON-LINE AUCTIONS OF SURPLUS COUNTY GOODS**

By Legislator Laurie Mangano:

WHEREAS, the County issued a request for proposal for a vendor to provide On-line Auctions of Surplus County Goods; and

WHEREAS, in accordance with Oswego County Purchasing Policy, the Oswego County Purchasing Department solicited Requests for Proposals (RFP 23-PURC-001) from multiple qualified firms to provide On-line Auctions of Surplus County Goods; and

WHEREAS, the Oswego County Health Department and Oswego County Purchasing Department have reviewed the proposal received and determined the proposal from Collar City, Inc., Delanson, NY 12053 meets the County's needs; and

NOW, THEREFORE, BE IT RESOLVED, that upon the recommendation of the Finance and Personnel Committee that the County of Oswego awards the professional service contract for providing On-line Auctions of Surplus County Goods, to Collar City, Inc., 9423 Western Turnpike, Delanson, NY 12053 at no cost to Oswego County; 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 Street, Oswego NY 13126  
 Phone (315)326-6050 Fax (315)342-2468  
 Email: Purchasing@Oswegocounty.com

### RFP 23-PURC-001 – On-line Auctions of Surplus County Goods

Name of Company	Location	Fee Structure	Evaluation Rating	Required Documentation PRCS/PIS/SHC/NCC/RFC
Absolute Auctions & Realty, Inc.	45 So. Ave., PO Box 1739 Pleasant Valley, NY 12569	See attachment	86.5	X X X X X
Auctions International, Inc.	11167 Big Tree Road E. Aurora, NY 14052	See attachment	92.0	X X X X X
Collar City Auctions, Inc.	9423 Western Turnpike Delanson, NY 12053	See attachment	96.8	X X X X X
JJ Kane Auctions	33 Inverness Center Pkwy Birmingham, AL 35242	See attachment	85.3	X X X X X
Liquidity Services Operations LLC dba GovDeals	100 Capital Commerce Blvd, Ste 110 Montgomery, AL 36117	See attachment	90.8	X X X X N/A
Roy Teitsworth, Inc. (RTI Auctions)	6497 Barber Hill Road Geneseo, NY 14454	See attachment	87.5	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-PURC-001 was publicly advertised in the official newspaper, on Bidnet, and on the Oswego County website on July 28, 2023. It was also sent directly to the following five (5) vendors:

Absolute Auctions & Realty, Inc.  
 Auctions International, Inc.  
 Collar City Auctions Realty

Alex Lyon & Son  
 Brzostek's Auction Service, Inc.

**Number of Responses:** six (6)

RFP 23-PURC-001 Evaluation (continued)

<p>Absolute Auctions &amp; Realty, Inc.</p>	<p>Pro</p> <ul style="list-style-type: none"> <li>• NY-based company</li> <li>• In business over 40 years</li> <li>• No cost to Oswego County</li> </ul> <p>Con</p> <ul style="list-style-type: none"> <li>• BP fee schedule complicated</li> <li>• Not a lot of experience with counties</li> </ul>
<p>Auctions International, Inc.</p>	<p>Pro</p> <ul style="list-style-type: none"> <li>• NY-based company</li> <li>• Very experienced</li> <li>• Easy to work with (work with them now on surplus auctions)</li> <li>• No cost to Oswego County</li> </ul> <p>Con</p> <ul style="list-style-type: none"> <li>• BP fee structure complicated</li> <li>• May take up to 20 days to receive payment</li> </ul>
<p>Collar City Auctions, Inc.</p>	<p>Pro</p> <ul style="list-style-type: none"> <li>• NY-based company</li> <li>• Straight-forward process</li> <li>• Have worked with them (real estate auctions)</li> <li>• No cost to Oswego County</li> </ul> <p>Con</p> <ul style="list-style-type: none"> <li>• Highest BP fee structure</li> </ul>
<p>JJ Kane Auctions</p>	<p>Pro</p> <ul style="list-style-type: none"> <li>• Organized process</li> <li>• Strong digital &amp; marketing process</li> </ul> <p>Con</p> <ul style="list-style-type: none"> <li>• There is a cost to Oswego County</li> <li>• Not a NY-based company</li> <li>• Can't comply with some of our insurance requirements</li> </ul>
<p>Liquidity Services Operations LLC dba GovDeals</p>	<p>Pro</p> <ul style="list-style-type: none"> <li>• NY municipal experience</li> <li>• No cost to Oswego County</li> </ul> <p>Con</p> <ul style="list-style-type: none"> <li>• Not a NY-based company</li> <li>• Only 2 representatives to service all of their NY state clients</li> </ul>

