

OSWEGO COUNTY LEGISLATIVE AGENDA



AGENDA - REGULAR MEETING

OSWEGO COUNTY, NEW YORK

Date/ Time: June 15, 2023 7:00pm

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

7:00^{pm} – PUBLIC HEARING

- Public Hearing regarding the 8-Year Review of the Agricultural District
- Public Hearing regarding the Requests of Landowner Inclusion Within The Existing Certified Agricultural District Pursuant To The NYS Agricultural And Markets Law (AML), Section 303-B, As Amended

2:00^{pm} – 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 **May 11, 2023**

PROCLAMATIONS AND RECOGNITIONS

- **Recognition** – Robert Lighthall
- **Proclamation** – Dairy Month
- **Proclamation** – Envirothon
- **Proclamation** – Lake City Lodge – 175 Years of Freemasonry

INTRODUCTION OF VISITORS

PUBLIC SPEAKERS ON RESOLUTIONS OF THE DAY

REPORTS

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

RESOLUTIONS AND MOTIONS

GOVERNMENT, COURTS & CONSUMER AFFAIRS COMMITTEE

- GC-1** Resolution Fixing Time and Place for Public Hearing Relative to Proposed County of Oswego Local Law No. 3 of the Year 2023, Entitled "A Local Law Amending Local Number 2 of 2021 As Concerns Residency Requirements for Assistant Public Defenders"
 - GC-2** Resolution Authorizing the Reclassification of One Position in the Real Property Tax Services Office
 - GC-3** Resolution Approving and Confirming the Sale and Transfer of Certain Foreclosed Tax Property Pursuant to RPTL §1166
 - GC-4** Resolution Approving and Confirming the Sale and Transfer of Certain Foreclosed Tax Properties to the City of Oswego Pursuant to RPTL §1166
 - GC-5** Resolution Authorizing the Purchase of Two Automobiles In Public Defender's Office
 - GC-6** Resolution Authorizing the Reclassification Of One Position And Deletion Of One Position In Public Defender's Office
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PUBLIC SAFETY COMMITTEE

- PS-1** Resolution Authorizing the Execution of An Agreement With Wellpath, LLC Concerning the Provision Of Medical Services For the Oswego County Correctional Facility
 - PS-2** Resolution Authorizing Budget Modification Sheriff's Office – Boarding Female Inmates
 - PS-3** Resolution Deleting Position and Authorizing Budget Modification – STOP-DWI
 - PS-4** Resolution Approving an Intermunicipal Agreement with the County of Yates Regarding Incarcerated Persons Boarded Out Pursuant to Substitute Jail Orders
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HUMAN SERVICES COMMITTEE

- HS-1** Resolution Authorizing Budget Modification to Reduce the Federal Revenue for the Department of Social Services Division of Employment and Training
- HS-2** Resolution Authorizing Budget Modification Department of Social Services to Accept Federal Adult Protective COVID-19 Funding
- HS-3** Resolution Authorizing Budget Modification Department of Social Services for Court Liaison Furniture and Furnishings
- HS-4** Resolution Authorizing Budget Modification Department of Social Services Adult & Family Services Additional Hours
- HS-5** Resolution Approving MOU for Street Outreach Services for Runaway Youth between Oswego County Department of Social Services, Oswego City-County Youth Bureau and Oswego County Opportunities

- HS-6** Resolution Authorizing Budget Modification Department of Social Services — Accept Rental Supplement Program Funding
- HS-7** Resolution Establishing Capital Project No. 0823 Department of Social Services - Space Maximization Project
- HS-8** Resolution Appointing Member to the Community Services Board
- HS-9** Resolution Authorizing Budget Modification Department of Social Services — Wireless Headsets for Assistance Programs Division
- HS-10** Resolution Authorizing Budget Modification Department of Social Services — Northwoods Traverse Optimization Project
- HS-11** Resolution Authorizing Budget Modification Department of Social Services — Accept Contracted Funding from CenterState Corporation for Employment and Training
- HS-12** Resolution Authorizing Budget Modification Youth Bureau- Correcting Budget Lines 2023 NYS Runaway Homeless Youth Aid
- HS-13** Resolution Authorizing the Reclassification of Two Positions in the Office for the Aging
- HS-14** Resolution Amending Contract RFP19-HD-005 -- Senior Nutrition Services – Congregate Dining Center Changes
- HS-15** Resolution Amending Contract RFP19-HD-005 – Senior Nutrition Services -- Meals
- HS-16** Resolution for Additional Supplemental Services Required For The Camp Hollis Shoreline Stabilization Project RFP 21-YB-001
- HS-17** Resolution Awarding Professional Services Contract –RFP 23-YB-001 – Architecture & Engineering Services -- Camp Zerbe Bathhouse

ECONOMIC DEVELOPMENT AND PLANNING COMMITTEE

- EP-1** Resolution Designating Various Snowmobile Trail Improvements Type II Actions Under New York State SEQRA
- EP-2** Resolution to Amend the Agricultural District Plan Boundaries by Permitting Additional Areas of Inclusion, Pursuant to Agriculture and Markets Law (AML) Section 303-B, As Amended
- EP-3** Resolution Adopting Modified Agricultural District # 11 and Finding that the Proposed District Will Not Have a Significant Environmental Impact
- EP-4** Resolution Authorizing The Chair Of The Legislature to Execute No-Cost Time Extension Requests For Various NYSDOT Contracts (ATC-17-OSW, ATC-18-OSW, NY-2017-057, NY-2018-44, NY-18-X031, NY-2020-086)

HEALTH COMMITTEE

- HE-1** Resolution to Accept Funding from University Emergency Services, Inc. D/B/A UBMD Emergency Medicine (UBMDEM) through its Division for Medication for Addiction Treatment & Electronic Referrals (MATTERS) to Purchase a Harm Reduction Vending Machine

INFRASTRUCTURE, FACILITIES & TECHNOLOGY COMMITTEE

- IT-1** Resolution to Increase Authorization for Capital Project No. 0123 - Highway Equipment Capital Project
- IT-2** Resolution to Increase Authorization for Capital Project No. B0123 – CR 23 Bridge Over Scriba Creek
- IT-3** Resolution Establishing Capital Project No. B0223 — Caster Road Bridge Over North Branch Salmon River
- IT-4** Resolution Authorizing Transfer from Building Supplies & Expense into Repairs Building & Property
- IT-5** Resolution Authorizing Budget Modification Department of Solid Waste — Highway and Street Equipment
- IT-6** Resolution Awarding Professional Services Contract Bristol Hill Landfill Planning and Development
- IT-8** Resolution Authorizing Budget Modification Highway Department to Transfer Funds from Insurance Recovery Fund into Highway Expense
- IT-9** Resolution Increasing Capital Project No. 0521 for Phase Two – Oswego County Building Security

FINANCE & PERSONNEL COMMITTEE

- FP-1** Resolution Authorizing Professional Services Contract Treasurer's Office

UNFINISHED BUSINESS

MISCELLANEOUS BUSINESS

ADJOURNMENT

PUBLIC COMMENT PERIOD

OSWEGO COUNTY LEGISLATIVE MEETING



MINUTES - REGULAR MEETING OSWEGO COUNTY, NEW YORK

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

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

PUBLIC HEARING

Public Hearing – “Local Law No. 2 of the Year 2023, Entitled, “A Local Law Allowing Eligible Volunteer Firefighters and Volunteer Ambulance Workers to Receive a Real Property

Public Hearing was called to order at 2:06 p.m.

Kurt Fisher – Chair of Fire Advisory Board requested 2 changes to the Local Law as written

Public Hearing was closed at 2:12 p.m.

CALL TO ORDER

A Regular Meeting of the Oswego County Legislature was called to order at 2:12 pm by Chairman James Weatherup with the Clerk of the Legislature present.

Roll Call was taken with all legislator’s present except Leg. Mangano, Reehil, Twiss, Martino and District 20 being vacant.

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

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 20TH LEGISLATIVE DISTRICT.**

Resolution 119 of 2023 adopted by a voice vote: Yes: 20 No: 0 Absent: 4 Vacant: 1

Leg. Paul Connelly was sworn in by S.C.J. Gregory Gilbert.

Chairman Weatherup thanked former Legislator Stahl for his years of service.

APPROVAL OF THE MINUTES

Minutes of the Oswego County Legislature Regular Meeting on **April 13, 2023** were approved.

PROCLAMATIONS AND RECOGNITIONS

Recognition – Tina Bourgeois – Senior Licensed Practical Nurse – Retirement, 30 years
Proclamation – Motorcycle Safety Awareness Month
Proclamation – Older American Month
Proclamation – Child Care Provider Appreciation Day
Proclamation – National Foster parent Appreciation Month

INTRODUCTION OF VISITORS

Leg. Gilson introduced Pulaski Middle School Government Class Students.
Leg. Schadt introduced former Legislator Amy Tresidder.

PUBLIC SPEAKERS ON RESOLUTIONS OF THE DAY

Jessica Steele – Spoke regarding the pay raise disparity between Legislators and other departments.

REPORTS

Reports of County Officials – None.
Reports of Standing Committees – Leg. Chesbro congratulated the Tourism department and David Owen for winning the 2022 NYS Tourism Excellence in Print Award, and the Tourism conference held in Oswego that had highest attendance records.
Reports of Special Committees – None.

RESOLUTIONS AND MOTIONS

GC-2 Legislator Holst offered a resolution entitled, **RESOLUTION AUTHORIZING THE EXECUTION OF AN INTERMUNICIPAL AGREEMENT BY AND BETWEEN THE COUNTY OF OSWEGO AND THE NEW YORK STATE OFFICE OF INFORMATION TECHNOLOGY SERVICES (NYSOITS) AND THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES (NYS DHES) (CONTRACT NO.: X050055)**

Leg. Chesbro called for a roll call vote.

Resolution 120 of 2023 adopted by a roll call vote: Yes: 21 No: 0 Absent: 4

GC-3 Pulled.

GC-4 Legislator Holst offered a resolution entitled, **RESOLUTION APPOINTING PUBLIC DEFENDER FOR OSWEGO COUNTY**

Resolution 121 of 2023 adopted by a voice vote: Yes: 21 No: 0 Absent: 4

GC-5 Legislator Holst offered a resolution entitled, **RESOLUTION AUTHORIZING 2023 TAX PROPERTY AUCTION**

Resolution 122 of 2023 adopted by a voice vote: Yes: 21 No: 0 Absent: 4

GC-6 Legislator Holst offered a resolution entitled **RESOLUTION ACCEPTING TITLE FROM THE OSWEGO COUNTY LAND BANK CORPORATION AND CONVEYING A PORTION IF SAME TO GREGORY PASKELL (2744-48 U.S. ROUTE 11, TOWN OF MEXICO)**

Resolution 123 of 2023 adopted by a voice vote: Yes: 21 No: 0 Absent: 4

GC-7 Legislator Holst offered a resolution entitled **RESOLUTION AUTHORIZING THE RECLASSIFICATION OF ONE POSITION IN PUBLIC DEFENDER'S OFFICE**

Resolution 124 of 2023 adopted by a voice vote: Yes: 21 No: 0 Absent: 4

PS-1 Legislator Greco offered a resolution entitled, **RESOLUTION AUTHORIZING THE RECLASSIFICATION OF ONE POSITION IN THE DISTRICT ATTORNEY'S OFFICE**

Resolution 125 of 2023 adopted by a voice vote: Yes: 21 No: 0 Absent: 4

PS-2 Legislator Greco offered a resolution entitled, **RESOLUTION AUTHORIZING BUDGET MODIFICATION SHERIFF'S OFFICE TRANSFER FROM INSURANCE RECOVERY (TREASURER'S OFFICE) TO AUTOMOTIVE SUPPLIES AND REPAIR (ROAD DIVISION)**

Resolution 126 of 2023 adopted by a voice vote: Yes: 21 No: 0 Absent: 4

PS-3 Legislator Greco offered a resolution entitled, **RESOLUTION AUTHORIZING BUDGET MODIFICATION SHERIFF'S OFFICE FOR PURCHASE OF A FULL BODY SCANNER**

Resolution 127 of 2023 adopted by a voice vote: Yes: 21 No: 0 Absent: 4

PS-4 Legislator Greco offered a resolution entitled, **RESOLUTION OPPOSING S6282 ELIMINATING PROBATION FEES**

Resolution 128 of 2023 adopted by a voice vote: Yes: 21 No: 0 Absent: 4

HS-1 Legislator Scanlon offered a resolution entitled **RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF SOCIAL SERVICES – FURNITURE & FURNISHINGS**

Resolution 129 of 2023 adopted by a voice vote: Yes: 21 No: 0 Absent: 4

HS-2 Legislator Scanlon offered a resolution entitled **RESOLUTION AUTHORIZING CREATION OF ONE (1) PART-TIME CASEWORKER AIDE POSITION IN THE DEPARTMENT OF SOCIAL SERVICES**

Resolution 130 of 2023 adopted by a voice vote: Yes: 20 No: 0 Absent: 5
(Leg. Walpole left the meeting)

HS-3 Legislator Scanlon offered a resolution entitled **RESOLUTION AUTHORIZING CREATION OF THREE TEMPORARY FULL TIME TYPISTS AND ONE TEMPORARY PART-TIME TYPIST IN THE DEPARTMENT OF SOCIAL SERVICES**

Resolution 131 of 2023 adopted by a voice vote: Yes: 20 No: 0 Absent: 5

HS-4 Legislator Scanlon offered a resolution entitled **RESOLUTION AUTHORIZING BUDGET MODIFICATION FOR CATHOLIC CHARITIES TRANSPORTATION SERVICES CONTRACT WITH THE DEPARTMENT OF SOCIAL SERVICES**

Resolution 132 of 2023 adopted by a voice vote: Yes: 20 No: 0 Absent: 5

HS-5 Legislator Scanlon offered a resolution entitled **RESOLUTION AUTHORIZING RECLASSIFICATION OF ACCOUNT CLERK TO SENIOR ACCOUNT CLERK IN THE DEPARTMENT OF SOCIAL SERVICES**

Resolution 133 of 2023 adopted by a voice vote: Yes: 20 No: 0 Absent: 5

HS-6 Legislator Scanlon offered a resolution entitled **RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF SOCIAL SERVICES - OVERTIME**

Resolution 134 of 2023 adopted by a voice vote: Yes: 20 No: 0 Absent: 5

HS-7 Legislator Scanlon offered a resolution entitled **RESOLUTION AUTHORIZING THE COUNTY OF OSWEGO TO ACCEPT A DONATION FROM THE WORKFORCE DEVELOPMENT INSTITUTE (WGI) OF \$1,000 AS A LUNCH SPONSOR FOR THE OSWEGO COUNTY YOUTH CAREER SUMMIT**

Resolution 135 of 2023 adopted by a voice vote: Yes: 20 No: 0 Absent: 5

- HS-8** Legislator Scanlon offered a resolution entitled **RESOLUTION AUTHORIZING BUDGET MODIFICATION OFFICE FO THE AGING – SHINE SNAP ED**

Resolution 136 of 2023 adopted by a voice vote: Yes: 20 No: 0 Absent: 5

- EP-1** Legislator Chesbro offered a resolution entitled, **RESOLUTION FIXING TIME AND PLACE FOR A PUBLIC HEARING RELATIVE TO THE 8-YEAR REVIEW OF THE AGRICULTURAL DISTRICT**

Leg. Chesbro motioned to amend the resolution to change the date of the Public Hearing,
Leg. Greco seconds.

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

Amended Resolution 137 of 2023 adopted by a voice vote: Yes: 20 No: 0 Absent: 5

- EP-2** Legislator Chesbro offered a resolution entitled, **RESOLUTION FIXING TIME AND PLACE FOR A PUBLIC HEARING RELATIVE TO THE REQUESTS OF LANDOWNER INCLUSION WITHIN THE EXISTING CERTIFIED AGRICULTURAL DISTRICT PURSUANT TO THE NYS AGRICULTURAL AND MARKETS LAW (AML), SECTION 303-b, AS AMENDED**

Leg. Chesbro motioned to amend the resolution to change the date of the Public Hearing,
Leg. Emmons seconds.

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

Amended Resolution 138 of 2023 adopted by a voice vote: Yes: 20 No: 0 Absent: 5

- EP-3** Legislator Chesbro offered a resolution entitled, **RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF COMMUNITY DEVELOPMENT, OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT TO PROVIDE FOR ADDITIONAL HOURS TO IMPLEMENT VARIOUS GRANT PROGRAMS**

Resolution 139 of 2023 adopted by a voice vote: Yes: 20 No: 0 Absent: 5

- EP-4** Legislator Chesbro offered a resolution entitled, **RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF COMMUNITY DEVELOPMENT – PLANNING OFFICE**

Resolution 140 of 2023 adopted by a voice vote: Yes: 20 No: 0 Absent: 5

- EP-5** Legislator Chesbro offered a resolution entitled, **RESOLUTION AUTHORIZING APPOINTMENT TO THE CNY REGIONAL TRANSPORTATION BOARD**

Resolution 141 of 2023 adopted by a voice vote: Yes: 20 No: 0 Absent: 5

- EP-6** Legislator Chesbro offered a resolution entitled, **RESOLUTION AUTHORIZING BUDGET MODIFICATION MOBILITY MANAGEMENT**

Resolution 142 of 2023 adopted by a voice vote: Yes: 20 No: 0 Absent: 5

- HE-1** Legislator Karasek offered a resolution entitled, **RESOLUTION TO ACCEPT PUBLIC HEALTH INFRASTRUCTURE FUNDING FROM HEALTH RESEARCH INC/NEW YORK STATE DEPARTMENT OF HEALTH (HRI/NYSDOH)**

Resolution 143 of 2023 adopted by a voice vote: Yes: 20 No: 0 Absent: 5

- HE-2** Legislator Karasek offered a resolution entitled, **RESOLUTION AUTHORIZING BUDGET MODIFICATION TO INCREASE AUTHORIZATION LEVEL OF CAPITAL PROJECT NO. 134 SILK ROAD ACTION**

Resolution 144 of 2023 adopted by a voice vote: Yes: 20 No: 0 Absent: 5

- HE-3** Legislator Karasek offered a resolution entitled, **RESOLUTION TO RECLASSIFY PUBLIC HEALTH NURSE TO SENIOR PROGRAM HEALTH SPECIALIST**

Resolution 145 of 2023 adopted by a voice vote: Yes: 20 No: 0 Absent: 5

- HE-4** Legislator Karasek offered a resolution entitled, **RESOLUTION AUTHORIZING BUDGET MODIFICATION TO USE UNAPPROPRIATED FUND BALANCE FOR CAPITAL PROJECT NO. 0623 SHAD SLADE FIELD STATION**

Resolution 146 of 2023 adopted by a voice vote: Yes: 20 No: 0 Absent: 5

- IT-1** Legislator House offered a resolution entitled, **RESOLUTION AUTHORIZING THE RECLASSIFICATION OF TWO POSITIONS AND CREATE A NEW POSITION BUILDINGS AND GROUNDS DEPARTMENT**

Resolution 147 of 2023 adopted by a voice vote: Yes: 20 No: 0 Absent: 5

- IT-2** Legislator House offered a resolution entitled, **RESOLUTION AWARDED PROFESSIONAL SERVICES CONTRACT SPEDES SWPPP MSGP PERMIT UPDATE**

Resolution 148 of 2023 adopted by a voice vote: Yes: 20 No: 0 Absent: 5

- FP-1** Legislator Lockwood offered a resolution entitled, **RESOLUTION AUTHORIZING THE RECLASSIFICATION OF ONE PART-TIME POSITION IN THE HUMAN RESOURCES DEPARTMENT**

Resolution 149 of 2023 adopted by a voice vote: Yes: 20 No: 0 Absent: 5

FP-2 Legislator Lockwood offered a resolution entitled, **RESOLUTION AWARDING PROFESSIONAL SERVICES CONTRACT – RFP 23-HR-001- COMPENSATION STUDY**

Resolution 150 of 2023 adopted by a voice vote: Yes: 20 No: 0 Absent: 5

FP-3 Legislator Lockwood offered a resolution entitled, **RESOLUTION AMENDING THE SEXUAL HARASSMENT POLICY FOR THE COUNTY OF OSWEGO**

Resolution 151 of 2023 adopted by a voice vote: Yes: 20 No: 0 Absent: 5

FP-4 Legislator Lockwood offered a resolution entitled, **RESOLUTION PURSUANT TO SECTION 206 OF COUNTY LAW CHANGING LEGISLATIVE OFFICE BUILDING HOURS FOR JUNE, JULY AND AUGUST**

Resolution 152 of 2023 adopted by a voice vote: Yes: 20 No: 0 Absent: 5

FP-5 Legislator Lockwood offered a resolution entitled, **RESOLUTION ADOPTING AN INVESTMENT POLICY AND DESIGNATING BANKS AS DEPOSITORIES OF COUNTY FUNDS**

Resolution 153 of 2023 adopted by a voice vote: Yes: 20 No: 0 Absent: 5

FP-6 Legislator Lockwood offered a resolution entitled, **RESOLUTION RELATIVE TO A HOME RULE REQUEST**

Resolution 154 of 2023 adopted by a voice vote: Yes: 19 No: 1 Absent: 5
(Leg. Castiglia in opposition)

FP-7 Pulled

UNFINISHED BUSINESS

None.

MISCELLANEOUS BUSINESS

Leg. Karasek wanted to clarify that the County does not do the assessments.

Leg. M. Yerdon commented on the County assessments and the equalization rates.

Leg. House motioned to waive the rules to hear resolutions GC-8, GC-9, and HS-9, multiple seconds.

GC-8 Legislator Holst offered a resolution entitled **RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH OSWEGO COUNTY BOARD OF COOPERATIVE EDUCATIONAL SERVICES (CITI BOCES) REGARDING THE P-TECH PROGRAM FOR THE 2023-24 CITI BOCES FISCAL YEAR**

Resolution 155 of 2023 adopted by a voice vote: Yes: 20 No: 0 Absent: 5

GC-9 Legislator Holst offered a resolution entitled **RESOLUTION APPOINTING A DIRECTOR TO THE BOARD OF DIRECTORS OF THE WESTERN REGIONAL OFF-TRACK BETTING CORPORATION PURSUANT TO RACING, PARI-MUTUEL WAGERING AND BREEDING LAW §502**

Leg. Karasek motioned to amend the resolution to delete fourth WHEREAS paragraph, Leg. Emmons seconds.

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

Amended Resolution 156 of 2023 adopted by a voice vote: Yes: 20 No: 0 Absent: 5

HS-9 Legislator Scanlon offered a resolution entitled **RESOLUTION AUTHORIZING RECLASSIFICATION OF ONE (1) ATTORNEY POSITION IN THE DEPARTMENT OF SOCIAL SERVICES**

Resolution 157 of 2023 adopted by a voice vote: Yes: 20 No: 0 Absent: 5

ADJOURNMENT

Legislator Karasek motioned to adjourn, multiple seconds.

Vote: Unanimous, motion carried

Legislature adjourned at 4:06 p.m.

PUBLIC COMMENT PERIOD

None.

Betsy Sherman-Saunders
Clerk of the Legislature

RESOLUTION NO.

June 15, 2023

**RESOLUTION FIXING TIME AND PLACE FOR PUBLIC HEARING RELATIVE
TO PROPOSED COUNTY OF OSWEGO LOCAL LAW NO. 3 OF THE YEAR 2023,
ENTITLED, "A LOCAL LAW AMENDING LOCAL LAW NUMBER 2 OF 2021 AS
CONCERNS RESIDENCY REQUIREMENTS FOR ASSISTANT PUBLIC
DEFENDERS"**

By Legislator David Holst:

UPON the recommendation of the Government, Courts and 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 3 of 2023, entitled "**A LOCAL LAW
AMENDING LOCAL LAW NUMBER 3 OF 2021 AS CONCERNS RESIDENCY
REQUIREMENTS FOR ASSISTANT PUBLIC DEFENDERS**" on the 13th day of July,
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, NY 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

PROPOSED LOCAL LAW ____ OF 2023

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

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

Section 1: PURPOSE AND INTENT.

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

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

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

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

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

SECTION 3: SEVERABILITY.

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

SECTION 4: EFFECTIVE DATE.

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

RESOLUTION NO.

June 15, 2023

**RESOLUTION AUTHORIZING THE RECLASSIFICATION OF ONE POSITION
IN THE REAL PROPERTY TAX SERVICES OFFICE**

By Legislator David Holst:

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

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

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

RESOLVED, that position #135524701, Typist, Grade 3, County of Oswego Office Personnel Unit (COOP), be reclassified to a Real Property Data Coordinator, Grade 9, in the same COOP Bargaining Unit, and be it further

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

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

YES:

NO:

ABSENT:

ABSTAIN:



OSWEGO COUNTY DEPARTMENT OF REAL PROPERTY TAX SERVICES

Corey Metz
Director of Real Property Tax Services

May 31, 2023

Informational Memorandum

Subject: Request to reclassify one position within the Real Property Tax Services Department

Purpose: After evaluating the current and projected needs of the department and the increasing demand on existing staff the currently budgeted and vacant Typist position no longer fulfills department's needs. Increased NYS mandates on assessment administration functions combined with ever increasing technical expertise in database administration necessitates a more skilled individual than the typist position allows. This proposed reclassification would allow for more efficient operations while offering continued succession opportunity within the department.

Summary: New York State continues to add additional unfunded mandates, such as the recent change to require taxing districts to annually notify eligible seniors of real property tax exemptions, that directly impact our office. Combined with the high-level specialization needed to upkeep the database system we maintain on behalf of local assessment officials and the integration and support of this real property data into various computer systems around the county, a skilled individual would provide the department with another staff member capable of performing these key responsibilities.

Recommended Action: Authorizing the proposed reclassification of the full-time Typist position, Grade 3, in the County of Oswego Office Personnel Bargaining Unit, to a full-time Real Property Data Coordinator, Grade 9, within the Real Property Tax Services Department.

Fiscal Impact: Budget savings for 2023, savings of -\$9,882 in salary and -\$738 in FICA due to vacancy.

Increased budget for 2024, additional cost of \$10,155 in salary and \$777 in FICA.

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: Real Property	DIVISION/UNIT (NUMBER): 1355
A. NEW POSITION REQUEST	
1. Position Title Requested: _____	
2. Bargaining Unit: <input type="checkbox"/> CO-OP <input type="checkbox"/> Highway <input type="checkbox"/> Silver Star <input type="checkbox"/> Deputies <input type="checkbox"/> OCPA <input type="checkbox"/> 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: <input type="checkbox"/> Yes <input type="checkbox"/> 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 #: 135524701
3. Present Salary/Hourly Rate: 16.03	Grade: 3
4. Requested Title: Real Prop Data Coordinator	
5. Requested Salary: _____	
a. Bargaining Unit: CO-OP	Hourly Rate: 21.61
b. Management or OCPA – Salary Requested: _____	Grade: 9
6. Percent of Federal and/or State Reimbursement: _____	Fringe Reimbursed: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
7. Justification of Need (use additional sheets as necessary): <i>Department needs another skilled individual for database administration, report writing, and coordination of assessment and real property tax data amongst various levels of government as presently this responsibility falls to a single individual. Reclassification would allow for cross training and succession opportunity in addition to relieving workload and supporting department services.</i>	
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:	

**OSWEGO COUNTY HUMAN RESOURCES
DEPARTMENT**

NEW POSITION DUTIES STATEMENT

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.

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 Real Property	DIVISION, UNIT, OR WORK SECTION	LOCATION OF POSITION 46 E Bridge St. Oswego NY 13126
<p>2. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate Paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.</p> <p>Title requested: <i>Real Property Data Coordinator</i></p>		
PERCENT OF WORK TIME		
25%	<i>Assists town assessors in collecting, recording, and updating real property information data and submits material for computer processing</i>	
25%	<i>Reviews property changes submitted by towns and municipalities to insure accuracy and compliance with County and NYS Equalization and Assessment Department Rules and Regulations</i>	
15%	<i>Coordinates the conversion of real property information and procedures to a computerized system by working with town and city assessors and County data processing personnel</i>	
10%	<i>Prepares and maintains property inventory files</i>	
10%	<i>Assists Director in the preparation of periodic and special reports</i>	
5%	<i>Acts as liaison between the Department, Town Assessors, and the State Department of Equalization and Assessment and Data Processing in the collection and recording of data</i>	
5%	<i>Supervises and trains data entry personnel assigned to Real Property Tax Department</i>	
5%	<i>Trains or arranges for training of local Town Assessors and County data processing personnel in the collection and recording of real property information</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
Corey Metz	Real Property Director	General
	Senior Real Property Data Coordinator	Direct

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

NAME	TITLE	TYPE OF SUPERVISION
	Real Property Data Assistant	General

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

NAME	TITLE	LOCATION OF POSITION
David Peel	Real Property Data Coordinator	RPTS

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

Education: ☐ High School _____ years
☒ College 2 years, with specialization in see below
☐ Other _____ years, with specialization in _____

Experience (list amount and type):

Associate's degree in business administration, data processing, or closely related field preferred.

Essential knowledge, skills and abilities: 132. principles and practices of real property valuation and assessment; 162. real property records; 108. office terminology, practices, and procedures; 105. New York State Real Property Information System; 21. business arithmetic; 135. principles and practices of supervision.

Type of license or certificate required: N/A

7. The above statements are accurate and complete.

Date: 5/12/2023

Title: Director

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.

June 15, 2023

**RESOLUTION APPROVING AND CONFIRMING THE SALE AND TRANSFER
OF CERTAIN FORECLOSED TAX PROPERTY PURSUANT TO RPTL §1166**

By Legislator David Holst, Sr.:

WHEREAS, the Enforcing Officer of the County of Oswego has, heretofore, foreclosed against certain delinquent tax property within the county pursuant to Article 11 of the New York State Real Property Tax Law for delinquent property taxes for the years 2020 or prior; and

WHEREAS, the county has obtained a Final Judgment from Supreme Court, Oswego County in an in rem foreclosure proceeding; and

WHEREAS, the county has executed a deed or deeds pursuant to the Final Judgment(s) obtained vesting title in the name of the County of Oswego; and

WHEREAS, the tax district of the County of Oswego enjoys a right of sale under RPTL §1166 either at public auction to the highest bidder or by approval and confirmation of the sale by a majority vote of this body; and

WHEREAS, certain parcels are being sold have offered to pay the county tax district, in full, for all delinquent taxes penalties and interest as part of this purchase thereby making the county whole; and

WHEREAS, other parcels need to be conveyed back due to bankruptcy filings or other issues; and

WHEREAS, a resolution is necessary and desirable,

NOW, THEREFORE, upon the recommendation of the Government, Courts and Consumer Affairs Committee of this body, it is hereby

RESOLVED, the County Treasurer be, and is hereby, authorized to sell and transfer the following delinquent tax properties to the person(s) named for the consideration stated hereinbelow. The Consideration named in said deed shall be considered payment of all taxes held against the property, including the 2023 tax, unless otherwise stated; and further

RESOLVED, that the foregoing sales (attached) are hereby approved and confirmed by this body.

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

YES:

NO:

ABSENT:

ABSTAIN:

Oswego County Treasurer's Office



Kevin L. Gardner, *Treasurer*
Brian D. Twiss, *Deputy Treasurer*

County Building
46 East Bridge Street
Oswego, New York 13126
Phone: (315) 349-8393
Fax: (315) 349-8255

5/17/2023

INFORMATIONAL MEMORANDUM

Subject: Redemption of Oswego County foreclosed properties

Background: These are the buyback properties from the Treasurer's Department. These properties have possible legal issues such as bankruptcies and other situations that warrant a buyback. Properties outside bankruptcies can redeem for unpaid taxes plus any penalties and interest.

Recommendation: The Treasurer strongly recommends this request.

2023-40-02	Orwell	041.00-01-17.01	Schumacher Sandrens	Trout Brook Dr	\$ 3,178.13
2023-42-01	Town of Oswego	198.00-01-07.10	Dunsmoor Joshua A	Hall Rd	\$ 7,247.09
2023-56-01	Scriba	148.00-02-40	Lagoe Richard J II / Renee	395 O'Connor Rd	\$ 9,107.53
2023-22-01	Amboy	179.00-01-11.06	Burke Robert / Taya	30 Nichols Road	\$ 12,084.13
2023-26-02	Constantia	296.19-05-05	Darrow Richard J	19 County Route 23	\$ 9,102.71
2023-26-06	Constantia	246.00-02-17	Van Deusen Phillip A / Jennifer	County Route 65	\$ 6,911.52
2023-32-06	Hastings	208.01-08-12	LaFlamme Tracey L	1955 US Route 11	\$ 7,101.53
2023-46-03	Parish	209.00-02-06	Johnson Arthur J Jr	County Route 11	\$ 1,675.12
2023-46-04	Parish	194.00-01-10.01	Mullen Scientific Software Inc	State Route 69	\$ 742.87
2023-48-03	Redfield	125.00-01-07.01	Hart Rodney	23 Teachout Road	\$ 1,711.31
2023-48-02	Redfield	125.00-01-07.02	Hart Rodney	35 Teachout Road	\$ 15,952.95
2023-26-04	Constantia	264.00-01-14.03	Woods Joshua R	913 County Route 17	\$ 5,822.84
2023-34-01	Mexico	098.00-02-01.02	Geddings Kevin L	176 Ladd Road	\$ 4,645.64
2023-44-04	Palermo	222.00-03-05.01	Dorn Adam	431 Island Road	\$ 35,944.08
2023-60-01	West Monroe	260.00-01-29.05	Kimberly Inman	44 Milo Drive	\$20,942.62
2023-32-02	Hastings	259.00-07018	Petrocci Emma	74 Little Canada Road	\$20,942.62
2020-38-08	New Haven	096.00-03-19.22	Abbott Raymond	812 County Route 1	\$11,718.93

RESOLUTION NO.

June 15, 2023

**RESOLUTION APPROVING AND CONFIRMING THE SALE AND TRANSFER
OF CERTAIN FORECLOSED TAX PROPERTIES TO THE CITY OF OSWEGO
PURSUANT TO RPTL§1166**

By Legislator Holst:

WHEREAS, the Enforcing Officer of the County of Oswego has, heretofore, foreclosed against certain delinquent tax properties within the City of Oswego pursuant to Article 11 of the New York State Real Property Tax Law for delinquent county taxes; and

WHEREAS, the county has obtained a final judgment from Supreme Court, Oswego County under index number: C-2020-0534; and

WHEREAS, the county has or will execute a deed pursuant to that final judgment vesting title in the name of the County of Oswego; and

WHEREAS, the City of Oswego has expressed an interest in acquiring certain county-owned tax properties as opposed to the properties being sold at the annual county tax auction; and

WHEREAS, the City of Oswego also has delinquent tax liens on some or all of these properties; and

WHEREAS, the tax district of the County of Oswego enjoys a right of sale under RPTL§1166 either at public auction to the highest bidder or by approval and confirmation of the sale by a majority vote of this body; and

WHEREAS, the city has offered to pay the county tax district, in full, for all delinquent taxes penalties and interest as part of this purchase thereby making the county whole; and

WHEREAS, a resolution is necessary and desirable,

NOW, THEREFORE, upon the recommendation of the Government, Courts and Consumer Affairs Committee of this body, it is hereby

RESOLVED, the County Treasurer be and is hereby authorized to transfer the following six (8) delinquent tax properties to the City of Oswego for the consideration are attached; and be it further

RESOLVED, that the foregoing sales are hereby approved and confirmed by this body.

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

YES:

NO:

ABSENT:

ABSTAIN:

Oswego County Treasurer's Office

Kevin L. Gardner, *Treasurer*

Brian D. Twiss, *Deputy Treasurer*

County Building

46 East Bridge Street

Oswego, New York 13126

Phone: (315) 349-8393

Fax: (315) 349-8255



5/11/23

INFORMATIONAL MEMORANDUM

Subject: RESOLUTION APPROVING AND CONFIRMING THE SALE AND TRANSFER
OF CERTAIN FORECLOSED TAX PROPERTIES TO THE CITY OF OSWEGO
PURSUANT TO RPTL§1166

Background: This is a resolution for Oswego County to transfer to the City of Oswego all properties that are located within the city that were taken by Oswego County during the 2022 foreclosure process. City of Oswego agrees to pay for all taxes owed prior to the transfer.

Recommendation: The Treasurer strongly recommends this request.

Co. Prop#	SWIS	Town	Parcel ID#	Deed To	Property Address	Assessed Owner	Total Unpaid
2023-12-01	1200	Oswego	128.40-03-43	City of Oswego	13 East Seventh Street	Catherine Beginski	\$ 2,242.82
2023-12-02	1200	Oswego	128.64-02-36.01	City of Oswego	32 East Utica Street	Michelle Bolton	\$ 1,412.34
2023-12-03	1200	Oswego	128.40-04-03	City of Oswego	84 East Schuyler Street	Jeremy Linn	\$ 716.38
2023-12-04	1200	Oswego	146.22-04-24	City of Oswego	285 West Eighth Street	Jeremy Linn	\$ 1,468.27
2023-12-05	1200	Oswego	128.40-03-09	City of Oswego	14 East Eighth Street	Catherine Beginski	\$ 770.42
2023-12-06	1200	Oswego	128.40-04-04	City of Oswego	100 East Ninth Street	Jeremy Linn	\$ 1,245.42
2023-12-07	1200	Oswego	128.41-04-10	City of Oswego	136 East Twelfth Street	Bernard Shapiro	\$ 679.76
2023-12-08	1200	Oswego	128.41-04-09	City of Oswego	159 East Cayuga	Shapiro Brothers	\$ 1,012.30

RESOLUTION NO.

June 15, 2023

**RESOLUTION AUTHORIZING THE PURCHASE OF TWO AUTOMOBILES IN
PUBLIC DEFENDER'S OFFICE**

By Legislator David Hoist:

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, the Public Defender's Office does not currently have any automobiles assigned to its office to aid in its mission of representing those accused of crimes in court, and

WHEREAS, the proposed purchase of two automobiles for the use by office personnel to aid in their investigations of cases for clients and provide safety and security for office personnel; and this request having been reviewed by the Purchasing Director with a recommendation to authorize purchase of two automobiles.

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

RESOLVED, that two automobiles be authorized to be purchased by the Public Defenders' Office, and be it further

RESOLVED, that certified copies of this resolution delivered to the County Treasurer, Budget Officer, and Public Defender 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 the purchase of two vehicles for use by Public Defender Employees.
- Purpose:** Public Defender Office is a newly established office. In order for it to fulfill its mission, it is critical that the office be afforded vehicles to conduct investigations and ensure personnel, clients and witnesses arrive at court and other meetings in a timely and safe fashion. The use of department vehicles instead of private vehicles for office investigations, court appearances and office tasks will provide the office employees, witnesses and other persons with a layer of protection while performing critical tasks for this office in providing competent legal representation to those that cannot afford to pay for their own defense.
- Summary:** The Public Defenders' office is tasked with the responsibility to provide competent legal representation for those that cannot afford to pay for their own defense. A critical part of such representation is the ability to conduct independent investigations to determine the facts of the case along with ensuring witnesses and other interested parties will appear in court for any proceedings. The purchase of the two automobiles will ensure these goals while providing safety and privacy to office personnel.
- Recommendation:** To authorize the proposed modification of the Public Defender's budget to include the purchase of two vehicles.
- Fiscal Impact:** There will be no fiscal impact as the proposed costs of the two vehicles will be absorbed by funds already budgeted for use by this office. Additionally, it will reduce the county's expenditures on reimbursement costs for use of private vehicles.

**COUNTY OF OSWEGO
BUDGET MODIFICATION REQUEST**

2023
5/22/2023

ACCOUNT NUMBER			ACCOUNT NUMBER			DESCRIPTION	DOLLAR AMOUNT
ORG.	OBJECT	PROJ.	ORG.	OBJECT	PROJ.		
1171	511000					Salaries and Wages	(\$64,707.50)
			1171	526000		Purchasing - Other Equipment	\$64,707.50

COMMITTEE SIGNATURES	DATE
<i>Walter H. H. H.</i>	6-5-23
<i>James A. H. H.</i>	6-5-23
<i>James A. H. H.</i>	6-5-23
<i>Walter H. H. H.</i>	6-5-23
<i>Walter H. H. H.</i>	6-5-23
<i>Walter H. H. H.</i>	6-5-23

RESOLUTION NO.

June 15, 2023

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

By Legislator David Hoist:

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, positions # 117124702 & 117124703 are currently classified as Typist(s) to provide clerical support, and

WHEREAS, the proposed restructuring within the office to provide additional legal support has been reviewed by the Director of Human Resources with a recommendation to reclassify one of the positions to the title of Paralegal and delete one of the positions.

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

RESOLVED, that position #117124702, Typist, Grade 3, in the CSEA COOP Bargaining Unit be reclassified to a Paralegal position, Grade 11, in the same CSEA COOP Bargaining Unit, and position #117124703, Typist, Grade 3, be deleted, 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 reclassify one Typist position and delete one Typist position.
- Purpose:** Public Defender Office is a newly established office. In order for it to fulfill its mission, it is critical that sufficient resources be retained to represent clients in court by investigating the facts of the case and researching the legal issues that are unique to each case. The addition of an additional Paralegal in the Public Defender's Office will help meet this goal.
- Summary:** The opportunity exists to better serve clients that are represented by the Public Defender's office in that the addition of personnel with a legal background such as a paralegal will better meet the needs of the clients and this office than a Typist position.
- Recommendation:** To authorize the proposed modification of the Public Defender's budget to reclassify one Typist position, Grade 3, in the CSEA COOP Bargaining Unit, to a Paralegal position, Grade 11, in the same CSEA COOP Bargaining Unit, and delete one Typist position, Grade 3.
- Fiscal Impact:** There will be no fiscal impact as the proposed pay for the Paralegal position (only one) is less than what has been budgeted for the two Typists positions.

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: Typist 2. Position #: 117124702

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

4. Requested Title: Public Defender Paralegal

5. Requested Salary: _____

a. Bargaining Unit: COOP Hourly Rate: 24.96 Grade: 11

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): Public Defender Office is in need of an additional paralegal in order to assist this office with its mission in providing legal defense to the indigent charged with criminal offenses within Oswego County.

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

C. POSITION DELETION

1. Title to be Deleted: Typist

2. Position # 117124703

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
 Oswego

DIVISION, UNIT, OR WORK SECTION
 Public Defender's Office

LOCATION OF POSITION
 , Oswego, NY

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: Paralegal

PERCENT OF WORK TIME

20	Assesses clients case and help prepare case strategy;
20	Conduct legal research into issues that client's case presents;
20	Draft legal memorandum and motions for filing in court;
20	Discuss case with clients and witnesses and prepare evidence for court;
20	Regularly appears at and assists in the representation of Public Defender clients in court;

(Attach additional sheets if more space is needed)

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

NAME	TITLE	TYPE OF SUPERVISION
Louis Lombardi	Public Defender	Administrative

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 2/4 years, with specialization in Paralegal or similar studies
☒ Other 1 years, with specialization in preparation legal cases

Experience (list amount and type): Two years' work as a Social Worker or closely related field.

Essential knowledge, skills and abilities: Thorough knowledge of NYS criminal law and procedures along with ability to indepdently conduct legal research, draft memos, interview witnesses and prepare case for trial

Type of license or certificate required: Paralegal certificate would be considered a plus

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.

June 15, 2023

**RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH
WELLPATH, LLC CONCERNING THE PROVISION OF MEDICAL SERVICES
FOR THE OSWEGO COUNTY CORRECTIONAL FACILITY**

By Legislator Greco:

WHEREAS, the county is experiencing recruitment and retention issues generally and, in particular, as concerns registered nurses and other professionals which provide medical services to the Oswego County Correctional Facility; and

WHEREAS, pursuant to Corrections Law §501(2), the County Legislature procure the services of a professional partnership, a professional service corporation, a professional service limited liability company or a registered limited liability company, duly authorized to practice medicine in the state, for the purpose of providing health services to the incarcerated individuals of the jail, provided that one physician from any such professional partnership, professional services corporation, professional service limited liability company or registered limited liability company shall be designated by the board to act as the chief medical officer of the jail; and

WHEREAS, the in order to meet the county's requirements to provide medical services in the Correctional Facility, retaining the services of a private company is necessary; and

WHEREAS, Wellpath, LLC possesses the requisite qualifications and experience and provides medical services to correctional facilities in surrounding counties and within New York State;

NOW, THEREFORE, upon recommendation of the Public Safety Committee and with the recommendation of the Oswego County Sheriff, it is hereby

RESOLVED, that the Chairman of the Legislature be, and is hereby, authorized to execute a contract with Wellpath, LLC, a Tennessee limited liability corporation with principal offices located at 3340 Perimeter Hill Drive, Nashville, TN 37211 on an emergency basis; and, it is further

RESOLVED, that this constitutes an emergency procurement under the County's procurement policy and the Department of Purchasing shall seek requests for proposals during the pendency of any contract which shall run through August of 2024 and to commence as soon as practicable ; and, it is further

RESOLVED, that any contract amounts shall be consistent with the annexed projected costs, subject to any adjustments per the contract terms.

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

YES:

NO:

ABSENT:

ABSTAIN:



ADMINISTRATION
(315) 345-3207
FAX (315) 345-3465
ROAD PATROL
(315) 345-1411
FAX (315) 345-1000
CRIMINAL INVESTIGATION
(315) 345-3314
FAX (315) 345-1117

OSWEGO COUNTY SHERIFF'S OFFICE

DONALD R. BILTON
SHERIFF



JOHN F. TOOMEY
UNDER-SHERIFF



CIVIL DIVISION
(315) 345-1500
FAX (315) 345-1122
TOWNSHIP DIVISION
(315) 345-1500
JAIL DIVISION
(315) 345-1100
FAX (315) 345-1400

39 Churchhill Road, Oswego, New York 13126 6813

INFORMATIONAL MEMORANDUM

DATE: June 6, 2023

SUBJECT: Budget Modification Request to Allocate Funds – Jail Medical Fees, Jail Medical Supplies and unused Jail Medical Salaries to new expense line MEDCO which will be the budget line for the Jail Medical Contract with WellPath.

PURPOSE: To move funds from Jail Medical Fees A3150-543500 in the amount of \$150,000, Jail Medical Supplies A3150-545100 in the amount of \$55,000 Jail Salaries A3150-511000 in the amount of \$339,815 (total amount \$534,815) to A3150-543800 MEDCO. Additionally, \$702,523 will be allocated from Fund Balance Account A-159900 to cover the balance of anticipated fees for executing the contract with WellPath (Management Fee \$155,132, Start-up costs \$205,342, Retention \$62,000, Maintenance \$724,864.34). The transition time for WellPath to assume the medical program in the Oswego County Jail is 60 days and expected start is September 1, 2023. The Oswego County Sheriff's Office requests this re-allocation and transfer of funds to engage in contracted healthcare for incarcerated individuals (I.I.'s) so that the county can comply with NYS Dept. of Corrections regulations, provide round-the-clock clinical care for I.I.'s, and as part of a long-term strategy to reduce costs and risk.

SUMMARY: The Sheriff's Office requests permission to reallocate funds from Jail Medical Fees, Jail Medical Services and Jail Salaries in the amount of \$444,815 to fund startup and management costs to execute a contract for medical services in the Jail with WellPath. These funds in the amount of \$444,815 and additional transfer of \$702,523 will go into Revenue Line: A3150-543800 MEDCO, for a total of \$1,147,338.

ATTACHMENTS:

- Budget Modification
- Resolution authorizing Budgetary Modification: Sheriff's office Modification to Re-Allocate Funds: Jail Medical Contract with WellPath

RECOMMENDED ACTION: The Sheriff's Office recommends the approval of this budget modification re-allocating the funds as described above.



May 11, 2023

Jennifer Kline
 Oswego County Purchasing Office
 46 E. Bridge Street
 Oswego, NY 13126

Dear Ms. Kline:

Wellpath is happy to address your question of May 9th and provide more detailed information. Below is a breakout of projected costs for a one-year emergency procurement contract. The first chart is for the first five months of the contract, through year-end 2023, based on an August 1, 2023 start date. The second chart is a breakout of projected costs for the remaining seven months of January 1, 2024 through July 31, 2024.

Oswego County NY	
Initial 5 Month Budget (August - December 2023)	
Reoccurring Costs:	
Salaries and Benefits *	\$718,801
Professional and On-Site / Off-Site Services *	\$83,375
Pharmacy Services *	\$77,051
Other expense: facility costs, printing, equipment rental, etc. *	\$26,853
Passthrough Sign-on/Retention Bonus Pool *	\$25,833
Management Fee	\$193,915
One Time Cost:	
Start-Up Costs *	\$205,342
Total Budget:	\$1,481,171

Oswego County NY	
Remaining 7 Month Budget (January 2024 - July 2024)	
Reoccurring Costs:	
Salaries and Benefits *	\$1,006,322
Professional and On-Site / Off-Site Services *	\$116,725
Pharmacy Services *	\$107,872
Other expense: facility costs, printing, equipment rental, etc. *	\$37,594
Passthrough Sign-on/Retention Bonus Pool *	\$36,167
Management Fee	\$271,481
Total Budget:	\$1,576,161

*Budgeted expenses. Subject to change based on actual spend. The County will only pay actual costs.





We look forward to a collaborative partnership with Oswego County and we look forward to working with you on a successful implementation of this contract. Following the end of the contract year, if both parties mutually agree to renew for additional one-year terms, the cost of each one-year term will include an increase of the annual amount of the previous year by the Consumer Price Index (CPI) -- All Urban Consumers, U.S. City Average, Medical Care Services, published by the Bureau of Labor Statistics of the U.S. Department of Labor, but not less than 4%.

We hope this information will assist in your budget projections for this year. Please let us know if you have any additional questions.

Sincerely,

A handwritten signature in dark ink, appearing to read "David Weed", written over a light blue horizontal line.

David Weed
Director of Partnership Development
Wellpath LLC
615-582-6860
DWeed@wellpath.us



**COUNTY OF OSWEGO
BUDGET MODIFICATION REQUEST**

ACCOUNT NUMBER		ACCOUNT NUMBER			DESCRIPTION	DOLLAR AMOUNT
ORG	OBJECT	PROJ	ORG	OBJECT		
A	159900				Appropriated Fund Balance	(702,523.00)
A3150	543500				Medical Fees	(150,000.00)
A3150	545100				Medical Supplies	(55,000.00)
A3150	511000				Jail Healthcare Staff Salaries	(239,815.00)
			A3150	543800 MEDCO	Medical Contract (WellPath)	1,147,338.00
					Transfer funds from current Jail Medical to fund new	
					Jail Medical Contract with WellPath	
					The remaining balance to be covered from Unappropriated	
					Fund Balance	
TOTAL AMOUNT						-

COMMITTEE SIGNATURES	DATE
<i>Steve Green</i>	6/8/23
<i>J. Mangano</i>	6/8/23
<i>Paul H.</i>	6/8/23

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

RESOLUTION NO.

June 15, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION SHERIFF'S OFFICE
— BOARDING FEMALE INMATES**

By Legislator Marc Greco:

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

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

RESOLVED, that a certified copy of 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 SHERIFF'S OFFICE

ADMINISTRATION
(315) 349-3507
FAX (315) 349-3483

ROAD PATROL
(315) 349-3411
FAX (315) 349-3302

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

DONALD R. HILTON
SHERIFF



JOHN F. TOOMEY
UNDERSHERIFF



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

JAIL DIVISION
(315) 349-3306
FAX (315) 349-3349

39 Churchill Road, Oswego, New York 13126-6613

INFORMATIONAL MEMORANDUM

SUBJECT: Budget Modification **DATE:** May 22, 2023

PURPOSE: To cover expenses incurred for boarding female prisoners in other county facilities for the year 2022 and 2023. Total request \$350,000.

SUMMARY: The capacity at the Oswego County Correctional Facility continues to exceed its limits for incarcerated females. Therefore, incarcerated females need to be housed in other County Correctional Facilities outside of Oswego County, at the expense of the Oswego County Sheriff's jail budget, (Department 3150). We currently have outstanding Invoices payable to Ontario County for housing females. The first invoice is \$83,810. The second invoice is \$85,550. Total outstanding as of Mar 2023 is \$169,310.

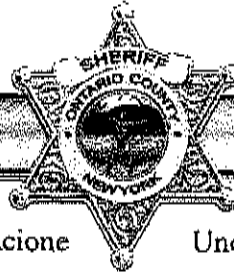
An additional \$180,690 is requested to pay expenses expected to be incurred for housing females through Dec. 2023. The total request is to transfer \$350,000 from the County's Appropriated Fund Balance (A-159900), into line 3150.545500.(JPRIS-Other Supplies & Expenses) to meet estimated expenses through 2023.

RECOMMENDED ACTION: The Sheriff's Office recommends the approval of this request.

74 Ontario Street
Canandaigua NY 14424
585-394-4560

ONTARIO COUNTY

Non-Emergency: 800-394-4560
Records: 585-396-4618
Civil Office: 585-396-4666



Sheriff David J. Cirencione

Undersheriff Michael L. Rago

SHERIFF

April 24, 2023

Oswego County Sheriff's Office
39 Churchill Rd.
Oswego, NY 13126

Dear Sheriff Hilton,

Please find the two enclosed invoices for the housing of Oswego County incarcerated individuals for the year of 2022, and for the months of January, February, and March of 2023, as per the agreement between Oswego County and Ontario County. The total due for the year of 2022 is \$83,810.00, and the total due for January through March of 2023 is \$85,500.00.

Please make checks payable to the **Ontario County Sheriff's Office**, and mail payment to the following address:

Ontario County Sheriff's Office
Attention: David J. Cirencione, Sheriff
74 Ontario St.
Canandaigua, NY 14424

If you any questions, please contact me at (585)396-4614; thank you.

Respectfully,

A handwritten signature in cursive script, reading "David J. Cirencione".

David J. Cirencione
Sheriff

DJC:ajh

Ontario County Sheriff's Office

[illegible]

kathleen.meyers@ontariocountyny.gov

Canandaigua, NY 14424

2023.01.01.

2023.03.31

Email:

Incarcerated Individual Housing

Description	Qty	Unit Price	Price
Incarcerated Individual Housing	855	\$ 100.00	\$ 85,500.00
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
		Invoice Subtotal	\$ 85,500.00
		TOTAL	

Make all checks payable to Ontario County Sheriff's Office.

Ontario County Sheriff's Office

74 Ontario Street
Canandaigua, NY 14424

525-398-4427

kathleen.meyers@orangeocounty.ny.gov

Bill To:

Oswego County

Phone:

INVOICE #

2022.01.01 -

2022.12.31

Address:

Don Hilton

注意:

Invoice Date;

3/31/2023

39 Churchill Road
 The house at 39 Churchill Road

Email:

Invoice For:

Incarcerated Individual Housing

[illegible]

Make all checks payable to Ontario County Sheriff's Office.

BUDGET MODIFICATION REQUEST

TOTAL AMOUNT

DATE _____

6/5/2023

6/5/2023

10/2/74

1513

4-5-78

10/22/23

AS/23

DATE

DATE _____

DATE _____

DATE _____

RESOLUTION NO.