RTI Auctions	<p>Pro</p> <ul style="list-style-type: none"><li>• Located in Geneva, NY</li><li>• Have done auctions with municipalities</li><li>• No cost to Oswego County</li></ul> <p>Con</p> <ul style="list-style-type: none"><li>• BP fee structure complicated</li><li>• Not sure of their implementation plan</li></ul>
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**Proposals Reviewed By:**

Holly Carpenter, Kevin Gardner, Laurie Mangano, and Tim Stahl

**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 **Collar CityAuctions.**

**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.

## RFP 23-PURC-001 On-line Auctions of Suplus County Goods

Total Point	Evaluation Criteria	ABSOLUTE AUCTIONS AND REALTY				AUCTIONS INTERNATIONAL			
	Evaluator	HFC	KG	LM	TS	HFC	KG	LM	TS
35	Experience & Qualifications	30	30	25	33	35	30	32	34
35	Auction Procedures	35	34	25	31	34	30	29	34
30	Compensation and/or Buyers Premium Fee Structure	27	25	25	26	28	28	29	25
100	Total Points	92	89	75	90	97	88	90	93
Rating per Evaluation		86.5				92.0			

Total Point	Evaluation Criteria	COLLAR CITY AUCTIONS				JJ KANE			
	Evaluator	HFC	KG	LM	TS	HFC	KG	LM	TS
35	Experience & Qualifications	35	35	32	34	33	34	27	33
35	Auction Procedures	34	35	33	34	30	33	33	31
30	Compensation and/or Buyers Premium Fee Structure	28	30	28	29	15	27	25	20
100	Total Points	97	100	93	97	78	94	85	84
Rating per Evaluation		96.8				85.3			

HFC - Holly Carpenter  
KG - Kevin Gardner

LM - Laurie Mangano  
TS - Tim Stahl

## Schedule A

## Evaluation Comparison

## RFP 23-PURC-001 On-line Auctions of Suplus County Goods

Total Poin	Evaluation Criteria	LSO LLC., GOV DEALS				RTI			
	Evaluator	HFC	KG	LM	TS	HFC	KG	LM	TS
35	Evaluator Experience & Qualifications	33	30	25	33	33	33	28	34
35	Auction Procedures	32	34	29	30	33	30	29	29
30	Compensation and/or Buyers Premium Fee Structure	28	30	30	29	25	25	25	26
100	Total Points	93	94	84	92	91	88	82	89
Rating per Evaluation		90.8				87.5			

HFC - Holly Carpenter  
KG - Kevin Gardner

LM - Laurie Mangano  
TS - Tim Stahl

**RFP 23-PURC-001 – On-line Auctions for Surplus County Goods**

**Proposer Reply Cover Sheet**

Sealed Proposals are due by 2:30 p.m., Wednesday, August 16, 2023, at: Oswego County Purchasing, 46 East Bridge Street, Oswego, NY 13126.

**THE COUNTY RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS**

The undersigned hereby certifies that he/she has examined and fully comprehends the requirements and intent of the Notice, Information, and Specifications for **Request for Proposal #RFP 23-PURC-001 On-line Auctions for Surplus County Goods** and offers to fulfill the activities as shown in the attached proposal at the price(s) listed below.

<b>Schedule of Items</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
Public Auctions (Vehicles/Equipment/Surplus): Buyer's Premium	10 %	10 %	10 %	10 %	10 %
Vehicles/Equipment sold within three (3) years of manufacture date	4%	4%	4%	4%	4%
Vehicles/Equipment sold within two (2) years of manufacture date	3%	3%	3%	3%	3%
Sliding Scale buyer's premium for Vehicles/Equipment with bids exceeding \$100,000	8.5%	8.5%	8.5%	8.5%	8.5%

Federal ID #: 14-1722898

M/WBE Status: N/A

Taylor Robinson

Type or Print Name

Absolute Auctions & Realty, Inc

Firm

Municipal Auction Coordinator

Title

45 South Avenue, P.O. Box 1739

Address

  
Authorized Signature

Pleasant Valley, NY 12569

Date

8/14/23

(845) 835-3169

/ (845) 835-5140

Telephone Number / Fax Number

Please attach any additional information to this sheet.



# RFP 23-PURC-001 – On-line Auctions for Surplus County Goods

## Proposer Reply Cover Sheet

Sealed Proposals are due by **2:30 p.m., Wednesday, August 16, 2023**, at: Oswego County Purchasing, 46 East Bridge Street, Oswego, NY 13126.

### THE COUNTY RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS

The undersigned hereby certifies that he/she has examined and fully comprehends the requirements and intent of the Notice, Information, and Specifications for **Request for Proposal #RFP 23-PURC-001 On-line Auctions for Surplus County Goods** and offers to fulfill the activities as shown in the attached proposal at the price(s) listed below.

Schedule of Items	Year 1	Year 2	Year 3	Year 4	Year 5
Public Auctions (Vehicles/Equipment/Surplus): Buyer's Premium (Standard)	10 %	10 %	10 %	10 %	10 %
Buyer's Premium - Vehicles/Equip. Within 3 years of Manuf. date	5 %	5 %	5 %	5 %	5 %
Buyer's Premium - Vehicles/Equip. Within 2 years of Manuf. date	4 %	4 %	4 %	4 %	4 %
Optional Credit Card Payment Method (in addition to BP rate)	4 %	4 %	4 %	4 %	4 %

Federal ID #: 32-0038079

M/WBE Status: N/A

R.J. Klisiewicz, III

Type or Print Name

Operations Manager

Title

[Signature]

Authorized Signature

8/14/2023

Date

Auctions International, Inc.

Firm

1161 Big Tree Rd. E. Aurora, NY 14058

Address

(508) 536-1441 / (508) 569-3334

Telephone Number / Fax Number

Please attach any additional information to this sheet.

**RFP 23-PURC-001—ON-LINE AUCTIONS FOR SURPLUS COUNTY GOODS**

**Proposer Reply Cover Sheet**

Sealed Proposals are due by 2:30 p.m., Wednesday, August 16, 2023, at Oswego County Purchasing, 46 East Bridge Street, Oswego, NY 13126

**THE COUNTY RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS**

The undersigned hereby certifies that he/she has examined and fully comprehends the requirements and intent of the Notice, Information, and Specifications for **Request for Proposal #RFP 23-PURC-001 On-line Auctions for Surplus County Goods** and offers to fulfill the activities as shown in the attached proposal at the price(s) listed below.

Schedule of Items	Year 1	Year 2	Year 3	Year 4	Year 5
Public Auctions (Vehicles/Equipment/Surplus): Buyer's Premium	18%	18%	18%	18%	18%
Note: <b>We Do All The Work For You.</b> We do not charge for taking photographs, lotting and we do not require you to complete lengthy informational data sheets for each lot and then email them to us.					

Federal ID #: 87-4835599

M/WBE Status: N/A

Randy Passonno  
Type or Print Name

Collar City Auctions, Inc.  
Firm

President  
Title

9423 Western Turnpike  
Address

  
Authorized Signature

Delanson, New York 12053

August 1, 2023  
Date

(518) 895-8150 / (518) 895-8152  
Telephone Number / Fax Number

## Section 1 – Proposal Additional Documentation

### Proposer Reply Cover Sheet

#### RFP 23-PURC-001 – On-line Auctions for Surplus County Goods

#### Proposer Reply Cover Sheet

Scaled Proposals are due by 2:30 p.m., Wednesday, August 16, 2023, at: Oswego County Purchasing, 46 East Bridge Street, Oswego, NY 13126.