June 15, 2023

**RESOLUTION DELETING POSITION AND AUTHORIZING BUDGET
MODIFICATION — STOP-DWI**

By Legislator Marc Greco:

WHEREAS, the Chairman of the Legislature has appointed the Oswego County Probation Director to additionally serve as STOP-DWI Coordinator; and

WHEREAS, the STOP-DWI program is budgeted and operated within the District Attorney's Office, including a STOP-DWI Coordinator and utilizing the partial time of District Attorney employees; and

WHEREAS, with the exception of personnel services, the STOP-DWI operational budget can remain as a separate budget division with the District Attorney's budget and be administered by the Probation Director for the remainder of 2023, then fully modified and transferred to the Probation Department budget in 2024; and

WHEREAS, the STOP-DWI personnel service budget must be modified and transferred to the Probation Department in 2023 to compensate the director and another employee for their additional duties; and

WHEREAS, the restructuring resulting from this Resolution will save the STOP-DWI program over \$10,000 in salaries in 2024, which will be allocated to programmatic services; and

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

RESOLVED, the position of STOP-DWI Coordinator (331572901) is deleted; and be it further

RESOLVED, the position of Probation Officer (314018110) is reclassified to Senior Probation Officer; and be it further

RESOLVED, the Probation Director shall be compensated at Grade 60 Step 23 (\$101,249), retroactive to date of appointment June 1, 2023; and be it further

RESOLVED, that the County Treasurer be, and he hereby is, authorized to transfer the funds from and to the accounts as shown on the attached budget modification request, and 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
OFFICE OF THE COUNTY ADMINISTRATOR**

County Office Building • 46 East Bridge Street • Oswego, NY 13126
Phone 315-349-8235 Fax 315-349-8237
Philip R. Church, County Administrator

To: Public Safety and Finance & Personnel Committees
From: Philip Church, County Administrator
Date: May 24, 2023
Re: Restructure of STOP-DWI

PURPOSE: Modify the budgets of the Probation Department and STOP-DWI program to reflect new management assignment.

BACKGROUND: The Chairman of the Legislature has appointed Probation Director David Hall to additionally serve as STOP-DWI Coordinator, as of June 1. The STOP-DWI program is budgeted and operated within the District Attorney's Office, and includes the STOP-DWI Coordinator position. The program also utilizes District Attorney employees. With the exception of personnel services, the STOP-DWI operational budget can remain as a separate budget division with the District Attorney's budget and be administered by the Probation Director for the remainder of 2023. In the 2024 budget, we will fully modify and transfer the budget to the Probation Department.

However, the STOP-DWI personnel services budget must be modified and transferred to the Probation Department in 2023 to compensate the director and another employee for their additional duties.

FINANCIAL IMPACT: The STOP-DWI Coordinator will be deleted, and the remaining funds transferred to the Probation Department by means of this Resolution and an inter-departmental agreement. The restructuring will result in approximately a \$10,000 savings in salaries in 2024, which can be allocated to programs to combat impaired driving.

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: Probation		DIVISION/UNIT (NUMBER): A3140	
A. NEW POSITION REQUEST			
1. Position Title Requested:			
2. Bargaining Unit: <input type="checkbox"/> CO-OP <input type="checkbox"/> Highway <input type="checkbox"/> Silver Star <input type="checkbox"/> Deputies <input type="checkbox"/> OCPA <input type="checkbox"/> 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: <input type="checkbox"/> Yes <input type="checkbox"/> 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: Probation Officer		2. Position #: 314018110	
3. Present Salary/Hourly Rate: \$28.19		Grade: 12	
4. Requested Title: Senior Probation Officer			
5. Requested Salary: \$30.45			
a. Bargaining Unit: CO-OP		Hourly Rate: \$30.45	Grade: 13
b. Management or OCPA – Salary Requested: _____		Grade: _____	
6. Percent of Federal and/or State Reimbursement: 10%		Fringe Reimbursed: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
7. Justification of Need (use additional sheets as necessary): <i>The STOP DWI Program is being shifted from the District Attorney's Office to the Probation Department. There are several components of the program, including coordinating with law enforcement agencies, submitting reports/statistics to NYS STOP DWI, and educating the public as to the dangers of driving while intoxicated. While many of these responsibilities will be managed by existing staff and the director as STOP DWI Coordinator, it is being requested that a Probation Officer be upgraded to a Senior Probation Officer to assist with the program. This individual's primary additional duties will include attending community events, presenting at schools, assisting with MOCK DWI presentations, and coordinating the Victim Impact Panel.</i>			
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 Probation Department	DIVISION, UNIT, OR WORK SECTION N/A	LOCATION OF POSITION Probation Department
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: <i>Senior Probation Officer</i>		
PERCENT OF WORK TIME		
50%	<i>Supervision of probationers (meeting with probationer in and out of the office, making referrals to treatment/community agencies, completion of state required assessments/supervision reports, etc.)</i>	
35%	<i>Conducting court-ordered investigations (interviewing defendants, contacting collateral sources, writing report, etc.)</i>	
15%	<i>Extra Senior Probation Officer duties-STOP DWI (attendance at community events, student education, etc.)</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
Shannon Perkins	Probation Supervisor	Overseeing probation related duties
David Hall	Probation Director	Overseeing STOP DWI duties

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

NAME	TITLE	TYPE OF SUPERVISION
None		

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): *One year as a Probation Officer*

Essential knowledge, skills and abilities:

Type of license or certificate required: *None*

7. The above statements are accurate and complete.

Date: *5/18/23* Title: *Probation Director* Signature: *David Hall*

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.

June 15, 2023

**RESOLUTION APPROVING AN INTERMUNICIPAL AGREEMENT WITH THE
COUNTY OF YATES REGARDING INCARCERATED PERSONS BOARDED OUT
PURSUANT TO SUBSTITUTE JAIL ORDERS**

By Legislator Greco:

WHEREAS, from time to time it is necessary to board-out incarcerated individuals committed to the custody of the Oswego County Sheriff's Office Correctional Facility pursuant to substitute jail orders issued by the New York State Commission on Corrections; and

WHEREAS, Yates County is willing to accept and house incarcerated individuals from Oswego County on certain terms; and

WHEREAS, a resolution is required for the county to enter into a contract with the County of Yates,

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

RESOLVED, that the Chair of the Legislature and Sheriff be, and are hereby, authorized to execute the annexed agreement with the County of Yates.

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

YES:

NO:

ABSENT:

ABSTAIN:

**2023 CONTRACT
INCARCERATED PERSONS
YATES COUNTY JAIL**

PARTIES: The parties of this agreement are the counties of Yates and Oswego, both municipal corporations organized under the State of New York, and their respective sheriffs, both of whom are public officers under the laws of the State of New York. Names, titles and addresses of the parties and their representatives are:

Leslie Church, Chairwoman
Yates County Legislature
County Office Building
417 Liberty Street
Penn Yan, NY 14527

Ronald Spike
Yates County Sheriff
Yates County Sheriff's Office
227 Main Street
Penn Yan, NY 14527
Telephone: (315) 536-4438

James Weatherup, Chairman
Oswego County Legislature
46 E. Bridge St.
Oswego, NY 13126
Telephone: (315) 349-8230

Don Hilton
Oswego County Sheriff
39 Churchill Rd.
Oswego, NY 13126
Telephone: (315) 349-3302

PREAMBLE: The parties wish to enter into a cooperative agreement pursuant to General Municipal Law §119-a for the housing from time to time of Oswego County incarcerated persons in the Yates County Jail and have negotiated the following terms and conditions for this cooperative venture:

THE PARTIES AGREE AS FOLLOWS:

Services: Yates County and the Yates County Sheriff agree to receive and keep in the Yates County Jail incarcerated persons of Oswego County subject to the following terms and conditions:

A. Incarcerated Persons Requirements: incarcerated persons shall be sentenced, and free from known illness.

B. Number of Incarcerated Persons: The maximum number of persons to be transferred at any time shall be determined solely by the Yates County Sheriff. Upon his request, the Oswego County Sheriff shall immediately remove from the Yates County Jail any specified incarcerated person or incarcerated persons and the Yates County Sheriff reserves the right to refuse to accept any incarcerated persons for any reason. Oswego County agrees to remove each of its incarcerated persons from the Yates County Jail not less than 48 hours prior to the time each incarcerated persons is to be released on the last day of his sentence. No notice from Yates County will be required.

C. Availability of Jail Programs: Visiting privileges for incarcerated persons housed under this contract shall be the same as those applicable to Yates County incarcerated persons. Rehabilitation or work programs, except work release, available at the Yates County Jail will also be offered to persons housed in accordance with this agreement.

D. Standards and Services: Except as otherwise provided in this agreement, all incarcerated persons covered by this agreement will be housed in accordance with standards applicable to the Yates County Jail, and such services as may be required by law, rule, or regulation will be provided by Yates County.

E. Incarcerated Persons Records: For each incarcerated persons transferred under this agreement, Oswego County shall provide the Yates County Sheriff with any reports, records or information it has regarding such incarcerated persons, including but not limited to mental and physical condition or illness, previous imprisonment, probation, and violent behavior. Such reports, records and other information shall be delivered to the Yates County Sheriff or his representative prior to acceptance of the incarcerated persons by the Yates County Sheriff.

Payment: In consideration of the services provided above, Oswego County agrees to pay the Yates County Sheriff the sum of \$85.00 per day for males inmates, \$95.00 per day for female inmates for the maintenance of each person so transferred and confined in the Yates County Jail for each day or part thereof that such person shall be an inmate of the Yates County Jail. Billing will be on a thirty day basis, with checks made payable to the Yates County Sheriff, and mailed to the attention of the Sheriff at the address above. Oswego County will make payment within thirty days of submission of vouchers by Yates County. The Yates County Sheriff will maintain his books and records so that claims for payment are identifiable and supported, and said books and records will be made available for audit by the comptroller or other chief auditing officer of Yates County or his or her duly authorized subordinate upon reasonable request therefore.

In addition, Oswego County agrees to pay all costs incurred in any manner in the determination of the question of insanity or other mental condition of any Oswego County incarcerated persons, and shall likewise pay all costs and disbursements incurred in transferring any such incarcerated persons to any authorized hospital or other institution to which such incarcerated person or incarcerated persons may be removed, pursuant to and in accordance with such examination or transfer or removal by reason of court order or otherwise. Further Oswego County agrees to pay all medical and dental expenses that are in addition to normal expenses, including visits to doctors, dentists, hospital care and prescribed medication charges.


Indemnification: Oswego County agrees to indemnify and hold harmless Yates County and the Yates County Sheriff, his officers, agents, and employees, for any and all costs and liabilities arising out of the performance of this agreement except for any negligent acts of commission or omission on the part of the Yates County Sheriff, his officers, agents, and employees, except as otherwise provided herein. Such indemnification specifically includes, but is not limited to, reimbursement for property damage, and personal injury caused by Oswego County incarcerated persons, and any awards which may be made by a court of competent jurisdiction pursuant to state or federal statute, rule or regulation, including attorneys' fees and the cost of defense of any such actions brought by or on behalf of Oswego County inmates housed in the Yates County Jail. The provisions of this paragraph shall survive termination of this agreement.

Term: This agreement shall be effective on the date of its execution by the parties, and shall expire on December 31, 2023, subject to annual renewal by consent of the parties. Either county may cancel this agreement upon giving to the other county thirty days' notice in writing. Said notice to be served upon the Clerk of the respective governing body. At the expiration of the thirty days' notice, the parties shall be relieved from any and all further obligations or liabilities imposed by this contract, excepting payment for services already rendered, and the indemnification provisions set forth above.

Entire Agreement: This instruction constitutes the entire agreement between the parties and may not be changed or amended except in writing, signed by the parties.

Venue: The venue of any lawsuits between the parties concerning this agreement shall be in the County of Yates.

Oswego County Sheriff

Dated: 5-25-23 By: 
Don Hilton

Yates County Sheriff

Dated: _____ By: _____
Ronald G. Spike

County of Oswego

Dated: _____ By: _____
James Weatherup, Chairman
Board of Supervisors

County of Yates

Dated: _____ By: _____
Leslie Church, Chairwoman
Yates County Legislature

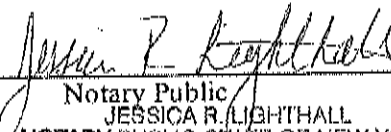
State of New York)
County of Yates) SS:

On this ____ day of _____, 202____, before me personally came Ronald Spike, to me known and known to me to be the Sheriff of the County of Yates and person who executed the foregoing instrument in the name of the County of Yates, and he duly acknowledged to me that he executed the same.

Notary Public

State of New York)
County of Oswego) SS:

On this 25th day of May, 2023, before me personally came Don Hilton, to me known and known to me to be the Sheriff of the County of Oswego, and person who executed the foregoing instrument in the name of the County of Oswego, and he duly acknowledged to me that he executed the same.



Notary Public
JESSICA R. LIGHTHALL
NOTARY PUBLIC-STATE OF NEW YORK
No. 6116384754
Qualified In Oswego County
Commission Expires December 17, 2026

State of New York)
County of Yates) SS:

On this ____ day of _____, 202____, before me personally came Leslie Church, to me known and known to me to be the Chairwoman of Yates County Legislature, and person who executed the foregoing instrument in the name of the County of Yates, and he duly acknowledged to me that he executed the same as and for the act of said Legislature.

Notary Public

State of New York)
County of Oswego) SS:

On this ____ day of _____, 202____, before me personally came James Weatherup, to me known and known to me to be the Chairman of Oswego County Legislature, and person who executed the foregoing instrument in the name of the Oswego County Legislature, he duly acknowledged to me that he executed the same as and for the act of said Board.

Notary Public

RESOLUTION NO.

June 15, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION TO REDUCE THE
FEDERAL REVENUE FOR THE DEPARTMENT OF SOCIAL SERVICES
DIVISION OF EMPLOYMENT AND TRAINING**

By Legislator Roy Reehil:

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

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

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

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

YES:

NO:

ABSENT:

ABSTAIN:



COUNTY OF OSWEGO
Department of Social Services

Stacy Alvord, MSW
Commissioner

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

INFORMATIONAL MEMORANDUM

Subject: Modifications to Federal Revenue for 2023 Budget for the
Department of Social Services Division of Employment & Training

Purpose: To comply with NYSDOL NOA for revised allocations for ER-
NDWG funding.

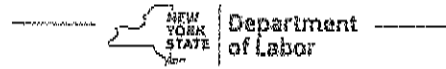
Summary: All updates to the Federal Revenue for DSS-DET occurring in the
interim of submission of 2023 proposed budget and adoption.

LWDA Oswego County was notified 4/24/2023 that the
Employment Recovery National Dislocated Worker Grant (ER-
NDWG) of a reduction in funding by NYSDOL NOA for LWDA
Oswego County with a recission of \$9,511.56. Oswego County has
not been able to qualify any Career Center customers under ER-
NDWG eligibility in over 18 months, agreeing with NYSDOL to
forfeit remaining funds.

The Department respectfully requests acceptance of this budget
modification to reduce the Federal Revenue for DSS-DET by
\$9,511.56. The attached budget modification reflects this request.
There is no local share to these funds.

**Recommended
Action:**

The Department of Social Services recommends the Health and
Human Services Committee, the Finance & Personnel Committee
and the Oswego County Legislature authorize the Department of
Social Services Division of Employment & Training to accept the
budget modification in response to NYSDOL NOA.



Kathy Hochul, Governor
Roberta Reardon, Commissioner

April 24, 2023

Mr. James Weatherup
Chair Oswego County Legislature
46 East Bridge Street
Oswego, New York 13126

Dear Mr. Weatherup:

On December 4, 2020, the NYS Department of Labor awarded your local area with funds under the Employment Recovery National Dislocated Worker Grant (ER-NDWG), for the period of performance from August 27, 2020 to September 30, 2023.

Based on spending projections recently provided by your local area, reflecting a savings at program end, your area's allocation under the ER-NDWG has been reduced by \$9,511.56.

Except as modified above, all terms and conditions of the original Subrecipient Agreement remain unchanged and in full effect. A revised Cover Sheet and Notice of Obligational Authority (NOA) reflecting a reduction in allocation are attached for your records.

Any questions concerning this information should be directed to Mr. Nicholas Gratch, State Representative at 315-479-3239.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Oliver", written over a horizontal line.

Russell Oliver
Director
Division of Employment and Workforce Solutions

Attachment(s)

cc: Ms. Rachel Pierce
Ms. Tien Truong
Mr. Nicholas Gratch
Ms. Sokna Heng
Mr. Jason Chiesa

NYS Department of Labor
Division of Employment & Workforce Solutions

NOTICE OF OBLIGATIONAL AUTHORITY (NOA)

Authorizing Program Year 2020 Employment Recovery National Dislocated Worker Grant (ER-NDWG)

Title 1-B Funding

This funding is authorized for the period 8/27/2020 through 9/30/2023

Program:	ER-NDWG Program Year 2020
NOA Number:	ER-NDWG PY20-4
Grantor:	Governor of New York through the NYS Department of Labor
FAIN:	DW-35478-20-60-A-36

Local Workforce Development Area (LWDA) Subrecipient Information

LWDA Name:	Oswego County
LWDA Assigned Number:	73
UEI Number:	P14GWKD9YYM1
Subrecipient Contact:	James Weatherup
Subrecipient Contact Title:	Oswego County Chair

WIOA Title 1-B

Program	CFDA #	Prior Approved Level	Change (per this NOA)	New Level
ER-NDWG PY20	17.277	\$18,812.96	(\$9,511.56)	\$9,301.40

NYSDOL Contact Information

Representative Name:	Nicholas Gratch
Phone Number:	(315) 479-3239

Approval Signature: _____

Russell Oliver

Director

Division of Employment and Workforce Solutions

4/24/2023

NYS Department of Labor Division of Employment & Workforce Solutions	Subrecipient Agreement Notification of Award/Obligation: Employment Recovery National Dislocated Worker Grant (ER-NDWG)
	Federal Award Identification Number DW354782060A36
	CFDA No. 17.277
	Federal Award Date September 1, 2020
<i>Under the authority of the Workforce Innovation and Opportunity Act, this grant or agreement is entered into between the above-named Grantor Agency and the following named Subrecipient Awardee, for a project entitled – Employment Recovery National Dislocated Worker Grant.</i>	

Subrecipient:	James Weatherup Oswego County Chair
DUNS Number:	780445292
Project Description:	ER-NDWG - Program Year 2020 Funding
Subaward Period of Performance:	8/27/20 to 9/30/23
Total Funds Committed to Subrecipient (unless otherwise amended)	\$9,301.40
Indirect Cost Rate	To Be Determined
R&D Grant:	Not applicable

Payments to subrecipients will be made via the Notice of Obligational Authority process with subrecipients reporting expenditures, accruals, and obligations via the PeopleSoft Financial application.

In performing its responsibilities under this subrecipient agreement, the subrecipient assures that it will fully comply with all applicable state and federal rules and regulations including but not limited to the following NYSDOL Technical Advisories, federal regulations, and federal cost principles, including any subsequent amendment:

NYS Department of Labor Technical Advisories:

- o TA #16-8 "Monitoring – Local Workforce Development Board Responsibilities Relating to NYS Department of Labor Fiscal Monitoring and Oversight" <http://www.labor.ny.gov/workforcenypartners/ta/ta-16-8-lwdb-oversight-and-monitoring-responsibilities.pdf>
- o TA #11-2.4 "Financial Reporting and Cash Draw-down Policy and Procedures for WIOA, Trade Adjustment Act and Other Federal Funding" <http://labor.ny.gov/workforcenypartners/ta/TA11-2-4-Updated-Financial-Reporting-and-Drawdown-Policy.pdf>
- o TA #17-4 "Final Fiscal Closeout of Expiring Federal Funds" <https://www.labor.ny.gov/workforcenypartners/ta/ta17-4-final-closeout-of-expiring-funds-002.pdf>
- o TA #16-2 "Retention of Records by Local Workforce Development Boards" <http://labor.ny.gov/workforcenypartners/ta/ta-16-2-record-retention.pdf>
- o TA #19-4 "Monitoring – Subrecipient Oversight and Monitoring Responsibilities for Chief Elected Officials (CEOs) and Local Workforce Development Boards (LWDBs)" <https://labor.ny.gov/workforcenypartners/ta/ta19-4.pdf>
- o TA #19-5 "Monitoring – Local Workforce Development Board (LWDB) Responsibilities Relating to New York State Department of Labor (NYSDOL) Program Monitoring/Oversight and Technical Assistance" <https://labor.ny.gov/workforcenypartners/ta/ta19-5.pdf>

Section III USDOL GRANT / AGREEMENT NOTIFICATION OF AWARD / OBLIGATION:

- o Includes Uniform Administrative Requirements, Cost Principles, and Other Requirements (as applicable)

5/23/2023

COMMITTEE SIGNATURES	DATE
<i>[Signature]</i>	6/5/23
<i>[Signature]</i>	6-5-23
Michael A. Gordon	6-15-23
Hubert H. Gordon	6-5-23
Frank Bonomo	6-5-23

DATE _____

RESOLUTION NO.

June 15, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF
SOCIAL SERVICES TO ACCEPT FEDERAL ADULT PROTECTIVE COVID-19
FUNDING**

By Legislator Roy Rechil:

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

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

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

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

YES:

NO:

ABSENT:

ABSTAIN:



COUNTY OF OSWEGO
Department of Social Services

Stacy Alvord, MSW
Commissioner

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

INFORMATIONAL MEMORANDUM

TO: Human Services Committee, Oswego County Legislature

FROM: Stacy Alvord, MSW, Commissioner

DATE: June 5, 2023

SUBJECT: Request for approval to accept \$4,277.84 in federal Adult Protective COVID19 funding

SUMMARY: Oswego County DSS has been allocated Adult Protective COVID19 Federal Aid. These Adult Protective monies are used to improve and support Adult Services Caseworker efficiency and provide goods and services to Adult Services clients related to COVID19.

The Department respectfully requests acceptance of this funding. The attached budget modification reflects this request. These are 100% federal funds.

RECOMMENDED

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

2023
6/15/2023

COMMITTEE SIGNATURES **DATE**

60-5-23

Michael G. Gardner 6/5/23

Harbort J. Gordon 6-5-23

Frank Bonbrink 6-5-23

DATE _____

DATE _____

DATE _____

DATE _____

RESOLUTION NO.

June 15, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF
SOCIAL SERVICES FOR COURT LIAISON FURNITURE AND FURNISHINGS**

By Legislator Roy Reehil:

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

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

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

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

YES:

NO:

ABSENT:

ABSTAIN:



COUNTY OF OSWEGO
Department of Social Services

Stacy Alvord, MSW
Commissioner

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

INFORMATIONAL MEMORANDUM

TO: Oswego County Board of Legislators

DATE: June 5, 2023

SUBJECT: Office furniture for DSS Family Court Office

SUMMARY: DSS has been working with Syracuse Office Environments (under state contract) to maximize the use of space for staff. As part of that assessment, we have found that our one small office for our Court Liaison staff at Family Court (PSC) is in poor condition and is constantly overcrowded, as Caseworkers and Attorneys often meet there to collaborate together and with the Liaisons between court appearances. The current furniture is decades old and needs replacement.

The new furniture proposed will outfit the office with efficient workspace for the two Court Liaisons and add a meeting table for Caseworkers/Attorneys to use when they are in the office for meetings between appearances.

Federal / State funding will reimburse 62% of the total cost of \$4,738 leaving a **local share cost of \$1,800**. This cost will be covered with unspent salary/wages as shown in the attached budget mod.

This is budget neutral.

**RECOMMENDED
ACTION:**

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



syracuse office
environments

Proposal

Syracuse Office Environments
375 Erie Blvd W
Syracuse, NY 13202
Phone: 315.476.9091
www.soesyr.com

Order Number	9771
Date	05/23/2023
Customer PO No	
Customer Name	OSWEGO COUNTY DEPT. OF SOCIAL SERVICES
Salesperson	Joe De Santis
Project Number	
Terms	NET 15
Page	1 of 2

Y OSWEGO COUNTY DEPT. OF SOCIAL SERVICES
O PO BOX 1320
100 SPRING STREET
MEXICO, NY 13114

ATTN: ACCOUNTS PAYABLE

S OSWEGO COUNTY DEPT. OF SOCIAL SERVICES
H FAMILY COURT
I 100 SPRING STREET
S MEXICO, NY 13114

T
O
ATTN: MARTI BABCOCK
Phone: 315-963-5437

Prepared for : Joe De Santis

PRICING PER HUMANSIZE NYS CONTRACT – PC68352

PLEASE MAKE PO OUT TO:
HUMANSIZE
C/O SOE
220 CIRCLE DRIVE NORTH
PISCATAWAY NJ 08854

Line	Quantity	Description	Unit Price	Extended Amount
1	2.00 Each	FLR-12-A2-G3-T-SL eFloat Lite for Rectangular Top 12:Single Stage - 27" to 46" - 200 lbs Capacity A2:Small - Adjustable Support Bar - 48"-66" Wide G3:Classic, C Foot 30" Surface w Glides T:Touch Basic Up Down SL:Silver	653.40	1,306.80
2	1.00 Each	INSIDE DELIVERY	392.04	392.04
Order Sub-Total :				\$1,698.84
TOTAL ORDER :				\$1,698.84

PLEASE REVIEW THIS QUOTATION AND NOTIFY US PROMPTLY OF ANY CORRECTIONS REQUIRED THANK YOU FOR THE OPPORTUNITY TO BE OF SERVICE

For Leasing Options Scan QR Code





syracuse office
environments

Proposal

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375 Erie Blvd W
Syracuse, NY 13202
Phone: 315.476.9091
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Order Number	9771
Date	05/23/2023
Customer PO No	
Customer Name	OSWEGO COUNTY DEPT. OF SOCIAL SERVICES
Salesperson	Joe De Santis
Project Number	
Terms	NET 15
Page	2 of 2

1. **ACCEPTANCE.** Acceptance of this proposal includes, but is not limited to, Buyer's signature on this proposal, total or partial acceptance of goods or services provided by Seller, or Buyer's use of Seller's bid in another bid proposal. Such acceptance shall be deemed an unconditional acceptance and shall create a binding contract. Seller reserves the right to revoke this offer any time prior to Buyer's acceptance. If this document is deemed to be an acceptance, the acceptance is expressly conditioned on the Buyer's assent to the exact terms and conditions contained herein, and any differing terms are rejected. If any changes in quantity, quality, or style are desired, another agreement must be signed by both Buyer and Seller. Seller and Buyer bind themselves, their successors, and assigns to this Agreement.

2. **TITLE OF GOODS.** Buyer shall take title to merchandise and assume obligation for payment and maintain insurance on the merchandise, commencing with the date at which Seller receives the merchandise at its premises or at a drop shipment location and notifies Buyer of such receipt.

3. **BUYER OBLIGATIONS AND LIMITATIONS.** Buyer shall furnish all details and explanations necessary to clarify plans and specifications. If merchandise is special ordered and the Buyer cancels through no fault of Seller, Seller will have to right to assess the Buyer a restocking charge. Buyer shall inspect goods within a reasonable time and notify Seller in writing within 72 hours of when Buyer becomes aware of any defects or nonconformity. Buyer shall give Seller reasonable time to cure any defects or nonconformity. The goods furnished by Seller are subject to variations in dye lots, color and finish, even within the same lot. Such variations shall not be considered defects. No claim or back charge of any nature shall be charged to or made against Seller unless the Buyer has made the required written notice and has the consent of Seller. Any changes against either party are to be accounted for and settled monthly. Buyer must notify Seller in writing of any breach of warranty. The Buyer's sole remedy for any breach of warranty shall be at Seller's discretion.

4. **SELLER OBLIGATIONS AND LIMITATIONS.** Seller agrees to supply Buyer with adequate documentation if needed for approval. Seller shall not be liable for any loss, damage, detention, delay or breach of this agreement caused by Owner, Architect, Designer, Buyer or any of Buyer's subcontractors or materialmen, or by delays in transportation or by causes beyond Seller's control. Seller is not liable for indirect or consequential damages to Buyer or third parties. Seller make no warranties not contained in writing. Material warranties will not exceed manufacturer's recommendations. Seller makes no warranty of merchantability or fitness for a particular purpose.

5. **TAXES.** Prices quoted in this Agreement are subject to sales or other excise taxes where applicable.

6. **TERMINATION.** If the Buyer stops, delays or interferes with performance of Seller, or fails to make payment when payment is due, or is in any way in violation of the terms of this Agreement, Seller may, upon three (3) days written notice to Buyer, terminate this Agreement and recover from Buyer payment and or material for all work and material related to this Agreement completed or in process and any related costs, including Attorney's fees. Seller shall not be liable for any charges or expenses incurred by the Buyer in advance of the normal or reasonable lead time required to meet scheduled delivery dates.

7. **NON-WAIVER.** Waiver by either Seller or Buyer of a breach by the other of any provision so this Agreement shall not be deemed a waiver of future compliance with said provision. Such provision shall remain in full force and effect.

8. **PAYMENT AND LIENS.** Payment terms are determined by Seller at its sole discretion. Some purchases may require cash payments in advance. When credit terms are available, payment by Buyer shall be made within 10 days of date of invoice. Past due invoices may be subject to a late payments charge of 1.5% per month or the maximum rate permitted by law. Seller shall recover all costs and expenses, including attorney's fees related to collecting payment for the enforcement of this Agreement. Seller agrees to furnish a full and absolute release of liens upon request at the receipt of final payment.

9. **ARBITRATION.** All claims, disputes and other matters in question between Seller and Buyer arising out of, or in any way relating to this Agreement or the breach thereof, except those that have been waived or which are barred by the passage of time, waiver, or lack of required notice, shall be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then in effect. This Agreement to arbitrate shall be specifically enforceable under arbitration law and the award rendered by the arbitrators shall be final and conclusive and judgment may be entered upon it, in accordance with the Federal Arbitration Act and other applicable law, in any court having jurisdiction thereof.

10. **SEVERABILITY.** If any provision of this Agreement is determined to be unenforceable or invalid, the unenforceable or invalid part thereof shall be deemed severed from this Agreement, and the remaining portions of this Agreement shall be carried out with the same force and effect as if the severed portions had not been part of this Agreement.

11. **APPLICABLE LAW.** The rights and obligations under this Agreement shall be governed by the laws of the State of New York. Buyer and Seller agree that all arbitration proceedings shall be administered and held exclusively in Syracuse, New York, and that exclusive jurisdiction and venue for any litigation shall be New York State District Court for Onondaga County.

Signature: _____ Name: _____ Title: _____ Date: _____



syracuse office
environments

Proposal

Syracuse Office Environments
375 Erie Blvd W
Syracuse, NY 13202
Phone: 315.476.9091
www.soesyr.com

Order Number	9771
Date	05/23/2023
Customer PO No	
Customer Name	OSWEGO COUNTY DEPT. OF SOCIAL SERVICES
Salesperson	Joe De Santis
Project Number	
Terms	NET 15
Page	1 of 2

T OSWEGO COUNTY DEPT. OF SOCIAL SERVICES
O PO BOX 1320
100 SPRING STREET
MEXICO, NY 13114

ATTN: ACCOUNTS PAYABLE

S OSWEGO COUNTY DEPT. OF SOCIAL SERVICES
H FAMILY COURT
I 100 SPRING STREET
P MEXICO, NY 13114

I
O ATTN: MARTI BABCOCK
Phone: 315-963-5437

Prepared for : Joe De Santis

PRICING PER HUMANSIZE NYS CONTRACT -- PC68352

PLEASE MAKE PO OUT TO:
HUMANSIZE
C/O SOE
220 CIRCLE DRIVE NORTH
PISCATAWAY NJ 08854

Line	Quantity	Description	Unit Price	Extended Amount
1	2.00 Each	FLR-12-A2-G3-T-SL aFloat Lite for Rectangular Top 12:Single Stage - 27" to 46" - 200 lbs Capacity A2:Small - Adjustable Support Bar - 48" 66" Wide G3:Classic, C Foot 30" Surface w Glides T:Touch Basic Up Down SL:Silver	653.40	1,306.80
2	1.00 Each	INSIDE DELIVERY	392.04	392.04
Order Sub-Total :				\$1,698.84
TOTAL ORDER :				\$1,698.84

PLEASE REVIEW THIS QUOTATION AND NOTIFY US PROMPTLY OF ANY CORRECTIONS REQUIRED THANK YOU FOR THE OPPORTUNITY TO BE OF SERVICE

For Leasing Options Scan QR Code





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Proposal

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9. **ARBITRATION.** All claims, disputes and other matters in question between Seller and Buyer arising out of, or in any way relating to this Agreement or the breach thereof, except those that have been waived or which are barred by the passage of time, waiver, or lack of required notice, shall be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then in effect. This Agreement to arbitrate shall be specifically enforceable under arbitration law and the award rendered by the arbitrators shall be final and conclusive and judgement may be entered upon it, in accordance with the Federal Arbitration Act and other applicable law, in any court having jurisdiction thereof.

10. **SEVERABILITY.** If any provision of this Agreement is determined to be unenforceable or invalid, the unenforceable or invalid part thereof shall be deemed severed from this Agreement, and the remaining portions of this Agreement shall be carried out with the same force and effect as if the severed portions had not been part of this Agreement.

11. **APPLICABLE LAW.** The rights and obligations under this Agreement shall be governed by the laws of the State of New York. Buyer and Seller agree that all arbitration proceedings shall be administered and held exclusively in Syracuse, New York, and that exclusive jurisdiction and venue for any litigation shall be New York State District Court for Onondaga County.

Signature: _____ Name: _____ Title: _____ Date: _____

2023
6/15/2023

COMMITTEE SIGNATURES DATE

4-5-73

~~Prakash / G. Yarden~~ 60/5723

Thurber - es. Garden 6-5-23

Frank Lombardi 6-5-23

DATE _____

DATE _____

DATE _____

DATE _____

RESOLUTION NO.

June 15, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF
SOCIAL SERVICES ADULT & FAMILY SERVICES ADDITIONAL HOURS**

By Legislator Roy Reehil:

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

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

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

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

YES:

NO:

ABSENT:

ABSTAIN:



COUNTY OF OSWEGO
Department of Social Services

Stacy Alvord, MSW
Commissioner

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

INFORMATIONAL MEMORANDUM

TO: Oswego County Board of Legislators

DATE: June 5, 2023

SUBJECT: Budget Modification due to Adult and Family Services workers Additional Hours

SUMMARY: DSS Services staff have been working additional hours to meet the demand of higher caseloads due to unfilled vacancies. The Services Unit at DSS has 22 vacant Services positions; efforts are being made to fill vacant positions, however there will be a need for current staff to work additional hours to meet the mandated deadlines until the new employees have been sufficiently trained and are productive.

DSS projects the need for additional hours to persist through the end of the 2023 year; to allow for mandated state training and productivity from the new employees. Services wages are reimbursed at 62% State, and 38% Local. The local portion for this budget modification is being moved from underspent salaries and wages. **This will be budget neutral.**

RECOMMENDED

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

2023
6/15/2023

COMMITTEE SIGNATURES	DATE
<i>[Signature]</i>	6-5-23
<i>[Signature]</i>	6-5-23
<i>R. Michael A. Gordon</i>	6/5/23
<i>Herbert S. Gordon</i>	6-5-23
<i>Frank Boniface</i>	6-5-23

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

HUMAN RESOURCES DIRECTOR  DATE 6-5-23

COUNTY ADMINISTRATOR

DATE

DEPARTMENT HEAD	DATE
-----------------	------

RESOLUTION NO.

June 15, 2023

**RESOLUTION APPROVING MOU FOR STREET OUTREACH SERVICES FOR
RUNAWAY YOUTH BETWEEN OSWEGO COUNTY DEPARTMENT OF SOCIAL
SERVICES, OSWEGO CITY-COUNTY YOUTH BUREAU AND OSWEGO
COUNTY OPPORTUNITIES**

By Legislator Roy Reehil:

WHEREAS, Oswego County Opportunities (OCO) is a nonprofit community action agency in Oswego County that specifically provides emergency shelter services to runaway and homeless youth (RHY) through OCO's Basic Center Program and Transitional Living Services; and

WHEREAS, the partners listed in the MOU continue to be members of the RHY Taskforce and/or invested in assuring the delivery of quality, appropriate services to RHY; and

WHEREAS, the established connections amongst partner agencies are strong that has been recognized by local, State and Federal program monitors as a best practice for collaboration; and

WHEREAS, these agencies support working with OCO to increase young people's safety, and access to services and shelter 24 hours a day while supporting efforts aimed to provide education and awareness to inform the community about street outreach projects aimed at promoting RHY engagement.

NOW, THEREFORE, BE IT RESOLVED, that upon the recommendation of the Human Services Committee to approve the MOU between the County Department of Social Services, the Oswego City-County Youth Bureau and Oswego County Opportunities for continued outreach services and resources for RHY.

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

YES:

NO:

ABSENT:

ABSTAIN:



COUNTY OF OSWEGO
Department of Social Services

Stacy Alvord, MSW
Commissioner

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

INFORMATIONAL MEMORANDUM

Date: June 5, 2023

To: Human Services Committee

From: Stacy Alvord, MSW, Commissioner
Brian Chetney, Executive Director of Oswego City-County Youth Bureau

Subject: Oswego County Opportunities MOU for Outreach Services for Runaway and Homeless Youth

Oswego County Opportunities (OCO) has been providing a multitude of services and resources to runaway and homeless youth (RHY) in Oswego County since the inception of the RHY Taskforce in the late 1980's. OCO assists this population in accessing safe and stable emergency housing and is anticipating expansion of this program by providing street outreach services through obtainment of Federal grant monies.

OCO's RHY collaborative services with the Department of Social Services, the Youth Bureau and several other private agencies and organizations are instrumental in Oswego County's continued growth as they provide advocacy, interventions and resources to a vulnerable population. Through community outreach efforts, it is easier to identify individuals who may be in need of assistance so that they can meet their basic needs and ultimately become self-sufficient.

Currently, the Director of the Youth Bureau serves as the RHY Coordinator and assists with inquiries regarding the coordination of transportation to shelters and other services available to youth in need of crisis intervention or respite services. OCO's initiative would not be plausible without the collaborative efforts of the agencies and organizations located within the community it serves.

Recommendation:

It is respectfully recommended that the Human Services Committee and the Oswego County Legislature approve the Memorandum of Understanding between OCO, The Oswego County Department of Social Services and the Oswego City-County Youth Bureau in support of effective strategies and programs to assist runaway and homeless youth in Oswego County.



MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is between **Oswego County Opportunities, Inc.** (hereinafter referred to as *OCO*) and its collaborative partners (hereinafter referred to as *Partners*) who agree to collaborate to enhance and support effective strategies for assisting street youth and young adults, ages 16 – under 22 in Oswego County, New York who have runaway or are experiencing homelessness (hereinafter referred to as RHY) by providing **Street Outreach Services (SOS)** to RHY who have been subjected to, or are at risk of, sexual abuse, prostitution, sexual, exploitation, severe forms of trafficking and assist them in accessing emergency or other safe and stable housing on a 24 hour basis.

WHEREAS, OCO is a nonprofit, community action agency providing RHY services to youth and families in Oswego County since 1991; and

WHEREAS, OCO specifically provides emergency shelter services to RHY through OCO's *Basic Center Program* and *Transitional Living Services* and

WHEREAS, OCO and Partners have a long history of working together to address the needs of RHY that began in the late 1980's when the first RHY Taskforce was developed; as well as with Safe Harbour Initiatives and the Domestic Violence Coalition of Oswego County; and

WHEREAS, the Partners listed in this MOU continue to be members of the Oswego County RHY Taskforce and/or invested in assuring the delivery of quality, appropriate services to RHY; and

WHEREAS, the established connections amongst Partner agencies are strong that has been recognized by local, State and Federal program monitors as a best practice for collaboration; and

WHEREAS, the Partners listed herein recognize the high needs related to RHY in Oswego County; and

WHEREAS, the Partners have a history of successfully working with OCO to refer and coordinate services to RHY as well as working together to increase human trafficking preventions and interventions within Oswego County; and

WHEREAS, these agencies support working with **OCO** to increase young people's safety, and access to services and shelter 24 hours a day; and

WHEREAS, the Partners have a history of and

WHEREAS, the Partners support efforts aimed to provide education and awareness to inform the community about street outreach projects RHY and encourage youth engagement and collaboration; and

WHEREAS, OCO and Partners desire to enter into this MOU outlining the role of each collaborative Partner in supporting services to RHY.

Now **THEREFORE**, OCO and Partner agencies agree to the following roles for each Partner agency:

- **Oswego County Opportunities, Inc.** co-facilitates the county's RHY Taskforce with the County RHY Coordinator and is a member of the Safe Harbour Critical Team, a systems-level approach to address sexual exploitation & trafficking of youth. OCO is a collaborative partner in the Syracuse/Auburn/Onondaga/Oswego/Cayuga Continuum of Care (CoC 505). OCO will serve as the lead agency for the purpose of this application and agrees to administer and maintain direct oversight of all fiscal responsibility of grant funds for the grant

period. OCO will be responsible for monitoring grant contracts and activities in accordance with all applicable statutes, regulations, OMB circulars & guidelines and the applicable Federal Financial Grants Management Guide. OCO will be responsible for oversight of spending and monitoring specific performance measures & outcomes attributable to the use of HHS funds. The Crisis & Development Services Director, Financial Manager and Program Coordinator will be responsible for monitoring staff, program activities and financial accountability, including any partners receiving funds as a result of this funding. OCO provides safe and inclusive spaces for all youth, including youth of color, youth who identify as LGBTQIA2S+, and other underserved populations. OCO programs will provide the following relevant services for RHY:

- Youth Emergency Services (YES!)** is the sole provider of licensed emergency shelter and related services for RHY in Oswego County, including crisis intervention, outreach, advocacy, case management, connection to resources and aftercare. YES! provides 24-hour access to RHY programming through a Crisis Hotline (877-342-7618) in partnership with 211. YES! will continue to provide RHY services in the county as described, co-facilitate the county's RHY Taskforce, attend Safe Harbour Critical Team meetings to increase prevention & identification of RHY who are victims of sexual exploitation and/or trafficking and work with MOU partners, and others, to enhance the coordinated community response to RHY.
- **Program to Assist Teenage Homeless (PATH)** is the sole provider of transitional housing services for RHY in Oswego County and offers long-term, supportive assistance to help homeless youth transition to self-sufficiency. PATH will continue to develop and implement cooperative efforts to identify and provide services for RHY.
- **Services to Aid Families (SAF)** is the licensed domestic violence (DV) and sexual assault (SA) provider for Oswego County. SAF provides trauma-informed services to individuals who have experienced DV, dating violence, SA, trafficking and stalking, as well as crime victims. Services include a 24/7 Crisis Hotline, DV shelter and emergency housing, advocacy, supportive counseling and safety planning.
- **OPTIONS** is a home visiting program that works to improve birthing individuals and infant health outcomes. Workers assist families to gain health care, connections to community resources & education, as well as other supportive services by video/phone/text, to give participants the tools needed to accomplish their goals.
- **The Centers for Reproductive Health** provides quality family planning services in locations throughout Oswego County including STD testing and other related health issues to any population.
- **Prevention Services** provides **Health Education, Workforce Development and Addiction Supports**. **Health education** provides information, referral and direct services concerning STD, HIV & Hepatitis C prevention, education & testing; pregnancy prevention activities; peer counseling; and connection & transportation to health insurance enrollment and reproductive health centers.; **Workforce Development** assists in removing barriers to employment and provides access to soft skills training & supports related to job readiness & maintenance; **Youth Clubhouse**, a New York State Office of Addiction Services and Supports (OASAS) funded project targeting at risk youth ages 12-21 which provides a safe, inclusive, and inviting space for young people to develop pro-social skills that promote long-term health wellness, recovery, & Harm Reduction. Clubhouse offers scheduled drop-in type sessions with activities to connect youth &

families to community supports, increase youth-adult partnerships and reduce the stigma people in recovery face.

- **Child Advocacy Center of Oswego County (CAC)** utilizes a multidisciplinary team to assist child victims of abuse & their families. The CAC provides therapy, advocacy and coordination, medical exams, crime victim's compensation, outreach & education and a safe site for forensic interviews. The CAC also supports RHY through involvement in the RHY Taskforce and coordinates the Safe Harbour program, an initiative to respond to youth who are, or at risk of being, exploited or trafficked.
- **The Salvation Army Booth House & Barnabas** are RHY emergency, temporary licensed shelter/housing in Syracuse, NY. Booth House and Barnabas agrees to accept referrals from OCO for youth in need of an accessible shelter if unable to be housed in OCO's YES!.
- **Farnham Family Services** provides substance use intervention & prevention services to reduce or prevent the illicit use of drugs and improve individual's physical and mental health; information & training related to the illicit use of drugs by RHY for the program staff; and activities that improve the availability of local drug abuse prevention services to RHY promoting their safety and wellbeing.
- **Oswego City-County Youth Bureau** is a joint youth bureau under Article 19-a of the New York State Executive Law and NYS Executive Law S422(6) and operates county-wide. In addition to its role in youth development programs, the Youth Bureau Director is the designated Runaway and Homeless Youth Service Coordinator under NYS Executive Law 5532-a(5) whose duties include answering inquiries at any time concerning transportation, shelter and other services available to a runaway or homeless youth or a youth in need of crisis intervention or respite services. The Youth Bureau will continue to serve as the RHY Coordinator for Oswego County, will participate in coordination of services for RHY and will continue to identify and assess the needs and intervention strategies of RHY.
- **Oswego County Department of Social Services (DSS)** is a county-wide social services district under NYS Social Services Law 561 (2) the purpose of administration of public assistance and care. DSS administers various programs which RHY may use or access including under NYS Social Services Law regarding Safe Harbor for Exploited Children. DSS, as part of its multi-year consolidated Child and Family Services plan, addresses the needs of sexually exploited children in Oswego County and, to the extent that funds are available specifically therefor, ensures that a short-term safe house or another short-term safe placement such as an approved RHY program, approved respite or crisis program providing crisis intervention or respite services or community based program to serve sexually exploited children is available to children residing in Oswego County. The within application will assist RHY and DSS in Oswego County. DSS also administers Supplemental Nutrition Assistance (SNAP) and other entitlement programs to assist eligible youth in addressing basic needs to achieve their full potential and become self-sufficient. DSS also administers Child Protective Services (CPS) under Title 6 of the NYS Social Services Law and Child Welfare Services under Title 8 of the NYS Social Services Law.
- **Contact Community Services** operates 211 CNY bringing together organizations in the community to better serve the residents of Oswego County. 211 is free and available 24/7. RHY youth can contact a caring staff with knowledge of resources to address specific needs and situations including referrals and connection to OCO for shelter access.
- **Liberty Resources** assist individuals and families in need by providing behavioral health, community-based supports, peer supports and early intervention services. The organization

also supports RHY in Oswego County through the Mobile Crisis Unit, a team that rapidly responds to individuals in crisis either in person or via phone.

OCO and Partners further agree to:

- Work together to integrate and coordinate services for RHY participating in, **Street Outreach Programming**; and
- Accept referrals to provide applicable and appropriate services for RHY involved in OCO's **Street Outreach Programming**; and
- Share information necessary to adequately communicate about cases for proper coordination of services with appropriate releases of information in place signed by **RHY** participants.
- Work together to increase prevention and interventions related to human trafficking within Oswego County in order to prevent or minimize the sexual exploitation and trafficking of RHY and equip programs with tools to prevent and respond to incidents and identify victims of trafficking, or at risk of being victimized;

This agreement executed to be in effect from 9/29/2023 – 9/29/2026, upon successful funding of the grant application, with the undersigned having read and agreed to this MOU.

By _____
Diane Cooper-Currier
Executive Director
Oswego County Opportunities, Inc.

Date: _____

By _____
Brian Chetney
Executive Director
Oswego City-County Youth Bureau

Date: _____

By _____
Tory DeCaire
Executive Director
Child Advocacy Center of Oswego County

Date: _____

By _____
Stacy Alvord
Commissioner
Oswego County DSS

Date: _____

By _____
Tom Roshau
Director of Youth Services
The Salvation Army

Date: _____

By _____
Carl Coyle
Chief Executive Officer
Liberty Resources, Inc.

Date: _____

By _____
Eric Bresee
Executive Director
Farnham Family Services, Inc.

Date: _____

By _____
Antara Mitra
Executive Director
Contact Community Services

Date: _____

RESOLUTION NO.

June 15, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF
SOCIAL SERVICES — ACCEPT RENTAL SUPPLEMENT PROGRAM FUNDING**

By Legislator Roy Reehil:

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

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

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

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

YES:

NO:

ABSENT:

ABSTAIN:



COUNTY OF OSWEGO
Department of Social Services

Stacy Alvord, MSW
Commissioner

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

INFORMATIONAL MEMORANDUM

TO: Human Services Committee, Oswego County Legislature

FROM: Stacy Alvord, MSW, Commissioner

DATE: June 5, 2023

SUBJECT: Request for approval to accept \$432,808 allocation for the Rental Supplement Program (RSP)

SUMMARY: Oswego County DSS has been allocated \$432,808 for the Rental Supplement Program. Households must verify that they earn no more than 50% of the area median income at the time of application to be eligible for the rental supplement and supplements are issued monthly to landlords to assist with rental payments. RSP eligibility determinations will be processed and overseen by the Assistance Program Division of DSS.

15% of the total allocation for RSP may be used for the administration of the program. The Assistance Program will continue to utilize these monies to fund the previously approved Temporary Social Welfare Examiner position, salary and fringe paid fully by the RSP allocation to assist in administering the program.

There is no local share associated with the acceptance of these funds.

RECOMMENDED

ACTION: The Department of Social Services recommends that the Human Services Committee and the Oswego County Legislature accept the RSP allocation for Oswego County as outlined above.

2023
6/15/2023

COMMITTEE SIGNATURES	DATE
<i>[Signature]</i>	6-5-23
<i>[Signature]</i>	6-5-23
<i>Michael G. Gardner</i>	6/5/23
<i>Therbert - G. Gardner</i>	6-5-23
<i>Frank Bombardieri</i>	6-5-23

DEPARTMENT HEAD	DATE
-----------------	------

RESOLUTION NO.

June 15, 2023

**RESOLUTION ESTABLISHING CAPITAL PROJECT No. 0823 DEPARTMENT OF
SOCIAL SERVICES - SPACE MAXIMIZATION PROJECT**

By Legislator Roy Reehil:

WHEREAS, the Department of Social Services has identified a need for additional work space for its staff and

WHEREAS, the Department of Social Services has identified areas that are under utilized on its first floor and

WHEREAS, the Department of Social Services can maximize this space as identified in the accompanying memorandum for a total cost of \$208,474 and

WHEREAS, the Department of Social Services will receive \$107,148 in Federal Aid and \$89,872 in State Aid, leaving \$11,454 which can be covered from a interfund transfer from its 2023 - A6010 545500 SUPPLY budget line

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

RESOLVED, that Capital Project No. 0823 – Space Maximization Project be established with a maximum authorization of \$208,474 and be it further

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

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

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

YES:

NO:

ABSENT:

ABSTAIN:



COUNTY OF OSWEGO
Department of Social Services

Stacy Alvord, MSW
Commissioner

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

INFORMATIONAL MEMORANDUM

TO: Oswego County Board of Legislators
DATE: June 5, 2023
SUBJECT: Project to Maximize Use of Space at DSS

SUMMARY: DSS worked with Syracuse Office Environments (under state contract) to maximize the floor space available for staff on our first floor, thereby freeing up space on the second floor as well. With the increase in positions over the past couple of years and the fact that we are finally seeing progress with filling vacancies, we need more space.

We are approaching our goal of creating more space as immediately as possible through a series of smaller projects:

- 1) A contract with General Code was approved by the Legislature in 2021 to begin setting up a document repository structure to be used by multiple work units to digitize our records. The most complicated of these structures has been for Child Support records, however we are close to beginning the process of actively scanning all of these records. To accomplish the majority of the scanning, we requested approval from the Legislature in May to hire 3 full-time and 1 part-time Typists to complete the scanning of all closed records that must be preserved – just over 11,000 case files. This large number of closed Child Support files must be retained for 7 years after the youngest child on the case turns 21 years of age. There are also approximately 6,100 active case files that will need to be scanned.
- 2) We currently have two full rows of floor to ceiling rolling racks containing Child Support, Assistance Programs and Child Care case records on the first floor. The racks are largely empty since the majority of Assistance Programs records have been scanned into NYS OTDA's Imaging and Enterprise Document Repository (I/EDR) over the past 10 years.
 - Assistance Programs and Child Care portions of the records remaining on the racks are minimal, so they have been moved to storage and/or file cabinets until they can be scanned.
 - The closed Child Support records will be boxed and stored until they can be scanned by the temporary Typist staff over the next several months.
 - The active Child Support case files will be transferred to file cabinets until the paper case records can be scanned by staff as they work on each case.
 - We will need to purchase 33 scanners to complete both the initial scanning and the on-going scanning once the project is complete.
 - **Federal / State funding will reimburse 66% of the total cost of the Child Support scanners, \$12,137, leaving a local share of \$4,127.**

- **Federal/State funding will reimburse 75% of the total cost of Assistance Programs scanners, \$3,880, leaving a local share of \$970.**
- 3) Once the rolling racks have been emptied, we will have them removed from the building to allow for the space necessary to house our Medicaid Team. We have secured 3 bids (attached) for the dismantling of the racks, preparing the floor underneath to receive new cubicles and removal of all debris from the building. **Federal funding will reimburse 100% of the total cost of \$15,901.**
 - 4) We have been working with Syracuse Office Environments (state contract) to create a floor plan (attached) that will house the Medicaid Team in the space that the rolling racks once occupied. Upon Legislative approval, we will order the cubicles to complete the team space as designed. SOE will deliver and install all cubicles, and will work with B&G/IT to incorporate our network cable and power. **Federal funding will reimburse 100% of the total cost of \$151,130.**
 - 5) The Investigations and Benefits Recovery (I/BR) Team has been moved to the first floor, as due to turn-over, they are down to 4 members of an 8 member team. They will move into space currently occupied by Medicaid staff once the new Medicaid space is built. Then all Assistance Programs staff will be on the first floor, so Services Unit staff will be able to spread out into the I/BR team's former space on the second floor. As we get closer to having full staffing in Services, we will need to create some "landing zone" spaces for Caseworker Aides to work when they are between transports.
 - 6) We have been able to reclaim space for one training/conference room on the first floor with the removal of filing cabinets, etc. from a storage space. It is currently outfitted with old, mismatched tables and old/broken chairs. We need to outfit that space with appropriate tables/chairs for staff to use safely in that space. SOE has provided a floor plan for the space to include conference tables & chairs for seating up to 20. **Federal / State funding will reimburse 75% of the total cost of \$14,567, leaving a local share of \$3,642.**
 - 7) With a limited number of small conference rooms, we seek to outfit the AP Director's office with furnishings that provide for both individual desk space and a small group meeting. Presently the office has basic cubicle equipment that is not designed for long hours at a computer nor able to easily accommodate a small group gathering. The office has decades-old equipment that does not maximize the private office space of this management position. The Director's office will have seating for up to six for the many small group meetings she facilitates, as well as ergonomic design for personal workspace. **Federal / State funding will reimburse 75% of the total cost of \$10,859, leaving a local share of \$2,715.**
 - 8) In order to accommodate Services staff seating needs, we have recently been forced to temporarily use our largest training room for cubicle space for our new Sobriety Treatment and Recovery Teams (START) team. This is a huge loss for us, as we now have nowhere within our building to have in-person meetings/training with greater than 20 people. In the near future, we will need to seek out satellite office space (preferably in Oswego) to house a portion of our staff and to provide better, more efficient services to our clients.