#### THE COUNTY RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS

The undersigned hereby certifies that he/she has examined and fully comprehends the requirements and intent of the Notice, Information, and Specifications for **Request for Proposal #RFP 23-PURC-001 On-line Auctions for Surplus County Goods** and offers to fulfill the activities as shown in the attached proposal at the price(s) listed below.

Schedule of Items	Year 1	Year 2	Year 3	Year 4	Year 5
Public Auctions (Vehicles/Equipment/Surplus):	12 %	12 %	12 %	12 %	12 %
Buyer's Premium					
Auction Commission Fee to Seller:	3 %	3 %	3 %	3 %	3 %
<i>charged to Oswego County</i>					
*Annual seller commission increases may be imposed; any increase is subject to discussion and will never exceed 0.5%, with a total cap of 5% during the term of the contract.					

Federal ID #: 22-2948211

M/WBE Status: N/A

Breanna Sullivan

JJ Kane Auctions

Type or Print Name

Firm

Technical Sales Representative

33 Inverness Center Parkway

Title

Address

*Breanna Sullivan*

Birmingham, AL 35242

Authorized Signature

August 11, 2023

(856) 764-7163

Date

/ ( )  
Telephone Number / Fax Number

Please attach any additional information to this sheet.

**RFP 23-PURC-001 – On-line Auctions for Surplus County Goods****Proposer Reply Cover Sheet**

Sealed Proposals are due by **2:30 p.m., Wednesday, August 16, 2023**, at: Oswego County Purchasing, 46 East Bridge Street, Oswego, NY 13126.

**THE COUNTY RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS**

The undersigned hereby certifies that he/she has examined and fully comprehends the requirements and intent of the Notice, Information, and Specifications for **Request for Proposal #RFP 23-PURC-001 On-line Auctions for Surplus County Goods** and offers to fulfill the activities as shown in the attached proposal at the price(s) listed below.

Schedule of Items	Year 1	Year 2	Year 3	Year 4	Year 5
Public Auctions (Vehicles/Equipment/Surplus):					
Buyer's Premium	8 %	8 %	8 %	8 %	8 %

Federal ID #: 52-2293687M/WBE Status: N/AMichael Price

Type or Print Name

Vice President, Revenue

Title



Authorized Signature

8/8/2023

Date

Liquidity Services Operations LLC dba GovDeals  
Firm100 Capitol Commerce Blvd., Ste. 110  
AddressMontgomery, AL 36117(351) 215-8013 / (334) 387-0519

Telephone Number / Fax Number

Please attach any additional information to this sheet.

**RFP 23-PURC-001 – On-line Auctions for Surplus County Goods**

**Proposer Reply Cover Sheet**

Sealed Proposals are due by 2:30 p.m., Wednesday, August 16, 2023, at: Oswego County Purchasing, 46 East Bridge Street, Oswego, NY 13126.

**THE COUNTY RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS**

The undersigned hereby certifies that he/she has examined and fully comprehends the requirements and intent of the Notice, Information, and Specifications for **Request for Proposal #RFP 23-PURC-001 On-line Auctions for Surplus County Goods** and offers to fulfill the activities as shown in the attached proposal at the price(s) listed below.

Schedule of Items	Year 1	Year 2	Year 3	Year 4	Year 5
Public Auctions (Vehicles/Equipment/Surplus): Buyer's Premium	%	%	%	%	%
The Buyer's Premium scale will be used for all years.					
<b>Bid Price</b> <b>Buyer's Premium</b>					
\$0 - \$9,999.99                      10%					
\$10,000 - \$24,999.99                      8%					
\$25,000 - \$49,999.99                      7%					
\$50,000 - up                      6%					

Federal ID #: 16-1122864

M/WBE Status: NA

Jesse Teitsworth

Type or Print Name

Roy Teitsworth Inc.

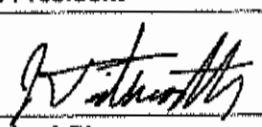
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Vice President

Title

6497 Barber Hill Rd, Geneseo, NY 14454

Address

  
Authorized Signature

August, 11, 2023

Date

585 243-1563 / 585 243-3311

Telephone Number / Fax Number

Please attach any additional information to this sheet.