RECOMMENDED

ACTION:

The Department of Social Services recommends the Human Services Committee; the Finance & Personnel Committee and the Oswego County Legislature approve the Capital Project to move forward with the removal of the rolling racks and purchasing of this office furniture/equipment. **The total local share after State/Federal reimbursement will be \$11,453.**

ITEM	TOTAL COST	STATE/FED REIMBURSEMENT	LOCAL SHARE
Child Support scanners	\$12,137	\$8,010	\$4,127
Assistance Programs scanners	\$3,880	\$2,910	\$970
Dismantle and remove rolling racks	\$15,901	\$15,901	\$0
MA Team Cubicles & Install	\$151,130	\$151,130	\$0
Conference Rm E tables & chairs	\$14,567	\$10,925	\$3,642
Director's Office furniture & install	\$10,859	\$8,144	\$2,715
Total	\$208,474	\$197,021	\$11,453



EIF CONSTRUCTION CO., INC.

2566 State Route 3
Fulton, New York 13069

Office (315) 598-0613 • Fax (315) 593-6313 • Cell (315) 591-1161
mfrench80@hotmail.com

5/4/2023

* Proposal is valid for 30 days

PROJECT PROPOSAL

Novelis

PROJECT: OFFICE RENOVATION

WORK SCOPE:

- * Removal of rolling filing cabinets, rails, and raised floor.
- * Repair and infill floor back to original elevation.
- * Install provided carpet tiles.
- * Work will be conducted over a weekend.
- * As per walk through with John Ferry.

PROJECT COST:

LABOR:	\$	30,657
MATERIALS:	\$	120
EQUIPMENT:	\$	1,025

SUBTOTAL:	<u>\$</u>	31,802
------------------	-----------	---------------

(plus 8% sales tax if applicable)

Submitted to: John Ferry

Submitted by: Michael French



syracuse office environments
375 Erie Blvd. West
Syracuse, NY 13202
office 315.476.9091

PROJECT NUMBER:
SOB2-143
QUOTE NUMBER:
0
ORDER NUMBER:
0
CUSTOMER CONTACT:

CUSTOMER LOCATION:
HEBACO DSS

DESIGNER CONTACT:
ERIN WELLS
EWELLS@SOE.SYR.COM

SALES CONTACT:
JOE DE SANTIS
DESAINTIS@SOE.SYR.COM

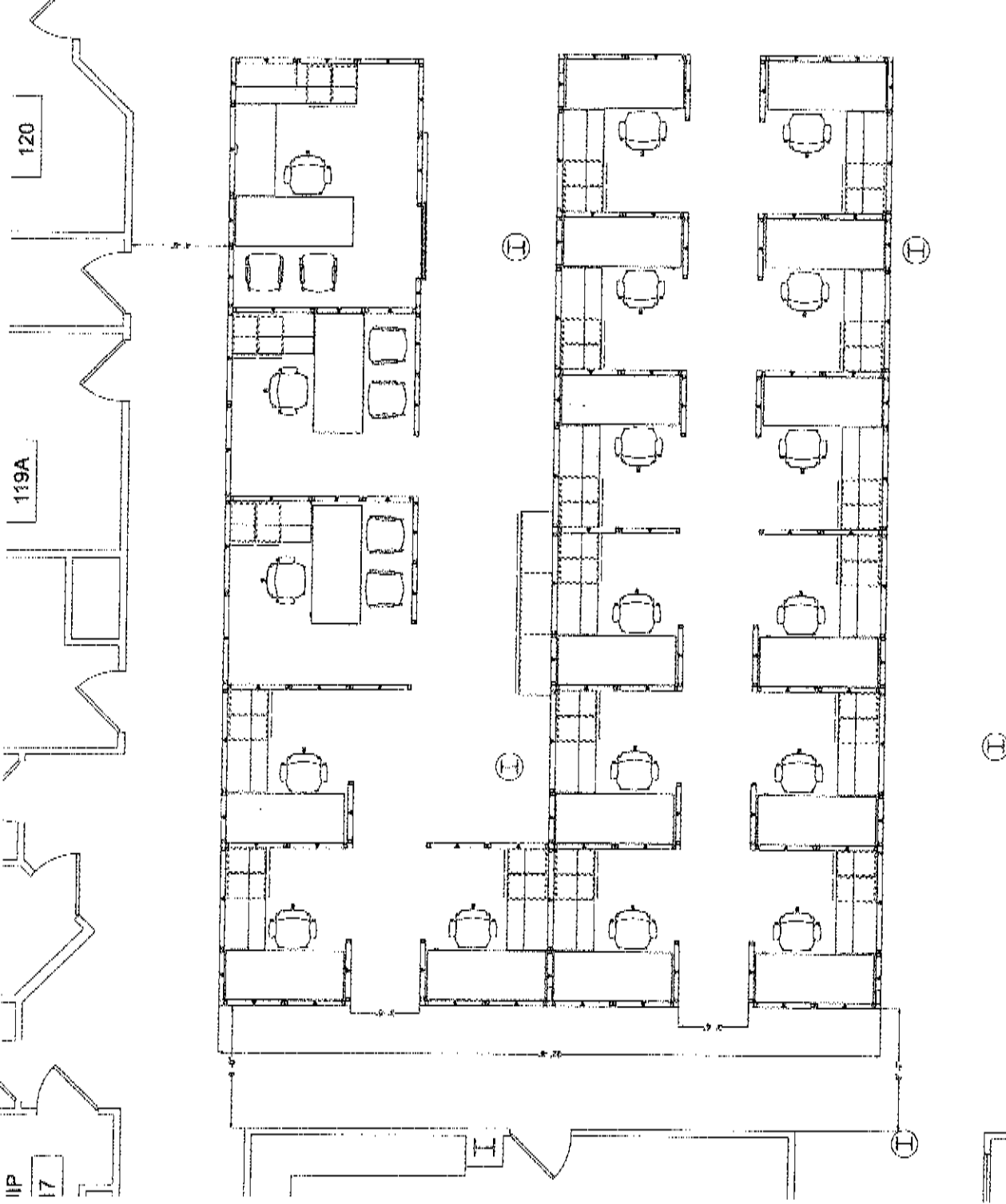
REVISION DATE:
4/29/2013

PLOT SIZE:
18'x24'

SITE VERIFIED:
YES ☐ NO ☐

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syracuse office environments
375 Erie Blvd. West
Syracuse, NY 13202
office 315.476.9091

PROJECT NUMBER:
SOE23-143
QUOTE NUMBER:
0
ORDER NUMBER:
0
CUSTOMER CONTACT:

CUSTOMER LOCATION:
MEXICO DSS

DESIGNER CONTACT:
ERIN WYLLER
EWYLLER@SOESYR.COM

SALES CONTACT:
JOE DE SANTIS
DESANTIS@SOESYR.COM

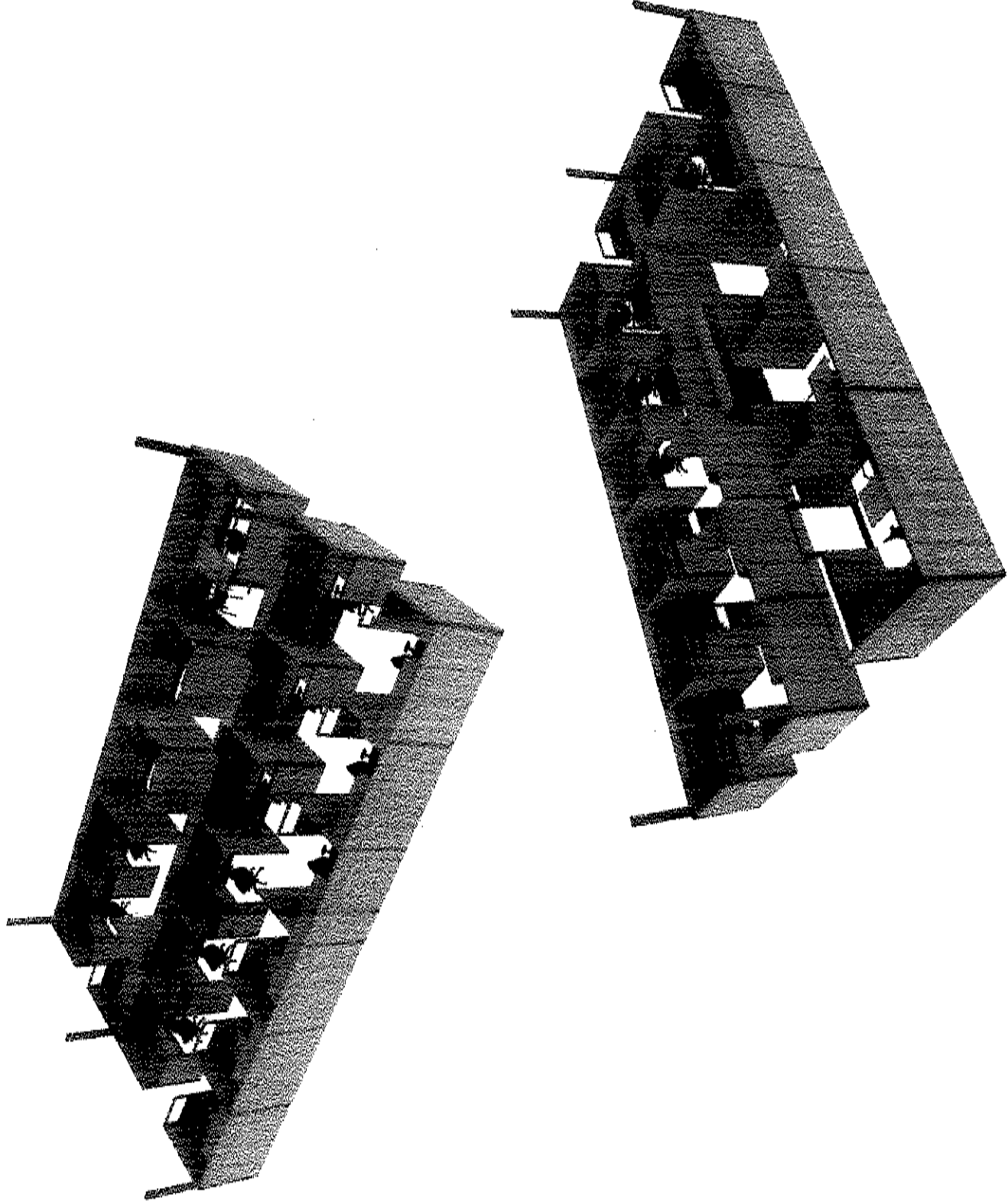
REVISION DATE:
4/28/2023

PLOT SIZE:
18X24

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YES ☐ NO ☐

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MA Unit



syracuse office
environments

Proposal

Syracuse Office Environments
375 Erie Blvd W
Syracuse, NY 13202
Phone: 315.476.9091
www.soesyr.com

Order Number	9599
Date	05/11/2023
Customer PO No	
Customer Name	OSWEGO COUNTY DEPT. OF SOCIAL SERVICES
Salesperson	Joe De Santis
Project Number	
Terms	NET 15
Page	1 of 12

T OSWEGO COUNTY DEPT. OF SOCIAL SERVICES
O PO BOX 1320
100 SPRING STREET
MEXICO, NY 13114

ATTN: ACCOUNTS PAYABLE

S OSWEGO COUNTY DEPT. OF SOCIAL SERVICES
R PO BOX 1320
I 100 SPRING STREET
P MEXICO, NY 13114
T
O ATTN: MARTI BABCOCK
Phone: 315-963-5437

Prepared for : Joe De Santis

PRICING PER HAWORTH NYS CONTRACT - PC88345

PLEASE MAKE PO OUT TO:

HAWORTH

C/O SOE

ONE HAWORTH CENTER

HOLLAND MI 49423

Line	Quantity	Description	Unit Price	Extended Amount
1	7.00 Each	EUER-153P-GSOS--TR-G Triplex Receptacle, 15 Amp, 332, CM TR-G: GRAY TONE, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS	89.59	627.13
2	3.00 Each	JFWA-36 X Series, Counterweight, 36" File Tag: Tag TG: STATIONS Tag GC: STATIONS	71.78	215.34
3	3.00 Each	JLPD-0336-S8--TR-G-LR-BP X Series, 39.5"H x 36"W, Lateral File, File, File, Ptd Drawer Front, Proud, Ptd Lock Bar, Freestanding, Linear Pull, Glides TR-G: GRAY TONE, GRADE A LR-BP: CHROME, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS	688.58	2,065.74
4	18.00 Each	JPAH-24-S8--TR-G-LR-BP X Series, Pedestal, Attached, B/B/F, 24"D, Ptd Drw Frt, Std Lkrl, Linear Pull TR-G: GRAY TONE, GRADE A LR-BP: CHROME, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS	336.43	6,055.74
5	18.00 Each	JPAJ-24-S8--TR-G-LR-BP X Series, Pedestal, Attached, F/F, 24"D, Ptd Drw Frt, Std Lkrl, Linear Pull TR-G: GRAY TONE, GRADE A LR-BP: CHROME, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS	302.27	5,440.86
6	1.00 Each	JTPL-18A6-JYJYS--H-KN-HP-KN X Series, Common Top, Prd Frnt, Lam Top, 18.75Dx108W, 3mm Plstc Upr. 1mm LH, 3mm Bck, 1mm RH H-KN: GREY ELM, GRADE B	442.53	442.53



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environments

Proposal

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375 Erie Blvd W
Syracuse, NY 13202
Phone: 315.476.9091
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Order Number	9599
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Customer Name	OSWEGO COUNTY DEPT. OF SOCIAL SERVICES
Salesperson	Joe De Santa
Project Number	
Terms	NET 15
Page	2 of 12

		HP-KN:GREY ELM, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS		
7	18.00 Each	LSET-3--LX-BP HW,Lock Set, Keyed Alike,Lock Plug And Key, Qty Of 3 LX-BP:CHROME, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS	0.00	0.00
8	1.00 Each	LSET-4--LX-BP HW,Lock Set, Keyed Alike,Lock Plug And Key, Qty Of 4 LX-BP:CHROME, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS	0.00	0.00
9	8.00 Each	M60D-2110--(2A)-2A-VE--TR-F Improv,4Leg, Side chair, Uph Plstc Bk,Arm,Glides, Seat 1 Color:(2A):Pixel Seat 1 Color:2A-VE:Vortex Frame Color:TR-F:Black Tag: Tag TG: STATIONS Tag GC: STATIONS	233.16	1,398.96
10	18.00 Each	SJT-20-411A5A--(3A)-3A-18-(XT)-XT-1--TR-F--TR-F Soji Task,Fab St /Mesh Bk,Hgt Adj Arm,Lum,Bk Lock,Adj Seat,Plst Base,Hrd Cstr,Assembled (3A):TELLURE (3A) 3A-18:TELLURE (3A) - BLACK, GRADE A (XT):SOJI KNIT (XT) XT-1:SOJI KNIT (XT) - CARBON, GRADE A TR-F:BLACK, GRADE A TR-F:BLACK, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS	433.01	7,794.18
11	3.00 Each	TADM-1360-LF--H-KN--HP-KN Planes,Modesty Panel,13InX60In,Lam,Full H-KN:GREY ELM, GRADE B HP-KN:GREY ELM, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS	131.42	394.26
12	2.00 Each	UZFS-1636-PMLS--TR-G--TR-G--LR-BP Compose ,Upper Storage,36"W,Painted Front,Panel Mount,Slow Close,Locking TR-G:GRAY TONE, GRADE A TR-G:GRAY TONE, GRADE A LR-BP:CHROME, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS	392.73	785.46
13	2.00 Each	UZFS-1648-PMLS--TR-G--TR-G--LR-BP Compose ,Upper Storage,48"W,Painted Front,Panel Mount,Slow Close,Locking TR-G:GRAY TONE, GRADE A TR-G:GRAY TONE, GRADE A LR-BP:CHROME, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS	415.50	831.00
14	15.00 Each	UZFS-1660-PMLS--TR-G--TR-G--LR-BP Compose ,Upper Storage,60"W,Painted Front,Panel Mount,Slow Close,Locking	464.40	6,966.00



syracuse office
environments

Proposal

Syracuse Office Environments
375 Erie Blvd W
Syracuse, NY 13202
Phone: 315.476.8081
www.soeayr.com

Order Number	9599
Date	05/11/2023
Customer PO No	
Customer Name	OSWEGO COUNTY DEPT. OF SOCIAL SERVICES
Salesperson	Joe De Santis
Project Number	
Terms	NET 15
Page	3 of 12

		TR-G:GRAY TONE, GRADE A TR-G:GRAY TONE, GRADE A LR-6P:CHROME, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS		
15	1.00 Each	VUZF-6642-GRNZ--TR-G Compose, Sliding Door, Panel Mounted, With Track Clear Glass, 66H X 42W,Right Hd,Non Locking TR-G:GRAY TONE, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS	1,169.77	1,169.77
16	85.00 Each	VZAD-0000-R--TR-G Elec Comp, Data Blank Cover TR-G:GRAY TONE, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS	1.47	124.95
17	1.00 Each	VZAL-0024 Compose, Aligner/Light Block, 24in Tag: Tag TG: STATIONS Tag GC: STATIONS	20.82	20.82
18	9.00 Each	VZAL-0030 Compose, Aligner/Light Block, 30in Tag: Tag TG: STATIONS Tag GC: STATIONS	21.79	196.11
19	18.00 Each	VZAL-0036 Compose, Aligner/Light Block, 36in Tag: Tag TG: STATIONS Tag GC: STATIONS	22.77	409.86
20	5.00 Each	VZAL-0054 Compose, Aligner/Light Block, 54in Tag: Tag TG: STATIONS Tag GC: STATIONS	25.70	128.50
21	8.00 Each	VZAL-0060 Compose, Aligner/Light Block, 60in Tag: Tag TG: STATIONS Tag GC: STATIONS	26.87	213.36
22	48.00 Each	VZAL-6600 Compose, Vertical Light Block, 66in Tag: Tag TG: STATIONS Tag GC: STATIONS	2.44	117.12
23	48.00 Each	VZAR-0000--TR-G Elec Comp, Receptacle Blank Cover TR-G:GRAY TONE, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS	2.44	117.12
24	1.00 Each	VZCC-0018-A--TR-G Compose,Top Trim 18in.W,Alumn TR-G:GRAY TONE, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS	31.52	31.52
25	1.00 Each	VZCC-0024-A--TR-G	34.43	34.43



syracuse office
environments

Proposal

Syracuse Office Environments
375 Erie Blvd W
Syracuse, NY 13202
Phone: 315.476.9091
www.soesyr.com

Order Number	9599
Date	05/11/2023
Customer PO No	
Customer Name	OSWEGO COUNTY DEPT. OF SOCIAL SERVICES
Salesperson	Joe De Santis
Project Number	
Terms	NET 16
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		Compose, Top Trim 24In.W, Alumn TR-G: GRAY TONE, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS		
26	15.00 Each	VZCC-0036-A--TR-G Compose, Top Trim 36In.W, Alumn TR-G: GRAY TONE, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS	40.25	603.75
27	2.00 Each	VZCC-0054-A--TR-G Compose, Top Trim 54In.W, Alumn TR-G: GRAY TONE, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS	48.97	97.94
28	20.00 Each	VZCC-0072-A--TR-G Compose, Top Trim 72In.W, Alumn TR-G: GRAY TONE, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS	64.84	1,296.80
29	1.00 Each	VZCC-0084-A--TR-G COMPOSE, TOP TRIM 84IN.W, Alumn TR-G: GRAY TONE, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS	73.08	73.08
30	14.00 Each	VZCC-0090-A--TR-G Compose, Top Trim 90In.W, Alumn TR-G: GRAY TONE, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS	77.20	1,080.80
31	5.00 Each	VZCC-0108-A--TR-G Compose, Top Trim 108In.W, Alumn TR-G: GRAY TONE, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS	89.58	447.80
32	1.00 Each	VZCC-0120-A--TR-G Compose, Top Trim 120In.W, Alumn TR-G: GRAY TONE, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS	104.45	104.45
33	23.00 Each	VZCE-6600-A--TR-G Compose, Panel Trim, End-Of-Run 66In.H, Alum TR-G: GRAY TONE, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS	101.40	2,332.20
34	22.00 Each	VZCL-6600-A--TR-G, TR-G Compose, Connector Trim, Corner, 2-Way 66In.H, Alum TR-G: GRAY TONE, GRADE A TR-G: GRAY TONE, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS	198.91	4,376.02
35	15.00 Each	VZCS-0000 Compose, Corner Block Assembly, 90Deg	17.58	263.70



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Order Number	9599
Date	05/11/2023
Customer PO No	
Customer Name	OSWEGO COUNTY DEPT. OF SOCIAL SERVICES
Salesperson	Joe De Santis
Project Number	
Terms	NET 15
Page	5 of 12

		Tag: Tag TG: STATIONS Tag GC: STATIONS		
36	15.00 Each	VZCT-6600-A--TR-G--TR-G Compose, Connector Trim, Corner, 3-Way 66In.H, Alum TR-G: GRAY TONE, GRADE A TR-G: GRAY TONE, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS	189.02	2,535.30
37	1.00 Each	VZCX-6600-A--TR-G Compose, Connector Trim, Corner, 4-Way 66In.H, Alum TR-G: GRAY TONE, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS	117.71	117.71
38	10.00 Each	VZEF-0R0S Compose, Flex Connector, Straight Span, 3-Circuit Tag: Tag TG: STATIONS Tag GC: STATIONS	43.41	434.10
39	6.00 Each	VZET-6600-3TA--TR-G Compose, Top Feed 66In.H, Alum or Wood, 3Cir, 332 Wire, 10Ft Ceiling TR-G: GRAY TONE, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS	475.93	2,855.58
40	15.00 Each	VZFF-5036-NNNNNR--TR-G Compose, Frm, 50Hx36W, Bs NoPwr, No BsTrm, No BsTrm, No Bit Pwr, Std TR-G: GRAY TONE, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS	89.53	1,342.95
41	1.00 Each	VZFF-6618-NNNNNR--TR-G Compose, Frm, 66Hx18W, Bs NoPwr, No BsTrm, No BsTrm, No Bit Pwr, Std TR-G: GRAY TONE, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS	75.63	75.63
42	1.00 Each	VZFF-6624-N3HHNR--TR-G--TR-G Compose, Frm, 66Hx24W, Bs 3CIR, Bs Cvhl/No BsTrm, No Bit Pwr, Std TR-G: GRAY TONE, GRADE A TR-G: GRAY TONE, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS	166.20	166.20
43	1.00 Each	VZFF-6630-N3HHNR--TR-G--TR-G--TR-G Compose, Frm, 66Hx30W, Bs 3CIR, Bs Cvhl/Cvhl, No Bit Pwr, Std TR-G: GRAY TONE, GRADE A TR-G: GRAY TONE, GRADE A TR-G: GRAY TONE, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS	180.14	180.14
44	16.00 Each	VZFF-6630-N3HHNR--TR-G--TR-G Compose, Frm, 66Hx30W, Bs 3CIR, Bs Cvhl/No BsTrm, No Bit Pwr, Std TR-G: GRAY TONE, GRADE A TR-G: GRAY TONE, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS	173.38	2,774.08
45	2.00	VZFF-6630-NNNNNR--TR-G	89.99	179.98



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Proposal

Syracuse Office Environments
375 Erie Blvd W
Syracuse, NY 13202
Phone: 315.476.9091
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Order Number	9589
Date	05/11/2023
Customer PO No	
Customer Name	OSWEGO COUNTY DEPT. OF SOCIAL SERVICES
Salesperson	Joe De Santis
Project Number	
Terms	NET 15
Page	6 of 12

	Each	Compose, Frm,66Hx30W,Bs NoPwr.No BsTrm/No BsTrm,No Bit Pwr,Std .TR-G:GRAY TONE, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS		
46	2.00 Each	VZFF-6636-N3HNNR--TR-G--TR-G Compose, Frm,66Hx36W,Bs 3CIR,Bs Cvhl/No BsTrm,No Bit Pwr,Std .TR-G:GRAY TONE, GRADE A .TR-G:GRAY TONE, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS	180.56	361.12
47	4.00 Each	VZFF-6636-NNBNNR--TR-G--TR-G Compose, Frm,66Hx36W,Bs NoPwr,BsTrm/NoBsTrm,No Bit Pwr,Std .TR-G:GRAY TONE, GRADE A .TR-G:GRAY TONE, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS	103.93	415.72
48	41.00 Each	VZFF-6636-NNNNNR--TR-G Compose, Frm,66Hx36W,Bs NoPwr,No BsTrm/No BsTrm,No Bit Pwr,Std .TR-G:GRAY TONE, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS	97.17	3,983.97
49	2.00 Each	VZFF-6642-NNNNNR--TR-G Compose, Frm,66Hx42W,Bs NoPwr,No BsTrm/No BsTrm,No Bit Pwr,Std .TR-G:GRAY TONE, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS	104.35	208.70
50	2.00 Each	VZFF-6648-N3HNNR--TR-G--TR-G Compose, Frm,66Hx48W,Bs 3CIR,Bs Cvhl/No BsTrm,No Bit Pwr,Std .TR-G:GRAY TONE, GRADE A .TR-G:GRAY TONE, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS	199.23	398.46
51	5.00 Each	VZFF-6654-N3HNNR--TR-G--TR-G Compose, Frm,66Hx54W,Bs 3CIR,Bs Cvhl/No BsTrm,No Bit Pwr,Std .TR-G:GRAY TONE, GRADE A .TR-G:GRAY TONE, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS	206.42	1,032.10
52	1.00 Each	VZFF-6660-N3HHNR--TR-G--TR-G--TR-G Compose, Frm,66Hx60W,Bs 3CIR,Bs Cvhl/Cvhl/No Bit Pwr,Std .TR-G:GRAY TONE, GRADE A .TR-G:GRAY TONE, GRADE A .TR-G:GRAY TONE, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS	224.67	224.67
53	13.00 Each	VZFF-6680-N3HNNR--TR-G--TR-G Compose, Frm,66Hx60W,Bs 3CIR,Bs Cvhl/No BsTrm,No Bit Pwr,Std .TR-G:GRAY TONE, GRADE A .TR-G:GRAY TONE, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS	217.91	2,832.83
54	15.00	VZGS-1636-1--TR-G-(SK_1C)--SK-1C	312.20	4,683.00



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375 Erie Blvd W
Syracuse, NY 13202
Phone: 315.476.9993
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Order Number	9596
Date	05/11/2023
Customer PO No	
Customer Name	OSWEGO COUNTY DEPT. OF SOCIAL SERVICES
Salesperson	Joe De Santis
Project Number	
Terms	NET 15
Page	7 of 12