**RESOLUTION NO.**

October 12, 2023

**RESOLUTION AWARDING PROFESSIONAL SERVICES CONTRACT TO  
PROVIDE THIRD-PARTY ADMINISTRATION SERVICES FOR OSWEGO  
COUNTY SELF INSURED HEALTH AND PHARMACY BENEFIT PROGRAM-  
HUMAN RESOURCES DEPARTMENT**

By Legislator Laurie Mangano:

WHEREAS, the Human Resources Department entered into an agreement with BPAS Actuarial and Pension Services, LLC, an independent consulting firm, to assist in the solicitation and evaluation of proposals (RFP #23-HR-002) for third-party administration services related to Oswego County's Self-Insured Health and Pharmacy Benefit Program; and

WHEREAS, three (3) proposals were received and evaluated based upon their ability to meet critical areas of concern such as ability to provide basic service requirements, pricing and administrative fees, network adequacy, performance guarantees, rebate arrangements, and contract terms and conditions; and

WHEREAS, BPAS presented their results of their evaluation to an advisory committee of County representatives; and

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

RESOLVED, that the Oswego County Legislature award the professional service contract to: Excellus, to include Med+Rx, for professional services to Oswego County, for one (1) year, with the option of four (4) one (1) year renewals, at a cost of \$35.22 per employee per month, with an implementation date of January 1, 2024; and be it further

RESOLVED, that a certified copy of this resolution delivered to the County Treasurer, Budget Officer, Human Resources Director, 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:**



Julie A. Bell  
Director of Human Resources

## OSWEGO COUNTY HUMAN RESOURCES DEPARTMENT

COUNTY BUILDING  
46 EAST BRIDGE STREET  
OSWEGO, NEW YORK 13126  
(315) 349-8209 • Fax: (315) 349-8254  
www.oswegocounty.com

### INFORMATIONAL MEMORANDUM

**SUBJECT:** Awarding of a contract to provide third-party administration services for the Oswego County Self Insured Health and Pharmacy Benefit Program.

**SUMMARY:** In anticipation of the expiration of the existing contracts with UMR and ProAct, the independent consulting firm of BPAS Actuarial and Pension Services, LLC was selected to solicit proposals from vendors interested in serving as third-party administrator for the Oswego County Self-Insured Health and Pharmacy Benefit Program. Proposals were received from three (3) vendors.

With the assistance of BPAS, an advisory committee consisting of representatives from the County Administrator's Office and Human Resources Department, reviewed results of the evaluation of proposals presented by BPAS.

The Committee weighed each proposal focusing on the following:

1. Network Pricing
2. Provider Network Adequacy
3. Administrative Costs
4. Performance Guarantees
5. Plan Design (Ability to provide equal to or better benefits)
6. Ancillary services
7. Proposer Qualifications and References
8. Client Support Services
9. Member Services
10. Claim Adjudication Services
11. Utilization Management
12. Mandatory Documentation
13. Rebate Arrangements

The recommended vendor will provide services at a cost of \$35.22 per employee per month for health and Rx.

The Advisory Committee unanimously recommended that Oswego County enter into a one (1) year contract, with the option of four (4) one (1) year renewals, with Excellus for professional services to Oswego County for its Self-Insured Health Program, which includes Med+Rx for its Self-Insured Pharmacy Benefit Program.

### RECOMMENDED ACTION:

The Advisory Committee recommends that the Finance and Personnel Committee and Oswego County Legislature authorize a one (1) year contract, with the option of four (4) one (1) year renewals, with Excellus, to include Med+Rx, with an implementation date of January 1, 2024.