	Each	Compose, Glass Stack 16in. H X 36in. W TR-G: GRAY TONE, GRADE A (SK_1C): CLEAR SK-1C: CLEAR, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS		
55	1.00 Each	VZTI-1624-FNN--(6)-6-FR Compose, Single Tile, 16in. H X 24in. W, Fabric/Tackable, Std Core, No Tech (6): HUE 6-FR: HUE - FROTH, GRADE B Tag: Tag TG: STATIONS Tag GC: STATIONS	41.16	41.16
56	9.00 Each	VZTI-1630-FNN--(6)-6-FR Compose, Single Tile, 16in. H X 30in. W, Fabric/Tackable, Std Core, No Tech (6): HUE 6-FR: HUE - FROTH, GRADE B Tag: Tag TG: STATIONS Tag GC: STATIONS	45.02	405.18
57	18.00 Each	VZTI-1636-FNN--(6)-6-FR Compose, Single Tile, 16in. H X 36in. W, Fabric/Tackable, Std Core, No Tech (6): HUE 6-FR: HUE - FROTH, GRADE B Tag: Tag TG: STATIONS Tag GC: STATIONS	48.89	880.02
58	5.00 Each	VZTI-1654-FNN--(6)-6-FR Compose, Single Tile, 16in. H X 54in. W, Fabric/Tackable, Std Core, No Tech (6): HUE 6-FR: HUE - FROTH, GRADE B Tag: Tag TG: STATIONS Tag GC: STATIONS	60.49	302.45
59	8.00 Each	VZTI-1660-FNN--(6)-6-FR Compose, Single Tile, 16in. H X 60in. W, Fabric/Tackable, Std Core, No Tech (6): HUE 6-FR: HUE - FROTH, GRADE B Tag: Tag TG: STATIONS Tag GC: STATIONS	64.36	514.88
60	1.00 Each	VZTI-4824-DNN--H-KN-HP-KN Compose, Single Tile, 48in. H X 24in. W, Laminate, Std Core, No Tech H-KN: GREY ELM, GRADE B HP-KN: GREY ELM, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS	167.68	167.68
61	9.00 Each	VZTI-4830-DNN--H-KN-HP-KN Compose, Single Tile, 48in. H X 30in. W, Laminate, Std Core, No Tech H-KN: GREY ELM, GRADE B HP-KN: GREY ELM, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS	201.88	1,816.92
62	17.00 Each	VZTI-4836-DNN--H-KN-HP-KN Compose, Single Tile, 48in. H X 36in. W, Laminate, Std Core, No Tech H-KN: GREY ELM, GRADE B HP-KN: GREY ELM, GRADE A Tag: Tag TG: STATIONS	236.09	4,013.53



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Syracuse, NY 13202
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Order Number	9599
Date	05/11/2023
Customer PO No	
Customer Name	OSWEGO COUNTY DEPT. OF SOCIAL SERVICES
Salesperson	Joe De Santis
Project Number	
Terms	NET 15
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		Tag GC: STATIONS		
63	31.00 Each	VZTI-4836-FNC--(6)-,6-FR Compose,Single Tile,48In.HX36In.W,Fabric/Tackable,Std Core,No Tech (6):HUE ,6-FR:HUE - FROTH, GRADE B Tag: Tag TG: STATIONS Tag GC: STATIONS	106.69	3,307.39
64	5.00 Each	VZTI-4854-DNN--H-KN-,HP-KN Compose,Single Tile,48In.HX54In.W,Laminate,Std Core,No Tech ,H-KN:GREY ELM, GRADE B ,HP-KN:GREY ELM, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS	338.69	1,693.45
65	8.00 Each	VZTI-4860-DNN--H-KN-,HP-KN Compose,Single Tile,48In.HX60In.W,Laminate,Std Core,No Tech ,H-KN:GREY ELM, GRADE B ,HP-KN:GREY ELM, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS	372.89	2,983.12
66	1.00 Each	VZTI-5624-FNN--(6)-,6-FR Compose,Single Tile,56In.HX24In.W,Fabric/Tackable,Std Core,No Tech (6):HUE ,6-FR:HUE - FROTH, GRADE B Tag: Tag TG: STATIONS Tag GC: STATIONS	96.85	96.85
67	18.00 Each	VZTI-5630-FNN--(6)-,6-FR Compose,Single Tile,56In.HX30In.W,Fabric/Tackable,Std Core,No Tech (6):HUE ,6-FR:HUE - FROTH, GRADE B Tag: Tag TG: STATIONS Tag GC: STATIONS	108.99	1,961.82
68	6.00 Each	VZTI-5636-FNC--(6)-,6-FR Compose,Single Tile,56In.HX36In.W,Fabric/Tackable,Std Core,No Tech (6):HUE ,6-FR:HUE - FROTH, GRADE B Tag: Tag TG: STATIONS Tag GC: STATIONS	121.14	726.84
69	2.00 Each	VZTI-5648-FNC--(6)-,6-FR Compose,Single Tile,56In.HX48In.W,Fabric/Tackable,Std Core,No Tech (6):HUE ,6-FR:HUE - FROTH, GRADE B Tag: Tag TG: STATIONS Tag GC: STATIONS	145.43	290.86
70	5.00 Each	VZTI-5654-FNC--(6)-,6-FR Compose,Single Tile,56In.HX54In.W,Fabric/Tackable,Std Core,No Tech (6):HUE ,6-FR:HUE - FROTH, GRADE B Tag: Tag TG: STATIONS Tag GC: STATIONS	157.57	787.85
71	15.00 Each	VZTI-5660-FNC--(6)-,6-FR Compose,Single Tile,56In.HX60In.W,Fabric/Tackable,Std Core,No Tech (6):HUE	169.71	2,545.65



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Proposal

Syracuse Office Environments
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Syracuse, NY 13202
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Order Number	9599
Date	05/11/2023
Customer PO No	
Customer Name	OSWEGO COUNTY DEPT. OF SOCIAL SERVICES
Salesperson	Joe De Santis
Project Number	
Terms	NET 15
Page	9 of 12

		.6-FR:HUE - FROTH, GRADE B Tag: Tag TG: STATIONS Tag GC: STATIONS		
72	2.00 Each	VZTI-6418-FNN--(6)--.6-FR Compose,Single Tile,64In.HX18In.W,Fabric/Tackable,Std Core,No Tech (6):HUE .6-FR:HUE - FROTH, GRADE B Tag: Tag TG: STATIONS Tag GC: STATIONS	94.19	188.38
73	11.00 Each	VZTI-6430-FNN--(6)--.6-FR Compose,Single Tile,64In.HX30In.W,Fabric/Tackable,Std Core,No Tech (6):HUE .6-FR:HUE - FROTH, GRADE B Tag: Tag TG: STATIONS Tag GC: STATIONS	121.79	1,339.69
74	70.00 Each	VZTI-6436-FNC--(6)--.6-FR Compose,Single Tile,64In.HX36In.W,Fabric/Tackable,Std Core,No Tech (6):HUE .6-FR:HUE - FROTH, GRADE B Tag: Tag TG: STATIONS Tag GC: STATIONS	135.58	9,491.30
75	4.00 Each	VZTI-6442-FNC--(6)--.6-FR Compose,Single Tile,64In.HX42In.W,Fabric/Tackable,Std Core,No Tech (6):HUE .6-FR:HUE - FROTH, GRADE B Tag: Tag TG: STATIONS Tag GC: STATIONS	149.39	597.56
76	2.00 Each	VZTI-6448-FNC--(6)--.6-FR Compose,Single Tile,64In.HX48In.W,Fabric/Tackable,Std Core,No Tech (6):HUE .6-FR:HUE - FROTH, GRADE B Tag: Tag TG: STATIONS Tag GC: STATIONS	163.18	326.36
77	5.00 Each	VZTI-6460-FNC--(6)--.6-FR Compose,Single Tile,64In.HX60In.W,Fabric/Tackable,Std Core,No Tech (6):HUE .6-FR:HUE - FROTH, GRADE B Tag: Tag TG: STATIONS Tag GC: STATIONS	190.78	953.90
78	2.00 Each	WURA-2448-LJSA--.H-KN-.HP-KN Worksurface, Rect,24Dx48W,Lam,Edgeband,Std Core,Notched .H-KN:GREY ELM, GRADE B .HP-KN:GREY ELM, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS	148.12	298.24
79	1.00 Each	WURA-2454-LJSA--.H-KN-.HP-KN Worksurface, Rect,24Dx54W,Lam,Edgeband,Std Core,Notched .H-KN:GREY ELM, GRADE B .HP-KN:GREY ELM, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS	162.19	162.19
80	15.00	WURA-2460-LJSA--.H-KN-.HP-KN	175.26	2,628.90



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Syracuse Office Environments
375 Erie Blvd W
Syracuse, NY 13202
Phone: 315.476.9081
www.soesyr.com

Order Number	9599
Date	05/11/2023
Customer PO No	
Customer Name	OSWEGO COUNTY DEPT. OF SOCIAL SERVICES
Salesperson	Joe De Santis
Project Number	
Terms	NET 16
Page	10 of 12

	Each	Worksurface, Rect,24Dx60W,Lam,Edgeband,Std Core,Notched .H-KN:GREY ELM, GRADE B .HP-KN:GREY ELM, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS		
81	1.00 Each	WURA-2472-LJSA--.H-KN-.HP-KN Worksurface, Rect,24Dx72W,Lam,Edgeband,Std Core,Notched .H-KN:GREY ELM, GRADE B .HP-KN:GREY ELM, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS	201.39	201.39
82	3.00 Each	WURA-3072-LJSC--.H-KN-.HP-KN Worksurface, Rect,30Dx72W,Lam,Edgeband,Std Core,No Cbi Mgt, .H-KN:GREY ELM, GRADE B .HP-KN:GREY ELM, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS	232.22	696.66
83	15.00 Each	WURA-2971-LJSC--.OH-OKN-.HP-OKN Worksurface, Rect,29Dx71W,Lam,Edgeband,Std Core,No Cbi Mgt, .OH-OKN:GREY ELM, GRADE B .HP-OKN:GREY ELM, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS	248.92	3,733.80
84	9.00 Each	ZZBA-0000-PL Side/Corner Bracket,LH Tag: Tag TG: STATIONS Tag GC: STATIONS	7.22	64.98
85	9.00 Each	ZZBA-0000-PR Side/Corner Bracket,RH Tag: Tag TG: STATIONS Tag GC: STATIONS	7.22	64.98
86	1.00 Each	ZZBD-1600-CR--.TR-G Compose, Cntlvr Brkt., Standard,16In.D,Painted,RH .TR-G:GRAY TONE, GRADE A Tag: Tag TG: STATIONS Tag GC: STATIONS	29.74	29.74
87	1.00 Each	ZZBD-1600-PL Compose, Cntlvr Brkt,16In.D, Lh Tag: Tag TG: STATIONS Tag GC: STATIONS	23.19	23.19
88	11.00 Each	ZZBD-1600-PP Compose, Cntlvr Brkt,16In.D,Bh Tag: Tag TG: STATIONS Tag GC: STATIONS	38.09	418.99
89	1.00 Each	INSIDE DELIVERY	20,666.77	20,666.77

Order Sub-Total : \$135,482.21

TOTAL ORDER : \$135,482.21

PLEASE REVIEW THIS QUOTATION AND NOTIFY US PROMPTLY OF ANY CORRECTIONS REQUIRED

THANK YOU FOR THE OPPORTUNITY TO BE OF SERVICE



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Proposal

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Syracuse, NY 13202
Phone: 315.476.9091
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MA Unit

Order Number	9600
Date	05/01/2023
Customer PO No	
Customer Name	OSWEGO COUNTY DEPT. OF SOCIAL SERVICES
Salesperson	Joe De Santis
Project Number	
Terms	NET 15
Page	1 of 2

T OSWEGO COUNTY DEPT. OF SOCIAL SERVICES
O PO BOX 1320
100 SPRING STREET
MEXICO, NY 13114

ATTN: ACCOUNTS PAYABLE

S OSWEGO COUNTY DEPT. OF SOCIAL SERVICES
H PO BOX 1320
I 100 SPRING STREET
P MEXICO, NY 13114

T
O ATTN: MARTI BABCOCK
Phone: 315-963-5437

Prepared for : Joe De Santis

PRICING PER HUMANSIZE NYS CONTRACT - PC68352

PLEASE MAKE PO OUT TO:

HUMANSIZE

C/O SOE

220 CIRCLE DRIVE NORTH

PISCATAWAY NJ 08854

Line	Quantity	Description	Unit Price	Extended Amount
1	18.00 Each	FLR-12-A3-G3-T-L-T efloat Lite for Rectangular Top 12:Single Stage - 27" to 46" - 200 lbs Capacity A3:Large - Adjustable Support Bar - 66"-84" Wide G3:Classic, C Foot 30" Surface w Glides T:Touch Basic Up Down L,T:Light Tan Metallic	668.70	12,036.60
2	1.00 Each	INSIDE DELIVERY	3,610.98	3,610.98
			Order Sub-Total :	\$15,647.58
			TOTAL ORDER :	\$15,647.58

PLEASE REVIEW THIS QUOTATION AND NOTIFY US PROMPTLY OF ANY CORRECTIONS REQUIRED THANK YOU FOR THE OPPORTUNITY TO BE OF SERVICE

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syracuse offices environments
175 Erie Blvd. West
Syracuse, NY 13202
office 315.474.9091

PROJECT NUMBER:
SOE22-143
QUOTE NUMBER:
0
ORDER NUMBER:
0
CUSTOMER CONTACT:

CUSTOMER LOCATION:
MEXICO DSS

DESIGNER CONTACT:
FRIN WELER
FWELER@SOE22.COM

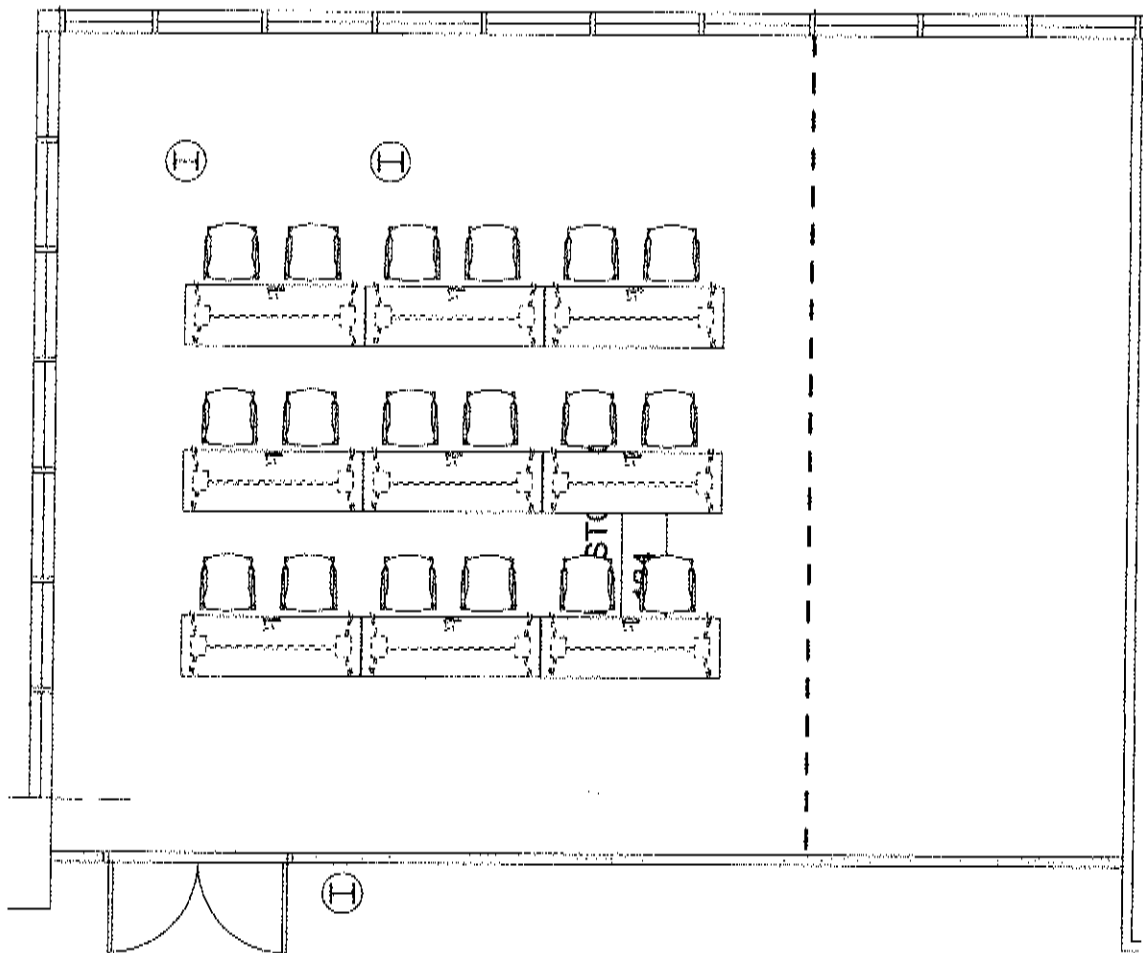
SALES CONTACT:
JOE DE SANTIS
DEASANTIS@SOE22.COM

REVISION DATE:
4/5/2022
PLOT SIZE:
11X17

SITE VERIFIED:
YES ☒ NO ☐

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Proposal

Syracuse Office Environments
375 Erie Blvd W
Syracuse, NY 13202
Phone: 315.476.9091
www.soesy.com

Order Number	9600
Date	05/01/2023
Customer PO No	
Customer Name	OSWEGO COUNTY DEPT. OF SOCIAL SERVICES
Salesperson	Joe De Santis
Project Number	
Terms	NET 15
Page	1 of 2

T OSWEGO COUNTY DEPT. OF SOCIAL SERVICES
O PO BOX 1320
100 SPRING STREET
MEXICO, NY 13114

ATTN: ACCOUNTS PAYABLE

S OSWEGO COUNTY DEPT. OF SOCIAL SERVICES
H PO BOX 1320
I 100 SPRING STREET
P MEXICO, NY 13114
T
O ATTN: MARTI BABCOCK
Phone: 315-963-5437

Prepared for : Joe De Santis

PRICING PER HUMANSIZE NYS CONTRACT - PC68352

PLEASE MAKE PO OUT TO:
HUMANSIZE
C/O SOE
220 CIRCLE DRIVE NORTH
PISCATAWAY NJ 08854

Line	Quantity	Description	Unit Price	Extended Amount
1	18.00 Each	FLR-12-A3-G3-T-LT eFloat Lite for Rectangular Top 12:Single Stage - 27" to 48" - 200 lbs Capacity A3:Large - Adjustable Support Bar - 66"-84" Wide G3:Classic, C Foot 30" Surface w Glides T:Touch Basic Up Down LT:Light Tan Metallic	668.70	12,036.60
2	1.00 Each	INSIDE DELIVERY	3,610.98	3,610.98
Order Sub-Total :				\$15,647.58
TOTAL ORDER :				\$15,647.58

PLEASE REVIEW THIS QUOTATION AND NOTIFY US PROMPTLY OF ANY CORRECTIONS REQUIRED

THANK YOU FOR THE OPPORTUNITY TO BE OF SERVICE

For Leasing Options Scan QR Code

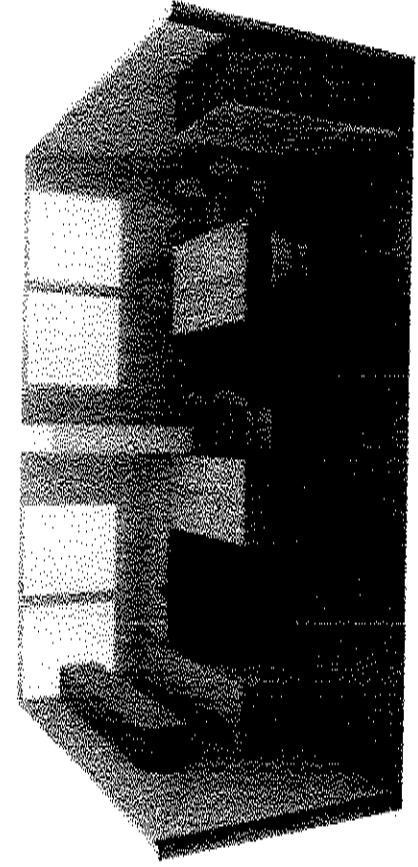
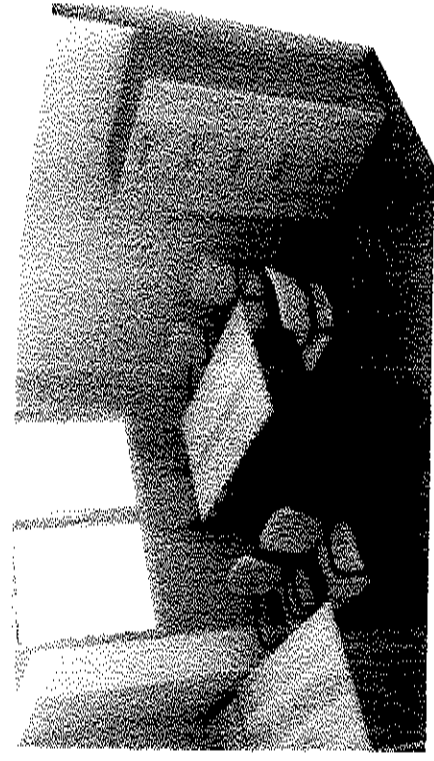
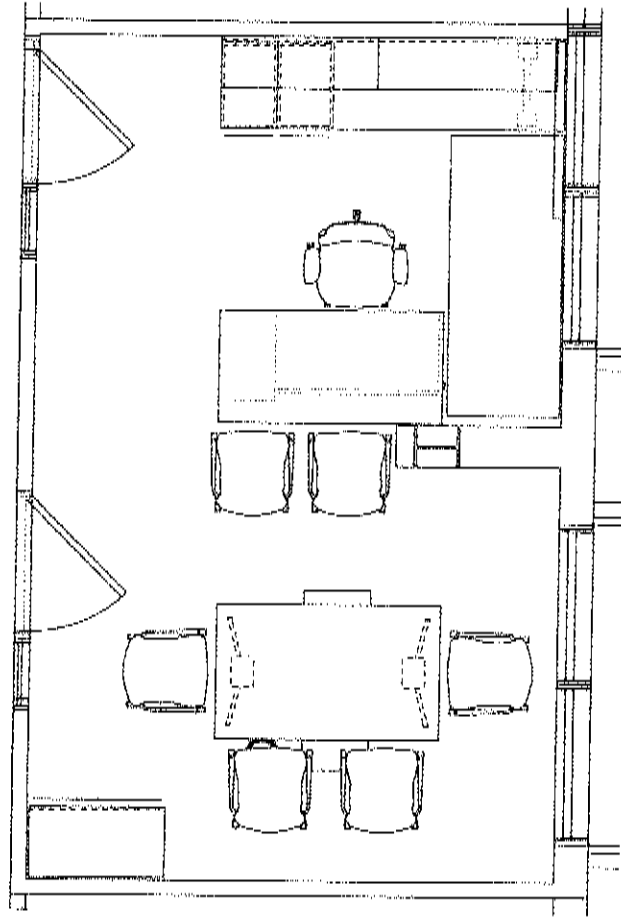




syracuse office environments
375 Erie Blvd. West
Syracuse, NY 13201
office 315.475.9991

PROJECT NUMBER:	SOE22-143
QUOTE NUMBER:	6
ORDER NUMBER:	0
CUSTOMER CONTACT:	
CUSTOMER LOCATION:	MEXICO DSS
DESIGNER CONTACT:	ERIN WELLS EWELLS@SOE22A.COM
SALES CONTACT:	JOE DE SANTIS DESANTIS@SOE22A.COM
REVISION DATE:	4/5/2022
PLOT SIZE:	11X17
SITE VERIFIED:	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
COPYRIGHT:	

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environments

Proposal

Syracuse Office Environments
375 Erie Blvd W
Syracuse, NY 13202
Phone: 315-476-9091
www.soesyr.com

Conf Rm E

Order Number	6926
Date	05/11/2023
Customer PO No	
Customer Name	OSWEGO COUNTY DEPT. OF SOCIAL SERVICES
Shipperson	Joe De Santis
Project Number	
Terms	NET 15
Page	1 of 2

T OSWEGO COUNTY DEPT. OF SOCIAL SERVICES
O PO BOX 1320
100 SPRING STREET
MEXICO, NY 13114

ATTN: ACCOUNTS PAYABLE

S OSWEGO COUNTY DEPT. OF SOCIAL SERVICES
H PO BOX 1320
I 100 SPRING STREET
P MEXICO, NY 13114

T
O
ATTN: MARTI BABCOCK
Phone: 315-963-5437

Prepared for : Joe De Santis

TAG: MEETING ROOM

PRICING PER HAWORTH NYS CONTRACT - PC68345

PLEASE MAKE PO OUT TO:
HAWORTH
C/O SOE
ONE HAWORTH CENTER
HOLLAND MI 49423

Line	Quantity	Description	Unit Price	Extended Amount
1	18.00 Each	M600-2212--ZH-K93--TR-F Improv.4Leg, Side chair, Uph Bk,Arm,Hrd Cstrs, ZH-K93:NISHIKI-SOBA TR-F:BLACK, GRADE A Tag: Tag GC: MEETING ROOM	354.29	6,377.22
2	9.00 Each	TCRA-2472-LJSNTH4A--H-KS-HP-KS--TR-LE Jive,Tbl,Rect,Lam,24"x72",Eb3,Std,Co:none,T - Extruded,Cstr/Ffp,29"h,Pld H-KS:PHANTOM PEARL, GRADE B HP-KS:PHANTOM PEARL, GRADE A TR-LE:METALLIC SILVER, GRADE B Tag: Tag GC: MEETING ROOM	663.00	5,967.00
3	1.00 Each	INSIDE DELIVERY	2,221.95	2,221.95
Order Sub-Total :				\$14,566.17
TOTAL ORDER :				\$14,566.17

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Proposal

Syracuse Office Environments
375 Erie Blvd W
Syracuse, NY 13202
Phone: 315-476-0001
www.soesyr.com

Order Number	8924
Date	05/11/2023
Customer PO No	
Customer Name	OSWEGO COUNTY DEPT. OF SOCIAL SERVICES
Salesperson	Joe De Santis
Project Number	
Terms	NET 15
Page	1 of 4

T OSWEGO COUNTY DEPT. OF SOCIAL SERVICES
O PO BOX 1320
100 SPRING STREET
MEXICO, NY 13114

ATTN: ACCOUNTS PAYABLE

S OSWEGO COUNTY DEPT. OF SOCIAL SERVICES
H PO BOX 1320
I 100 SPRING STREET
P MEXICO, NY 13114
Y
O ATTN: MARTI BABCOCK
Phone: 315-963-5437

Prepared for : Joe De Santis

TAG: GIDGET'S OFFICE

PRICING PER HAWORTH NYS CONTRACT - PC68345

PLEASE MAKE PO OUT TO:
HAWORTH
C/O SOE
ONE HAWORTH CENTER
HOLLAND MI 49423

Line	Quantity	Description	Unit Price	Extended Amount
1	1.00 Each	KUAF-1642--(EE)-EE-AA Tackboard, Wall-Mounted, Universal 16In. X 42In. Surface Color 1A:(EE):POINT (EE) GRD A Surface Color 1A,EE-AA:PEAK GRD A Tag: Tag GC: GIDGET	90.67	90.67
2	1.00 Each	KUAF-1648--(EE)-EE-AA Tackboard, Wall-Mounted, Universal 16In. X 48In. (EE):POINT (EE) ,EE-AA:POINT (EE) - PEAK, GRADE A Tag: Tag GC: GIDGET	94.65	94.65
3	1.00 Each	UUFS-1642-LWLS--TR-J-,H-KN-,HP-KN-,LR-BP Adaptable, Upper Storage, 42"W, Laminate Front, Wall Mount, Slow Close Solid w/ Square Edge, Locking ,TR-J:GRAPHITE, GRADE A ,H-KN:GREY ELM, GRADE B ,HP-KN:GREY ELM, GRADE A ,LR-BP:CHROME, GRADE A Tag: Tag GC: GIDGET	587.31	587.31
4	1.00 Each	UUFS-1648-LWLS--TR-J-,H-KN-,HP-KN-,LR-BP Adaptable, Upper Storage, 48"W, Laminate Front, Wall Mount, Slow Close Solid w/ Square Edge, Locking ,TR-J:GRAPHITE, GRADE A ,H-KN:GREY ELM, GRADE B ,HP-KN:GREY ELM, GRADE A ,LR-BP:CHROME, GRADE A Tag: Tag GC: GIDGET	607.07	607.07
5	1.00 Each	WURA-2492-LJSA--H-KN-,HP-KN Worksurface, Rect, 24Dx92W, Lam, Edgeband, Std Core, Notched ,H-KN:GREY ELM, GRADE B ,HP-KN:GREY ELM, GRADE A	244.95	244.95



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Proposal

Syracuse Office Environments
375 Erie Blvd W
Syracuse, NY 13202
Phone: 315.476.9091
www.soesyr.com

Order Number	8924
Date	05/11/2023
Customer PO No	
Customer Name	OSWEGO COUNTY DEPT. OF SOCIAL SERVICES
Salesperson	Joe De Santis
Project Number	
Terms	NET 15
Page	2 of 4

6	1.00 Each	Tag: Tag GC: GIDGET WURA-3075-LJSC--H-KN-HP-KN Worksurface, Rect,30Dx75W,Lam,Edgeband,Std Core,No Cbl Mgt, H-KN:GREY ELM, GRADE B HP-KN:GREY ELM, GRADE A Tag: Tag GC: GIDGET	239.34	239.34
7	1.00 Each	ZZFD-2400-PNFF--TR-J Compose Worksurface Dbl Support Leg,Steel,24In.D TR-J:GRAPHITE, GRADE A Tag: Tag GC: GIDGET	140.25	140.25
8	6.00 Each	M600-2212--ZH-K93-TR-F Improv,4Leg, Side chair, Uph Bk,Arm,Hrd Cstrs, ZH-K93:NISHIKI-SOBA TR-F:BLACK, GRADE A Tag: Tag GC: GIDGET	354.29	2,125.74
9	1.00 Each	TCRA-3680-LJSNTG4A--H-KN-HP-KN-TR-J Jlve,Tbl,Rect,Lam,36"x60",Eb3,Std,Co: none,T - Extruded,Gld,29"h,Ptd H-KN:GREY ELM, GRADE B HP-KN:GREY ELM, GRADE A TR-J:GRAPHITE, GRADE A Tag: Tag GC: GIDGET	452.14	452.14
10	1.00 Each	SJT-20-411A5AP--(MM)-MM-SP-XT-1-TR-F-TR-F Soji Task,Fab St /Mesh Bk,Hgt Adj Arm,Lum,Bk Lock,Adj Seat,Plst Base,Hrd Cstr,Assembled,SR Seat 1 Color:(MM):TWIST (MM) GRD A Seat 1 Color:MM-SP:SPIRE GRD A Back 1 Color (Inside):XT-1:CARBON GRD A Trim Color:TR-F:BLACK GRD A Base Color:TR-F:BLACK GRD A Tag: Tag GC: GIDGET	453.21	453.21
11	1.00 Each	JDXL-3060-JFASFN--H-KN-HP-KN-TR-J-TR-J X Series,Rect, Exec, Desk,Lam, EB3,30X60,End,Pad,Ptd,Full Mod,No Cbl Mgt H-KN:GREY ELM, GRADE B HP-KN:GREY ELM, GRADE A TR-J:GRAPHITE, GRADE A TR-J:GRAPHITE, GRADE A Tag: Tag GC: GIDGET	694.85	694.85
12	1.00 Each	JLPD-0536-T8--TR-J-H-KN-HP-KN-LR-BP X Series,63.5"H x 36"W,Lateral File,File,File,File,File,Lam Drw Frnt,Laminate Lock Rail,Freestanding,Linear Pull,Glides TR-J:GRAPHITE, GRADE A H-KN:GREY ELM, GRADE B HP-KN:GREY ELM, GRADE A LR-BP:CHROME, GRADE A Tag: Tag GC: GIDGET	1,425.02	1,425.02
13	1.00 Each	JPAH-24-T8--TR-J-H-KN-HP-KN-LR-BP X Series,Pedestal,Attached,B/B/F,24"D,LamDrwFrnt, Lam Lkrl,Linear Pull TR-J:GRAPHITE, GRADE A H-KN:GREY ELM, GRADE B HP-KN:GREY ELM, GRADE A LR-BP:CHROME, GRADE A Tag: Tag GC: GIDGET	441.49	441.49



syracuse office
environments

Proposal

Syracuse Office Environments
375 Erie Blvd W
Syracuse, NY 13202
Phone: 315.476.9091
www.soesy.com

Order Number	0924
Date	05/11/2023
Customer PO No	
Customer Name	OSWEGO COUNTY DEPT. OF SOCIAL SERVICES
Salesperson	Joe De Santis
Project Number	
Terms	NET 15
Page	3 of 4

14	1.00 Each	JPAJ-24-TB--TR-J-H-KN-HP-KN-LR-BP X Series, Pedestal, Attached, F/F, 24"D, Lam DrwFrt, Lam Lkri, Linear Pull TR-J: GRAPHITE, GRADE A H-KN: GREY ELM, GRADE B HP-KN: GREY ELM, GRADE A LR-BP: CHROME, GRADE A Tag: Tag GC: GIDGET	402.14	402.14
15	1.00 Each	JPDH-24-T8RF--TR-J-H-KN-HP-KN-LR-BP X Series, Pedestal, Attached Desk, Box/Box/File, 24"D, Lam Drawer Front, Lam Lockbar, Linear Pull, RH, Full Mod TR-J: GRAPHITE, GRADE A H-KN: GREY ELM, GRADE B HP-KN: GREY ELM, GRADE A LR-BP: CHROME, GRADE A Tag: Tag GC: GIDGET	441.49	441.49
16	1.00 Each	LSET-6--LX-BP HW, Lock Set, Keyed Alike, Lock Plug And Key, Qty Of 6 Lock Color: LX-BP: CHROME	0.00	0.00
17	1.00 Each	INSIDE DELIVERY	1,519.25	1,519.25
18	1.00 Each	PREVAILING WAGE CHARGE FOR WALL ATTACHMENT	45.00	45.00
Order Sub-Total :			\$10,004.57	
TOTAL ORDER :			\$10,004.57	

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THANK YOU FOR THE OPPORTUNITY TO BE OF SERVICE

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environments

Proposal

Syracuse Office Environments
375 Erie Blvd W
Syracuse, NY 13202
Phone: 315.476.9091
www.soesyr.com

Order Number	6925
Date	05/11/2023
Customer PO No	
Customer Name	OSWEGO COUNTY DEPT. OF SOCIAL SERVICES
Salesperson	Joe De Santis
Project Number	
Terms	NET 15
Page	1 of 2

OSWEGO COUNTY DEPT. OF SOCIAL SERVICES
PO BOX 1320
100 SPRING STREET
MEXICO, NY 13114

ATTN: ACCOUNTS PAYABLE

OSWEGO COUNTY DEPT. OF SOCIAL SERVICES
PO BOX 1320
100 SPRING STREET
MEXICO, NY 13114

ATTN: MARTI BABCOCK
Phone: 315-963-5437

Prepared for : Joe De Santis

TAG: GIDGET'S OFFICE

PRICING PER HUMANSCALE NYS CONTRACT - PC68352

PLEASE MAKE PO OUT TO:

HUMANSCALE

C/O SOE

220 CIRCLE DRIVE NORTH

PISCATAWAY NJ 08854

Line	Quantity	Description	Unit Price	Extended Amount
1	1.00 Each	FLR-12-A3-G2-T-DG eFloat Lite for Rectangular Top 12:Single Stage - 27" to 46" - 200 lbs Capacity A3:Large - Adjustable Support Bar - 66"-84" Wid G2:Classic, C Foot 24" Surface w Glides T:Touch Basic Up Down DG:Dark Grey Tag: Tag GC: GIDGET	656.55	656.55
2	1.00 Each	INSIDE DELIVERY	196.96	196.96
Order Sub-Total :				\$853.51
TOTAL ORDER :				\$853.51

PLEASE REVIEW THIS QUOTATION AND NOTIFY US PROMPTLY OF ANY CORRECTIONS REQUIRED THANK YOU FOR THE OPPORTUNITY TO BE OF SERVICE

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22 Paria Ave, Suite 210
 Rockledge, NJ 07647
 Phone 201-342-7878 Fax 201-487-3458

Quote QTE0013000
 Date 5/11/2023
 Page 1

Bill To:

COUNTY OF OSWEGO
 JESSICA.PRIME@OSWEGOCOUNTY.COM
 CC SOPHIE.POMERVILLE@OSWEGOCOUNTY
 MEXICO NY 13114

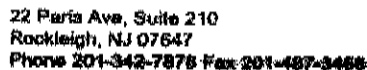
Ship To:

OSWEGO COUNTY DSS
 MARTI.BABCOCK@OSWEGOCOUNTY.COM
 100 SPRING STREET
 ATTN: MARTI BABCOCK
 MEXICO NY 13114
 (315) 963-5437 Ext. 0000

Purchase Order No.		Customer ID	Salesperson ID	Shipping Method	Payment Terms	Req Ship Date	Master No.
		152313-001	DILLON/PIER	BEST WAY	Net 30	0/0/0000	73,971
QTY	Item Number	Description			UOM	Unit Price	Ext. Price
13	EQ-EP-DS-630 II-SCANNER	EPSON DS-530II DOCUMENT SCANNER, 3YR WARR.			EACH	\$349.00	\$4,537.00
16	EQ-EP-DS-770II-SCANNER	EPSON DS-770II DOCUMENT SCANNER W/3YR WARRANTY			EACH	\$475.00	\$7,600.00

Please be advised a 3% service fee will be added to credit card orders.

Subtotal	\$12,137.00
Misc	\$0.00
Tax	\$0.00
Freight	\$0.00
Trade Discount	\$0.00
Total	\$12,137.00



Bill To:

COUNTY OF OSWEGO
JESSICA.PRIME@OSWEGOCOUNTY.COM
CC SOPHIE.POMERVILLE@OSWEGOCOUNTY
MEXICO NY 13114

Ship To:

OSWEGO COUNTY DSS
MARTI.BABCOCK@OSWEGOCOUNTY.COM
100 SPRING STREET
ATTN: MARTI BABCOCK
MEXICO NY 13114
(315) 963-5437 Ext. 0000

Please be advised a 3% service fee will be added to credit card orders.

Subtotal	\$3,880.00
Misc	\$0.00
Tax	\$0.00
Freight	\$0.00
Trade Discount	\$0.00
Total	\$3,880.00

Natoli General Contractors

Estimate #2305

3756 County Route 45
Oswego, New York 13126-6422
(315) 342-8850 (office)
(315) 529-8850 (cell)
(315) 342-8850 (fax)

May 9, 2023

To:

Oswego County
Department of Social Services
c/o Mr. John Ferry, Coordinator of Child Support
100 Spring Street
Mexico, New York 13114
315-963-5244
John.Ferry@OswegoCounty.com

Job Location:

100 Spring Street
Mexico, New York

Job Description:

Removal of Mobile Filing Cabinets
Carpet Tile Installation

Scope of Work – Removal of Mobile Filing Cabinets and Carpet Tile Installation

- #1. Demo/remove mobile filing cabinets and existing floor system.
- #2. Prepare concrete as needed to accept new carpet tiles.
- #3. Install customer-supplied carpet tile, using manufacturer-recommended glue.
- #4. Remove all waste from project site.

PROJECT TOTAL : \$15,900.49

If you have any questions, please feel free to contact me at one of the above telephone numbers.

Upon request, we will include proof of liability, workman's compensation, and disability insurance coverage for this project. Certified payroll upon project completion.

Payment Schedule – 0% down, in full upon completion.

Thank you!

Paul A. Natoli

Anthony M. Pauldine General Contractor
 INC
 190 5th Avenue
 Oswego , New York 13126

Estimate

Date	Estimate #
5/15/2022	1786

Name / Address
dss Spring Street Mexico, NY

			Project
Description	Qty	Cost	Total
Labor to dismantle 2 long banks of file system and remove from building. We shall remove rail track and plywood from floor.		17,800.00	17,800.00T
fill and level concrete and prep for new carpet Install owners self release adhesive and carpet tile product to fill missing carpet areas.		6,400.00	6,400.00T
Debris removal,landfill charges, milcage		1,250.00	1,250.00T
Profit/ Overhead 10%		2,545.00	2,545.00T
This pricing shall be good for 90 days for approval			
Tax Exempt		0.00%	0.00
		Total	\$27,995.00

Customer Signature

2023
6/15/2023

COMMITTEE SIGNATURES DATE

HUMAN RESOURCES DIRECTOR	DATE
--------------------------	------

DEPARTMENT HEAD	DATE
-----------------	------

RESOLUTION NO.

June 15, 2023

**RESOLUTION APPOINTING MEMBER TO THE COMMUNITY SERVICES
BOARD**

By Legislator Roy Rechil:

WHEREAS, The Community Services Board is a statutory body created in accordance with provisions of the New York State Mental Hygiene law; and

WHEREAS, the Board is responsible for overseeing all Mental Health, Developmental Disability and Addictions programs, and

WHEREAS, the membership is appointed by the Oswego County Legislature,

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

RESOLVED, that the following individual be, and hereby is appointed to the Oswego County Community Services Board for term to expire as outlined below:

Mr. Tory DeCaire, term expiration 06/30/2027

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

YES:

NO:

ABSENT:

ABSTAIN:



COUNTY OF OSWEGO
Department of Social Services

Stacy Alvord, MSW
Commissioner

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

INFORMATIONAL MEMORANDUM

DATE: June 5, 2023

SUBJECT: Appointment of Member to the Community Services Board

PURPOSE: To recommend an appointment to the Community Services Board.

SUMMARY: The Community Services Board is a statutory body of fifteen members created in accordance with provisions of the New York State Mental Hygiene Law. The Board oversees all Mental Health, Developmental Disability, and Addictions programs. Appointments are by the County legislature for a term of four years.

Community Services Board Nominates:

Tory DeCaire (Appointment) Term to Expire 06.30.2027
Tory is currently employed as the Executive Director of the Child Advocacy Center (CAC) of Oswego County. As the Executive Director, Tory oversees the day-to-day operations of their Multidisciplinary Team, therapy services, community outreach, prevention and education programs as well as managing organizational responsibilities. Prior to his position with the CAC, Tory spent 22 years in Law Enforcement, 8 of which were as the Chief of Police for the Oswego City Police Department. Tory has a wide range of experience. He currently serves on the Oswego County Opportunities, Inc. Board, and the Children's Museum of Oswego Board. Tory obtained his bachelor's degree in public safety from SUNY Oswego, has completed a course in Police Supervision, and is a graduate of the FBI National Academy Session 271. Tory is a resident of Oswego County.

RECOMMENDED

ACTION: The Human Services Committee recommends that the Legislature appoints above named persons to the Community Services Board for the statutory term.

RESOLUTION NO.

June 15, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF
SOCIAL SERVICES — WIRELESS HEADSETS FOR ASSISTANCE PROGRAMS
DIVISION**

By Legislator Roy Reehil:

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

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

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

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

YES:

NO:

ABSENT:

ABSTAIN:



COUNTY OF OSWEGO
Department of Social Services

Stacy Alvord, MSW
Commissioner

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

INFORMATIONAL MEMORANDUM

TO: Oswego County Board of Legislators

DATE: June 5, 2023

SUBJECT: Budget Modification to purchase Wireless Headsets

SUMMARY: The Assistance Programs Division at the Mexico DSS building continues to be flexible in meeting the increasing needs of their workload to meet state and federally mandated deadlines and regulations. Most positions within the unit often require daily phone conferencing, interviewing and facsimile retrieval. Wireless headsets will allow staff the opportunity to multitask, creating a more efficient workflow. The noise cancelling technology on the wireless headsets will also allow for optimal noise reduction and increased confidentiality.

The purchasing policy is being followed to obtain quotes for new wireless headsets. The most cost-effective quote received totaled \$19,064.00 for 80 headsets with a three-year warranty. Federal / State funding will reimburse 62% of the total cost of \$19,064.00 leaving a local share cost of \$7,244.32. This cost will be covered with unspent salary/wages as shown in the attached budget mod. This is budget neutral.

**RECOMMENDED
ACTION:**

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

2023
6/15/2023

COMMITTEE SIGNATURES **DATE**

6-5-23

Michael G. Yunker 6/5/23

Hybrid: J. Gardner 2-5-23

ok Lombard 6-5-23

DATE _____

DATE

DATE _____

DATE

RESOLUTION NO.

June 15, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF
SOCIAL SERVICES — NORTHWOODS TRAVERSE OPTIMIZATION PROJECT**

By Legislator Roy Reehil:

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

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

RESOLVED, that a certified copy of this resolution delivered to the County Treasurer 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 315.963.5435 • fax 315.963.5477

INFORMATIONAL MEMORANDUM

TO: Oswego County Board of Legislators

DATE: June 15, 2023

SUBJECT: Project to Optimize the Use of the Northwoods Traverse Application

SUMMARY: DSS Services staff have been working with the Northwoods Traverse Application for over a year, however during that time, we have experienced a high level of Caseworker vacancies. In addition, we have lost over half of our internal Northwoods "coaches" to turnover. As such, the majority of our new Caseworkers, and several of our more experienced staff have struggled with optimizing their use of the Traverse tools that are available to them.

As you know, the County has invested a considerable amount of funding into providing this system to help Caseworkers to save time and effort in their daily work by allowing them to secure forms electronically in the field that immediately become part of the case record; to efficiently search for information in what quickly become voluminous case files; and allow them to have the entire case file for the families they are working with continuously at their fingertips. We feel that we need to make a concerted effort to ensure that all our staff have a detailed knowledge of Traverse and the wherewithal to apply that knowledge to their daily work.

We have reached out to Northwoods to help us assess how we can make better use of the system, retrain staff in areas where it is needed, and encourage the full use of all tools available to staff so they can realize the maximum benefit. Their Statement of Work is attached, and includes a comprehensive assessment of the current state, what is needed to optimize the efficiencies of the system and carry out an implementation plan to address all areas.

The optimization project cost is quoted at \$55,080, which, after 62% state reimbursement will cost \$20,931 in local share. **The cost will be covered with unspent salaries and wages as shown in the attached budget mod. This is budget neutral.**

RECOMMENDED

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



Quote

Prepared For: Oswego County DSS (NY)
Project Title: Oswego County DSS (NY) Solution Optimization
Prepared By: Brad Rosenthal
Effective From: 05/11/2023
Expiration Date: 11/11/2023

Project Scope Summary

This firm fixed price quote includes the professional services costs associated with Northwoods providing Oswego DSS with a solution optimization. Please refer to the submitted Statement of Work for additional details.

Itemized Professional Services	Amount
Professional Services	\$55,080.00
Subtotal	\$55,080.00

Grand Totals	Grand Total
Professional Services	\$55,080.00
Grand Total	\$55,080.00

*Sales tax not included.



Statement of Work

Solution Optimization

Presented to

Oswego County, New York
Department of Social Services

Document Version

Version 1.0

Date Submitted

May 11, 2023



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Purpose

The purpose of this Statement of Work (SOW) is to define the scope of work and deliverable work products necessary to provide consulting services to Oswego County, New York Department of Social Services (Oswego DSS or customer). This SOW specifies the work to be done by the Northwoods Consulting Partners, Inc. (Northwoods) project team in providing the services associated with the Oswego DSS Solution Optimization Project (the Project).

Any requests for services that exceed the scope specified in this SOW are subject to change management.¹

¹ See "[Appendix A: Change Management](#)" on page A-1.

Project Scope

The project objective is to evaluate Oswego DSS' Traverse solution and business processes with the goal of developing solution optimization recommendations for the agency and its staff, specifically the following business units:

- Legal Services
- Child and Family Services Clerical Support Unit
- Adult Protective and Preventive Services Unit
- Preventive Services & Foster Care
- Liberty Resources (contracted case managers)

Deliverables

The following project deliverables are subsidiary elements of the final project product, each with its own separate but interdependent deliverable scope:

- Baseline Project Schedule
- Solution and Business Process Analysis
- Findings and Recommendations Document

Deliverable review procedures are described in "[Appendix B: Deliverable Review Procedures](#)" on page B-1 while deliverable acceptance criteria for this project's deliverables are provided in "[Appendix C: Deliverable Acceptance Criteria](#)" on page C-1.

Work Requirements

The project is organized in phases that define the work required for a successful project.

Phase 0: All Project Phases

The following work requirements define the specific tasks the Northwoods project team and the Oswego DSS project team will complete throughout all project phases. The timeline for completion is determined by the Baseline Project Schedule deliverable, as developed by the Northwoods Project Manager and approved by the Oswego DSS Project Manager.

Responsibilities

Code	Description	Responsible Party
0.1	Facilitate status review meetings throughout the duration of project to review progress and detailed plans, and identify and communicate potential risks and issues that may affect the schedule, budget, or deliverables	Northwoods
0.2	Attend status review meetings	Oswego DSS
0.3	Prepare and distribute written status reports, including updates pertaining to project deliverables	Northwoods
0.4	Review written status reports	Oswego DSS

Phase 1: Startup

Project startup represents one of the most important aspects of the overall project. It focuses specifically on planning and communication. Without a solid foundation and plan, the rest of the project can be uncoordinated and difficult to manage. During this phase, the Northwoods project team focuses on all aspects of project initiation and planning, which allows the project team to monitor, control, and complete the project within time and budget constraints while meeting all required deliverables.

Objectives

1. Plan and initiate the project.
2. Assemble the Northwoods project team and secure necessary resources.
3. Assemble the Oswego DSS project team and secure necessary resources.

Responsibilities

Code	Description	Responsible Party
1.1	Introduce Oswego DSS to the Northwoods project team members and provide the agency with appropriate contact information	Northwoods
1.2	Introduce Northwoods to the Oswego DSS Project Manager	Oswego DSS
1.3	Facilitate planning meeting with the Oswego DSS Project Manager and other key stakeholders to: <ul style="list-style-type: none"> • Outline project goals • Establish roles and responsibilities of team members • Clarify the expectations of all parties • Create a shared commitment toward project success 	Northwoods
1.4	Attend planning meeting with the Northwoods project team	Oswego DSS

Code	Description	Responsible Party
1.5	Review project management procedures with the Oswego DSS Project Manager	Northwoods
1.6	Review the format and frequency of status reports with the Oswego DSS Project Manager	Northwoods
1.7	Develop and submit the Baseline Project Schedule to the Oswego DSS Project Manager for review	Northwoods
1.8	Evaluate and approve the Baseline Project Schedule	Oswego DSS
1.9	Schedule agency staff and provide facilities/equipment for activities	Oswego DSS

Phase 2: Solution and Business Process Analysis

This phase includes the objectives and responsibilities for the analysis of Oswego DSS's existing technology solution(s) and business processes.

Objectives

1. Identify business and solution requirements.
2. Perform analysis sessions.

Responsibilities

Code	Description	Responsible Party
2.1	Develop and execute a Traverse report to determine the agency's electronic forms utilization	Northwoods
2.2	Develop and submit end user surveys to Oswego DSS to quantitatively assess workers' <ul style="list-style-type: none"> • Use of Traverse • Use of other technology systems (such as CONNECTIONS) • Current business process practices 	Northwoods
2.3	Complete and return end user surveys to Northwoods	Oswego DSS
2.4	Lead a walkthrough of Oswego DSS' current business processes, technology solutions, etc.	Oswego DSS
2.5	Participate in the walkthrough of Oswego DSS' current business processes, technology solutions, etc.	Northwoods



Code	Description	Responsible Party
2.6	Facilitate 1 solution and business process analysis session(s) with Oswego DSS supervisor focus group	Northwoods
2.7	Participate in the supervisor-specific solution and business process analysis session(s)	Oswego DSS
2.8	Facilitate 1 solution and business process analysis session(s) with Oswego DSS' caseworker focus group	Northwoods
2.9	Participate in the caseworker-specific solution and business process analysis session(s)	Oswego DSS
2.10	Facilitate 1 solution and business process analysis session with Oswego DSS' system administrators	Northwoods
2.11	Participate in the system administrator-specific solution and business process analysis session(s)	Oswego DSS
2.12	Facilitate 1 solution and business process analysis session(s) with Oswego DSS' Legal Services focus group	Northwoods
2.13	Participate in the Legal Services-specific solution and business process analysis session(s)	Oswego DSS
2.14	Facilitate 1 solution and business process analysis session with Oswego DSS' subject matter experts (SMEs) to discuss the agency's electronic forms needs and best practices	Northwoods
2.15	Participate in the electronic forms-specific solution and business process analysis session	Oswego DSS
2.16	Facilitate findings meeting with Oswego DSS leadership to discuss Northwoods' preliminary findings prior to the creation of the Findings and Recommendations Document	Northwoods
2.17	Attend findings meeting	Oswego DSS

Phase 3: Document

The Northwoods project team compiles and analyzes the information gathered through solution and business process analysis and makes recommendations for process, system changes, and software solutions to increase Oswego DSS's efficiency.

Objective

1. Provide a report of the findings from the business process analysis' discovery sessions.

2. Provide recommendations to improve efficiencies.

Responsibilities

Code	Description	Responsible Party
3.1	Create a Findings and Recommendations Document containing the results of solution and business process analysis sessions and recommended next steps	Northwoods
3.2	Deliver Findings and Recommendations Document to Oswego DSS	Northwoods
3.3	Meet with Oswego DSS to discuss the Findings and Recommendations Document	Northwoods
3.4	Meet with Northwoods to discuss the Findings and Recommendations Document	Oswego DSS
3.5	Evaluate and approve the Findings and Recommendations Document	Oswego DSS
3.6	Deliver 3 Traverse training sessions to Oswego DSS end users, with each session tailored to Oswego DSS' business units and/or unique business processes	Northwoods
3.7	Participate in Traverse training sessions	Oswego DSS
3.8	Provide Oswego DSS with a digital recording of the provided training sessions.	Northwoods

Phase 4: Closeout

This phase includes the objectives and responsibilities for finalizing the project.

Objective

1. Confirm Project Acceptance Criteria.
2. Verify completion of work requirements and deliverable acceptance.
3. Verify Project Acceptance Criteria have been achieved.
4. Formally close the project.

Responsibilities

Code	Description	Responsible Party
5.1	Review outstanding issues with the Oswego DSS Project Manager	Northwoods
5.2	Review Project Acceptance Criteria with the Oswego DSS Project Sponsor and Project Manager	Northwoods

Code	Description	Responsible Party
5.3	Submit Project Acceptance form for signoff	Northwoods
5.4	Approve project acceptance	Oswego DSS
5.5	Perform administrative closure: final invoicing; collection and archival of project records; and release of project resources (for example, staff, facilities, and automated systems)	Northwoods

Location and Hours of Work

In order to reduce deployment barriers, the work activities performed by the Northwoods project team are performed remotely and on location at Oswego DSS. As a result, Oswego DSS must provide the following to the Northwoods project team:

- Open/escorted facility access for project team members (including after hours when work activities cannot be accomplished during normal business hours)
- Office space and/or cubicles with the ability to be secured and at least one active network jack (Ethernet connection), or wireless access point, and one electrical connection
- Office furniture (desk and chairs)
- Meeting rooms with an overhead projector, whiteboard, and supplies for conducting facilitated meetings (based on availability)

To the extent possible, onsite work by the Northwoods project team occurs during regular business hours. On occasion, the Northwoods project team may work onsite during evenings, nights, weekends, holidays, and other nonstandard work hours to maintain the Baseline Project Schedule. As a result, facility access during nonstandard hours may be necessary.