**Oswego County**  
**Comparison of Medical and Prescription Drug Third Party Administrator RFP Alternatives for 2024**  
**Executive Summary <sup>(1)</sup>**

Enrolled Contracts: 993		Incumbent (UMR + ProAct)	UMR & OptumRx	Excelsus (Med + Rx)	Excelsus & ProAct
<b>Projected Annual Costs/(Savings)</b>					
Estimated Claims Cost <sup>(2)</sup>					
Medical		\$11,781,000	\$11,781,000	\$10,789,000	\$10,789,000
Prescription Drug		\$5,301,000	\$4,241,000	\$4,967,000	\$5,301,000
Estimated Annual Admin Fee over 3 Yr Term <sup>(3)</sup>		\$357,000	\$329,000	\$409,000	\$456,000
Estimated Costs (Claims Cost + Admin Fees)		\$17,439,000	\$16,351,000	\$16,165,000	\$16,546,000
Estimated Range of Costs/(Savings)		N/A	(\$1,088,000)	(\$1,274,000)	(\$893,000)
<b>Performance Guarantees</b>					
Overall Competitiveness of Performance Guarantees			Moderately Competitive for 2024 Moderate level of fees at risk, but high trend for full payout eligibility. No guarantee for 2025+	Moderately Competitive for 2024 Moderate amount of fees at risk with dollar for dollar payment of excess claims. Reasonable trend assumed in guarantee No guarantee for 2025+	
<b>Network Information</b>					
2022 Commercial Book of Business Discounts All Services			48.53%	49.92%	
Access					
3 PCPs in 15 mile radius			99.60%	99.50%	
3 Pediatricians in 15 mile radius			92.70%	83.53%	
<b>Client Service Team</b>					
Dedicated Customer Service Team		UMR offered no proposed change to current customer service team. Designated Account Executive (Adrienne Esposito), Field Account Manager (Marcy Lease) and Customer Specialist (Kim Leote).  This dedicated team has approximately 25 clients with 22,000 members.  This team will participate in onsite enrollment meetings with three weeks notice. <b>NOTE: this team has never offered to come on-site.</b>	Designated team located in Syracuse/Rochester with Account Manager (Jeff Andrews) and Account Service Consultant (Brandi Zike).  This dedicated team has approximately 4 clients with 30,000 members.  This team will participate in onsite enrollment meetings.		
<b>Other Information</b>					
Rx Network Information	No Rx disruption, Can participate in a 2025 Rx RFP with Onondaga County and the City	Rx formulary has 515 excluded drugs, including Firdapse.	Rx formulary has 39 excluded drugs. Firdapse is included on formulary.	No Rx disruption, Can participate in a 2025 Rx RFP with Onondaga County and the City	
Fee Credits	Offering a 1 month admin fee holiday totaling approximately \$27,000	Offering a 1 month admin fee holiday totaling approximately \$24,000	Offering a 2 month admin fee holiday, \$50,000 implementation credit, \$15,000 annual wellness fund, \$35,000 pharmacy buy-up fund, \$12 per member pharmacy implementation allowance totaling approximately \$270,000	Offering a 2 month admin fee holiday and \$25,000 implementation credit totaling approximately \$115,000	

This exhibit has been prepared solely for the use of Oswego County and contains proprietary and confidential data that cannot be disclosed to outside parties.

<sup>(1)</sup> Oswego County Purchasing extended this RFP to UMR (the incumbent), Excelsus, Aetna, and MVP. MVP declined to produce a bid, and Aetna did not provide a completed proposal for the Pharmacy Benefit Manager portion. Aetna did provide a complete proposal for medical TPA services; those details are available in the full analysis. ProAct (the PBM incumbent) was also given an opportunity to improve their pricing terms and declined to do so.

<sup>(2)</sup> Above analysis determining estimated cost/(savings) is based on the distribution of inpatient, outpatient, and Physician & Other Active and pre-Medicare Claims from the discount analysis. The percentage range estimates are applied to the January 2022 - July 2023 paid medical claims costs on an Allowed Amount basis (\$19M Total). Network adjustments are estimated based on each plan's proposal submission. These data are best understood as comparisons of the relative value of the proposed networks. They are not actuarial projections of 2024 plan costs and have not been audited.

<sup>(3)</sup> Administrative fee is calculated as the average over the initial 3 year contract from 2024-2026 and include current services such as Nurse Line and Teleradiology. Administrative fees include fees for retiree billing, FSA and HRA administration, and disease management.



**RESOLUTION NO.**

October 12, 2023

**RESOLUTION AUTHORIZING PROFESSIONAL SERVICES CONTRACT  
ACCOUNTING SERVICES FOR COUNTY TREASURER'S OFFICE**

By Legislator Laurie Mangano:

WHEREAS, Oswego County has been continuing to improve their accounting and auditing services; and

WHEREAS, Oswego County contracted with ProNexus to provide Accounting and Auditing services. This is to maintain an effective overall accounting monitoring process for Oswego County funds; and

WHEREAS, The Treasurer's office will utilize ProNexus as third-party accounting company to do any required accounting functions. As per the agreement, contract can not to exceed \$65,000. Proxenus will be paid on the agreed upon fee schedule; and

NOW, THEREFORE, BE IT RESOLVED, that the Oswego County Treasurer is hereby authorized and directed to execute a contract, on behalf of Oswego County, with Proxenus for the accounting /auditing services effective upon adoption of this resolution.

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

**YES:**

**NO:**

**ABSENT:**

**ABSTAIN:**

# Oswego County Treasurer's Office

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Kevin L. Gardner, *Treasurer*

Brian D. Twiss, *Deputy Treasurer*

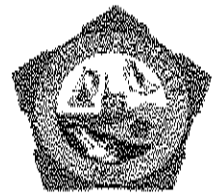
County Building

46 East Bridge Street

Oswego, New York 13126

Phone: (315) 349-8393

Fax: (315) 349-8255



10/3/23

## **INFORMATIONAL MEMORANDUM**

**Subject: RESOLUTION AUTHORIZING PROFESSIONAL SERVICES CONTRACT  
ACCOUNTING SERVICES FOR COUNTY TREASURER'S OFFICE**

**Background:** The Treasurer's office is down 2 individuals. To perform key departmental accounting responsibilities, the Treasurer's office needs to enter a service contract to do bank entries as well as reconciliation of accounts. ProNexus will be able to do audits when required. The Treasurer's is continuing to look to fill the accountant position.

ProNexus will come in and perform this review in conjunction with the key activities and tasks as required by the project and as directed by your leadership team. While performing the work, we will also identify any recommendations or best practices to optimize your Accounts Payable and Vendor Management process, if any. In addition, ProNexus will come in and maintain productivity for you in conjunction with some of the tasks that your Accountant was performing. Some of the activities may include performing cash receipts, bank reconciliations on two (2) active County accounts which are performed with the Munis system, and any other activities as directed by Robin McMillen, Chief Accountant.

This solution will allow Oswego County the opportunity to 1) address immediate requirements, 2) maintain productivity, 3) maintain work life balance for the remaining staff, and 4) provide you additional time to identify a long-term solution.

**Description of Services/Solution:** Accounting Support Services

**Pricing\*:** See attached Rate Card. Commensurate with experience, the requirements listed above will fall into one of the following staff levels at ProNexus:

**3<sup>rd</sup> Party Payment Review Project**

- Manager: \$120 - \$140/hr
- Sr. Manager: \$140 - \$175/hr

*\*Based on the requirements above and our discussion, we would assign someone at least at the Manager level or Sr. Manager.*

**Interim & Loan Staff - Accountant**

- Staff: \$65 - \$85/hr
- Senior: \$85 - \$120/hr

*\*Based on the requirements above and our discussion, we would assign someone at least at the Staff level or Senior.*

**Fee Cap:** Although this is a time & materials engagement, we will start with a total fee cap of up to \$65,000.

**Est. Start Date:** 10/16 – 10/20 or 10/23 – 10/27

**Onsite/Offsite:** Flexible

**Est. Duration:** TBD for Project & 4 months for Interim Accountant

**Utilization:** TBD for Project & 2-3 days for Interim Accountant, however we have some flexibility

**Cancellation:**

Your approval of the E-Letter of Intent (ELOI) confirms our mutual commitment to work together to provide the service. Before the engagement begins, our team spends time preparing including but not limited to evaluating staff, scheduling, coordination, meetings, and other logistics. In the event the approved ELOI and/or engagement is cancelled by client before we begin the engagement, a cancellation fee of \$1,500 will be owed to ProNexus. The fee will mitigate the costs associated with the time spent by ProNexus personnel, scheduling changes, redeployment of Consultant(s), and the amount of hours dropped or delayed from the schedule.

**Recommendation:** The Treasurer strongly recommends this request.