Much of the project work will be performed remotely. When working remotely, the Northwoods project team ensures the effective exchange of information and transfer of knowledge by using alternate methods of communication including but not limited to email, teleconferencing, and remote network access.

Project Acceptance

The following acceptance criteria are used to acknowledge acceptance of the final project deliverable:

- All Northwoods assigned project work requirements have been completed.
- All project deliverables have been accepted.

The Northwoods Project Manager submits a Project Acceptance form once project acceptance criteria have been achieved. The Oswego DSS Project Sponsor, or authorized designee, evaluates whether the final project deliverable meets project acceptance criteria listed above. If the final project deliverable meets the project



acceptance criteria, the Oswego DSS Project Sponsor, or authorized designee, signs the Project Acceptance form within five business days to acknowledge acceptance of the project.

Should the final project deliverable fail to conform to acceptance criteria, the Oswego DSS Project Sponsor, or authorized designee, documents any deficiencies in the Project Acceptance form and returns the form to the Northwoods Project Manager within five business days. The Northwoods Project Manager then facilitates corrective action and resubmits the Project Acceptance form once corrective action is complete. If the Project Acceptance form is not returned to the Northwoods Project Manager within five business days, the project is deemed accepted by the customer.

Project Assumptions

The following assumptions are used to acknowledge requirements and dependencies for the project.

Code	Topic	Assumption
A.1	General	All project participants will provide the necessary resources (for example, human resources, facilities, and equipment) to complete assigned work activities within established timelines in the approved Baseline Project Schedule deliverable.
A.2	General	Upon completing the Findings and Recommendations Document deliverable, Northwoods will meet with Oswego DSS remotely to discuss the document.
A.3	General	Oswego DSS will provide: <ul style="list-style-type: none"> • Technical assistance as needed • Appropriate access levels, procedure documentation, and/or consultation for all supporting systems
A.4	Project Planning and Management	The Oswego DSS Project Manager will coordinate activities for Oswego DSS resources (for example, personnel and facilities).
A.5	Training	Oswego DSS will be responsible for ensuring staff attend each scheduled training sessions. Northwoods is not responsible for makeup training sessions.
A.6	Training	Oswego DSS will provide an on-premises training facility for all scheduled training sessions. The training facility must be available for setup one day in advance of any scheduled on-site training sessions. The training facility should include a whiteboard, projector (for presentations), desks, chairs, and computer workstations for up to 10 attendees and one training instructor.

Appendix A: Change Management

Many projects suffer from “scope creep,” “growing requirements,” and changes in plans that ultimately cause unnoticed slippage in the budget and schedule and loss of the control needed to deliver the intended work products according to specifications. Effective Change Management ensures that changes within the project are made in a consistent manner and that key stakeholders are informed of the state of the requested changes and the impact of those changes.

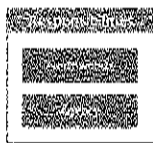
Change Control Process

The purpose of Northwoods’ Change Control Process is to ensure that changes within the project are made in a consistent manner and that key stakeholders are informed of the state of the requested changes and the impact of these changes. Whenever possible, the Northwoods project team works with Oswego DSS to identify in-scope workarounds for any out-of-scope requests.

The Change Control Process is a three-step process.

- Identification
- Evaluation
- Management

The following diagram represents the Change Control Process for the project.



A Change Request (CR) form is used to formally initiate a change request. Types of change requests to be initiated using this form include changes to the project.

The Northwoods Project Manager and the Oswego DSS Project Manager can jointly accept in-scope or out-of-scope changes whose impact does not exceed the following threshold limits:

- A 2



- Requested changes/enhancements to project products

If the change request exceeds any of the established threshold limits, the Northwoods Project Manager evaluates whether the CR is within the overall scope of the project. If the requested change exceeds the threshold but is within scope of the project, the Northwoods Project Manager refers the CR to the Northwoods Project Management Office (PMO) for a decision. In instances for which the CR exceeds the threshold but is not within scope of the project, the Northwoods Project Manager refers the matter to the Northwoods Change Control Board (CCB), which determines if the change request is to be implemented. The Northwoods Project Manager communicates decisions by the PMO/CCB to the Oswego DSS Project Manager.

Requests for product enhancements are submitted to the Northwoods CCB through the Northwoods Project Manager. The Oswego DSS Project Manager is informed when a decision is made and the potential impact on the project.

Management

The Northwoods Project Manager is responsible for implementing approved change requests and managing the risks associated with all approved or rejected change requests. The details surrounding all approved change requests expanding the scope of the project, are provided to each respective legal department to determine if such changes require a change to existing governing project documents or whether additional governing documents are required.

Appendix B: Deliverable Review Procedures

The tools, techniques, and procedures described in this section are used to create a clear and unambiguous definition of each project deliverable and of the process used to obtain acceptance of each deliverable. To be accepted, all deliverables must be:

- In accordance with the scope of work defined for this project
- Complete and ready for handover
- Reviewed and approved by the Oswego DSS Project Manager in accordance with the defined acceptance criteria for the respective deliverable

Review Methods

Depending on its classification, project deliverables are reviewed through formal evaluation, functional review, or walk-through inspection. The purpose of deliverable classification is to ensure each deliverable receives the appropriate level of review and acceptance based on the characteristics, complexity, and source of the deliverable.

- **Formal Evaluation:** The systematic process of evaluating whether a deliverable meets specifications. Formal evaluations are most appropriate for written deliverables that require review by multiple Oswego DSS SMEs.
- **Functional Review:** The informal and immediate review of a deliverable to gain immediate feedback about content or technical quality. Alterations to the deliverable often occur during the review. Functional reviews are most appropriate for written deliverables or performance-based deliverables within the area of expertise and/or responsibility of a single person or small work group.
- **Walk-Through Inspection:** The informal and immediate examination of material or equipment. The purpose is to validate the completion of a deliverable work activity. Walk-through inspections are most appropriate for performance-based deliverables within the area of expertise and/or responsibility of a single person or small work group.

Functional reviews and walk-through inspections typically allow for faster turnaround time for review and acceptance than formal evaluations. They differ from formal evaluation with their openness of structure in which direct verification occurs at the time of review or inspection.

Formal Evaluation

The following deliverable acceptance procedure describes the formal evaluation process:

1. The Northwoods Project Manager submits a Deliverable Acceptance form (for more information, see the "[Acceptance Log](#)" section of this document) as the deliverable is completed. Within five business

days, the Oswego DSS Project Manager and any necessary Oswego DSS SMEs evaluate whether the deliverable meets the acceptance criteria.

2. If the deliverable meets the outlined specifications, the Oswego DSS Project Manager signs the Deliverable Acceptance form acknowledging acceptance of the deliverable. The Oswego DSS Project Manager then returns the form to the Northwoods Project Manager within the five-day review period and no further action is necessary.
3. If a deliverable were to fail to conform to acceptance criteria, the Oswego DSS Project Manager must adequately document the deficiency in the Deliverable Acceptance form and return the form to the Northwoods Project Manager within the five-day review period. The Northwoods Project Manager then facilitates corrective action and returns the corrected deliverable within a mutually agreed upon timeframe.
4. The Oswego DSS Project Manager evaluates and approves or rejects corrected deliverables received from the Northwoods Project Manager within five business days, unless the Oswego DSS Project Manager notifies the Northwoods Project Manager within the five business days that additional time is required for the review. Both the Northwoods Project Manager and the Oswego DSS Project Manager must mutually agree to the time of the extension.
5. If additional corrective action is necessary, both the Northwoods Project Manager and Oswego DSS Project Manager must mutually agree to the time period for corrective action.
6. Any deliverables not evaluated and returned to the Northwoods Project Manager for correction within the agreed upon period are deemed accepted by Oswego DSS.

Functional Review

The following deliverable acceptance procedure describes the process for functional reviews:

1. The Northwoods Project Manager meets with the Oswego DSS Project Manager to evaluate whether the deliverable meets the acceptance criteria. As needed, additional reviewers may review the deliverable based on specific areas of expertise.
2. The Oswego DSS Project Manager determines if the deliverable should be accepted or rejected. If a deliverable were to fail to conform to acceptance criteria, the Northwoods Project Manager and the Oswego DSS Project Manager may immediately attempt to make alterations to the deliverable. If the deliverable meets the outlined specifications, the Oswego DSS Project Manager signs the Deliverable Acceptance form acknowledging acceptance of the deliverable and no further action is necessary.
3. Should a deliverable fail to conform to acceptance criteria and immediate alterations are unsuccessful or not practical/possible, the Northwoods Project Manager documents the deficiency in the Deliverable Acceptance form. The Northwoods Project Manager then facilitates corrective action and returns the corrected deliverable within three business days. The Northwoods Project Manager and the Oswego DSS Project Manager may mutually agree to a time extension if additional time is necessary for corrective action.
4. Following corrective action, the Northwoods Project Manager notifies the Oswego DSS Project Manager. The Northwoods Project Manager and the Oswego DSS Project Manager meet within three



business days after notification of corrective action is sent to the Oswego DSS Project Manager for the Oswego DSS Project Manager to approve or reject the corrected deliverable, unless the Oswego DSS Project Manager notifies the Northwoods Project Manager that additional time is required. Both the Northwoods Project Manager and the Oswego DSS Project Manager must mutually agree to a time extension to review the corrected deliverable.

5. If additional corrective action is necessary, both the Northwoods Project Manager and the Oswego DSS Project Manager must mutually agree to the time period for corrective action.
6. Any deliverables not inspected within the agreed upon period are deemed accepted by the Oswego DSS Project Manager.

Walk Through Inspection

The following deliverable acceptance procedure describes the process for walk-through inspections:

1. The Northwoods Project Manager meets with the Oswego DSS Project Manager to evaluate whether the deliverable meets the acceptance criteria. As needed, additional reviewers may review the deliverable based on specific areas of expertise.
2. The Oswego DSS Project Manager determines if the deliverable should be accepted or rejected. If a deliverable were to fail to conform to acceptance criteria, the Northwoods Project Manager and the Oswego DSS Project Manager may immediately attempt to make alterations to the deliverable. If the deliverable meets the outlined specifications, the Oswego DSS Project Manager signs the Deliverable Acceptance form acknowledging acceptance of the deliverable and no further action is necessary.
3. Should a deliverable fail to conform to acceptance criteria and immediate alterations are unsuccessful or not practical/possible, the Northwoods Project Manager documents the deficiency in the Deliverable Acceptance form. The Northwoods Project Manager then facilitates corrective action and returns the corrected deliverable within three business days. The Northwoods Project Manager and the Oswego DSS Project Manager may mutually agree to a time extension if additional time is necessary for corrective action.
4. Following corrective action, the Northwoods Project Manager notifies the Oswego DSS Project Manager. The Northwoods Project Manager and the Oswego DSS Project Manager meet within three business days after notification of corrective action is sent to the Oswego DSS Project Manager for the Oswego DSS Project Manager to approve or reject the corrected deliverable, unless the Oswego DSS Project Manager notifies the Northwoods Project Manager that additional time is required. Both the Northwoods Project Manager and the Oswego DSS Project Manager must mutually agree to a time extension to review the corrected deliverable.
5. If additional corrective action is necessary, both the Northwoods Project Manager and the Oswego DSS Project Manager must mutually agree to the time period for corrective action.
6. Any deliverables not inspected within the agreed upon period are deemed accepted by the Oswego DSS Project Manager.



Acceptance Log

The Northwoods Project Manager will maintain an Acceptance Log to document the delivery and approval of each deliverable. The Acceptance Log will include the following information:

- **ID:** The identification number assigned to the deliverable.
- **Deliverable Description:** Brief identification of the deliverable which may include the cross reference from the Project Management Plan or Acceptance Delivery Plan for the deliverable.
- **Date Submitted:** The date the Northwoods Project Manager presents the deliverable to the Oswego DSS Project Manager for acceptance.
- **Approval Decision:** Indication of whether or not the deliverable is approved or rejected by the Oswego DSS Project Manager.
- **Date of Decision:** Date that the approval or rejection decision by the Oswego DSS Project Manager took place.

Timeliness

A mutually agreed upon Baseline Project Schedule establishes the baseline timeframes and how related deliverables are tracked and accounted for throughout the project. The Baseline Project Schedule is routinely evaluated by the Northwoods Project Manager for comparison of baseline data against actual performance. Risks and deviations to the plan are identified in written status reports and/or discussed during project team status meetings. As a result, the Northwoods Project Manager identifies schedule variance and potential problems, adjusts the schedule and/or reassigns resources, and reports progress to appropriate stakeholders and team members.



Appendix C: Deliverable Acceptance Criteria

The following table provides a deliverable description and identifies the review method and acceptance criteria standards for each deliverable in this project.


Deliverable	Description	Acceptance Criteria
Baseline Project Schedule	Defines work breakdown activities associated with developing project deliverables and executing project work.	<p><i>Review Method: Formal Evaluation</i></p> <p>The delivered Project Schedule addresses the following:</p> <ul style="list-style-type: none"> • Deliverable task activities • Estimated start and finish dates for all task activities • Intermediate and terminating milestones • Summary tasks that roll up task activities
Solution and Business Process Analysis	Includes the review of defined technology solution(s) and business processes within identified business unit(s).	<p><i>Review Method: Functional Review</i></p> <p>Solution and Business Process Analysis has been provided to facilitate the collaborative review and analysis of the agency's business processes and existing technology solutions.</p>
Findings and Recommendations Document	Defines the results of the business process analysis and provides recommended technology solutions, expected benefits of the recommended technology solutions, solution implementation timeline, and budgetary pricing for recommended solutions.	<p><i>Review Method: Formal Evaluation</i></p> <p>The delivered Findings and Recommendations Document addresses the approach the Northwoods project team took to ensure a thorough discovery process and provide recommendations the best possible results.</p>

COUNTY OF OSWEGO
BUDGET MODIFICATION REQUEST

2023	6/15/2023
0	

[illegible]

COMMITTEE SIGNATURES	DATE
UCC	6/5/23
Frank	6-5-23
Michael A. Gordon	6/5/23
Michael A. Gordon	6-5-23
Frank Bonbrake	6-5-23

COUNTY TREASURER	DATE
HUMAN RESOURCES DIRECTOR	DATE
	6-5-23
COUNTY ADMINISTRATOR	DATE
DEPARTMENT HEAD	DATE

RESOLUTION NO.

June 15, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF
SOCIAL SERVICES — ACCEPT CONTRACTED FUNDING FROM
CENTERSTATE CORPORATION FOR DIVISION OF EMPLOYMENT AND
TRAINING**

By Legislator Roy Reehil:

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

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

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

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

YES:

NO:

ABSENT:

ABSTAIN:



COUNTY OF OSWEGO
Department of Social Services

Stacy Alvord, MSW
Commissioner

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

INFORMATIONAL MEMORANDUM

Subject: Modifications to 2023 Budget for the Department of Social Services
Division of Employment & Training, Workforce Development Board
(WDB)

Purpose: To accept contracted funding from Centerstate Corporation for
Economic Development as the Regional Commercial Drivers'
License Workforce Strategy Consultant

Summary: The WDB, Centerstate CEO, and partners are working to establish
industry partnerships which will align a strategy to add more CDL
training slots to the region. This strategy will be designed
specifically to attract and retain diverse talent in CDL-related
careers and include paid training with local providers and work-
based learning with local employers.

The consultant's (WDB) role is to help establish and staff a 2-
county industry partnership with Oswego and Onondaga County
CDL trainers and employers, to utilize the WDB infrastructure and
implement CDL training in the region to target un/underemployed
individuals to transition to higher-wage jobs with a CDL, but who
can not afford to stop working to do so.

The WDB respectfully requests acceptance of this budget
modification to increase Revenue for the WDB by \$20,431.00. The
attached budget modification reflects this request. **There is no
local share to these funds.**

Recommended

Action: The WDB recommends the Human Services Committee, the
Finance & Personnel Committee and the Oswego County
Legislature authorize the Department of Social Services Division of
Employment & Training, Workforce Development Board to accept
the budget modification in response to the draft contract with
Centerstate CEO.



THIS CONSULTANCY AGREEMENT (the “Agreement”) dated as of the ____ of May, 2023 is made between CenterState Corporation for Economic Opportunity, a non-profit organization established under the laws of the State of New York, located at 115 West Fayette Street, Syracuse, NY 13202 (the “Client”) and Workforce Development Board of Oswego County, a company incorporated under the laws of the State of New York, with a principal place of business at 200 North Second Street, Fulton, NY 13069 (the “Consultant”).

WHEREAS, Consultant is regularly engaged in the business of supporting the transportation industry through scholarships and on-the-job training (OJT) contracts and by building strong relationships with multiple training institutions and local employers to combat the transportation barriers that plague Oswego County and the region.

. The Client is of the opinion that Consultant has the necessary qualifications, experience and abilities to provide consultant and advisory services to the Client with respect to the Commercial Drivers License program and other programs; and

Consultant is agreeable to providing such services to the Client on the terms and conditions more particularly set out herein.

IN CONSIDERATION of the matters described above and of the mutual benefits and obligations set out herein, the receipt and sufficiency of which is hereby acknowledged, the Client and Consultant (individually the “Party” and collectively the “Parties” to this Agreement) agree as follows:

1. **Service.** The Client hereby agrees to engage Consultant and Consultant hereby agrees to provide the Client with services as outlined in the “Scope of Work”, attached as Appendix A.

2. **Representations.** Consultant hereby represents that (a) it is a company duly incorporated and validly existing under the laws of New York with the power to own its assets and carry on business as now conducted; (b) it has the necessary corporate power and authority to enter into this Agreement and undertake the obligations set forth herein; (c) it has the requisite skill and expertise to discharge the Services as required by the Client, and (d) it will duly perform and observe its obligations set out herein. Consultant further represents that it shall carry its own liability insurance (including workers’ compensation and malpractice, if warranted) relative to any services provided under this Agreement.

3. **Term.** The term of this Agreement (the “Term”) will begin on the date of this Agreement and will remain in full force and effect until December 31, 2023, being the estimated date of the completion of services, subject to earlier termination as provided herein. The Term may be extended upon written consent of the Parties.



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4. **Termination.** In the event that either Party breaches a material provision under this Agreement, the non-defaulting Party may terminate this Agreement on the provision of seven (7) days' notice to cure. If within the said seven (7) days, Consultant fails to take corrective action, this Agreement shall terminate, and Consultant shall be required to remit to the Client any funds held by it on retainer, after applying such sums as may be required to pay any then-outstanding invoices, within three (3) business days. For purposes herein, "business days" shall mean any day on which banks in the U.S. are open for business.

In addition, either Party may terminate this Agreement immediately upon the written notice of termination to the other Party upon the happening of any of the following: (i) the filing by or against any Party of a request or petition for liquidation, reorganization, arrangement, adjustment of debts, adjudication as a bankrupt, relief as a debtor or other relief under bankruptcy, insolvency or similar laws of the United States; (ii) the making by any Party of any general assignment for the benefit of creditors; (iii) the appointment of a receiver or trustee for any Party or for any assets of any Party, including without limitation, the appointment of or taking possession by a "custodian," as defined in the Federal Bankruptcy Code, or (iv) the dissolution or liquidation (by operation or law or otherwise) of any Party.

5. **Compensation.** For the Services rendered by Consultant as required hereunder, the Client shall provide compensation to Consultant at a rate of Twenty Thousand, Four Hundred and Thirty-One Dollars (\$20,431.00). Consultant will invoice the Client upon execution of this contract for all Services outlined in Appendix A. The Compensation set forth herein does not include sales tax or other applicable taxes or duties as may be required by law. Any sales or other tax or duty shall be for the account of Consultant.

6. **Confidential Information.** "Confidential Information" refers to any data or information relating to the Client, whether business or personal, which would reasonably be considered to be private or proprietary to the Client and that is not generally known and where the release of that confidential information could reasonably be expected to cause harm to the Client. Consultant agrees that it will not disclose, divulge, reveal, report or use, for any purpose, any Confidential Information which Consultant has obtained, except as authorized by the Client in writing or as required by law. The obligations of confidentiality will apply during the Term and will survive indefinitely upon termination or expiration of this Agreement.

7. **Independent Contractor.** In providing the Services under this Agreement it is expressly agreed that Consultant is engaged as an independent contractor. Consultant and the Client acknowledge that this Agreement does not constitute or create an employee-employer relationship, a partnership or joint venture between them, and is exclusively a contract for service. Neither Party



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CORPORATION FOR ECONOMIC OPPORTUNITY

shall have the authority, nor shall hold itself out as having the authority, to take any action that would indicate any relationship to the contrary, or to take any action that would obligate the other. Consultant shall not have authority to act for or on behalf of the Client or to bind the Client to any Agreement or in any other manner without the express written consent of the Client.

8 **Acknowledgement of Prime Agreement and Subcontract Agreement.** Consultant acknowledges that this Agreement constitutes the assignment of rights and responsibilities granted under contracts ("AEI CDL Regional Strategy") between Onondaga County Department of Social Services-Economic Security and Client. Consultant agrees to abide by all applicable provisions of the Prime Agreement.

9. **Funding Contingency.** Notwithstanding any contrary provision of this Agreement, each payment obligation of Client created by this Agreement is conditioned upon the availability of funds granted by the Sponsor through the Prime Agreements (attached as Appendices B and C). If such funds are not allocated and available, this Agreement may be terminated by Client at the end of the period for which funds are available. Client shall notify Consultant at the earliest possible time, but at least 30 days, before such termination. No penalty shall accrue to Client in the event this provision is exercised, and Client shall not be obligated or liable for any future payments due or for any damages as a result of termination under this section. Provided, however, this provision shall not be construed so as to permit Client to terminate this Agreement in order to purchase similar services from another Party.

10. **Notice.** All notices, requests, demands or other communications required or permitted by the terms hereof shall be either delivered to the Party to which they are addressed by hand or courier or such other means as may be agreed in writing by the Parties. All notices sent by courier shall be deemed delivered on the following business day. All notices shall be sent to the Parties at their respective addresses as follows, or any other address which either of the foregoing shall have notified the other in writing in accordance with this Agreement:

If to the Client: CenterState CEO
 115 West Fayette Street
 Syracuse, NY 13202
 Attention: VP Operations

If to Consultant: Workforce Development Board of Oswego County
 200 North Second Street
 Fulton, NY 13069

or to such other address as any Party may from time to time notify the other.



CENTERSTATE
CORPORATION FOR ECONOMIC OPPORTUNITY

11. **Indemnification.** Except to the extent paid in settlement from any applicable insurance policies, and to the extent permitted by applicable law, each Party agrees to indemnify and hold harmless the other Party, and its respective affiliates, officers, agents, employees, and permitted successors and assigns against any and all claims, losses, damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees and costs of any kind or amount whatsoever which may result from or arise out of any act or omission of the indemnifying Party, its respective affiliates, officers agents, employees and permitted successors and assigns that occurs in connection with this Agreement. This indemnification will survive the termination or expiration of this Agreement.

12. **Dispute Resolution.** In the event a dispute arises out of or in connection with this Agreement, the Parties will attempt to resolve such dispute through amicable consultation.

13. **Time of the Essence.** Time is of the essence in this Agreement. No extension or variation of this Agreement will operate as a waiver of this provision.

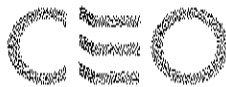
14. **Assignment.** Consultant will not voluntarily or by operation of law assign or otherwise transfer its obligations hereunder without the prior written consent of the Client.

15. **Modification or Amendment.** Any amendment or modification of this Agreement or additional obligation assumed by either Party will only be binding if evidenced in writing signed by each Party or an authorized representative of each Party.

16. **Entire Agreement.** This Agreement forms the entire Agreement between the Parties in relation to the Services and supercedes any previous discussions or agreements. It is agreed that there is no representation, warranty, collateral Agreement or condition affecting this Agreement except as expressly provided in this Agreement. This Agreement will inure to the benefit of and be binding on the Parties and their respective heirs, executors, administrators and permitted successors and assigns.

17. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of New York and venue for any proceeding, unless mutually agreed upon otherwise, shall be in Oswego County, New York

18. **Severability.** In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable, with the invalid or unenforceable portion severed from the remainder of this Agreement.



CENTERSTATE
CORPORATION FOR ECONOMIC OPPORTUNITY

19. **Waiver.** The waiver by either Party of a breach, default, delay or omission of any of the provisions of this Agreement by the other Party will not be construed as a waiver or any subsequent breach of the same or other provisions.

20. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, this Agreement has been executed by the duly authorized representative of each of the Parties on the day and year first above written.

CenterState CEO

Workforce Development Board of Oswego
County

By:

Title:

By:

Rachel Pierce

Title:

Executive Director

ATTACHMENT A:

**REGIONAL COMMERCIAL DRIVERS' LICENSE
WORKFORCE STRATEGY CONSULTANT**

Scope of Work

Project Overview:

CenterState CEO and its partners are working to establish an industry partnership which will align employers, training providers and community organizations around a strategy to add more CDL training slots to the region. This strategy will be designed specifically to attract and retain diverse talent in CDL-related careers in construction, logistics, manufacturing and public transit and include paid training with local providers and work based learning with local employers.

The project will target un/underemployed individuals in the region, otherwise known as ALICE (Asset Limited, Income Constrained, Employed), many of whom are working in low-wage jobs, could transition to higher-wage jobs with a CDL, but who cannot afford to stop working to do so. Like other Work Train programs in the Syracuse Surge and Syracuse Build initiatives, all participants will be paid for their time in training so they can reduce work hours and make a transition into a new career.

Consultant Responsibilities:

The consultant's role is to 1) help establish and staff a two-county industry partnership with Oswego and Onondaga County CDL trainers and employers; 2) utilizing the Oswego Workforce Development Board infrastructure, implement CDL training in Oswego County and 3) support Onondaga County partners to implement CDL training. Using the Work Train framework and model, and working closely with the Work Train team and our core partners, the consultant will be responsible for the following:

- Meet with Work Train and CNY Works to establish a two-county industry sector partnership and agree on roles.
- Utilize CenterState CEO research staff to retrieve relevant labor market data from JobsEQ database; analyze data to identify top 2-3 high-demand, high-wage occupations requiring a CDL. Rename initiative after these occupations.
- Collaborate with Work Train and CNY Works to convene current CDL training providers in Oswego and Onondaga counties, in order to understand the current training environment.
- Using Work Train employer onboarding tools, interview Oswego and Onondaga County employers interested in partnering on CDL curriculum, work-based learning, hiring and DEI practices.



CENTERSTATE
CORPORATION FOR ECONOMIC OPPORTUNITY

- Using Work Train resources, facilitate interviews with 5-10 jobseekers to understand worker point of view on CDL training and careers.
- Convene industry partnership (using Work Train/NextGen model) to present aggregate findings and recommendations to employers and training providers.
- Using Work Train tools, develop candidate profile for target occupations; this will be used to design training and outreach strategies.
- In both Oswego and Onondaga Counties, work with partners to establish work-based learning partnerships and plans with a minimum of 5 employers or unions. This may be a model where prospects are conditionally hired and trained to receive their CDLs.
- Establish partnerships that will result in CenterState CEO entering an MOU with at least one CDL training provider to pilot CDL training programs in Onondaga and Oswego Counties. The partnership should be developed in a way that is highly replicable across other employers and training providers.

Deliverables:

By December 31, 2023:

- Create an industry partnership focused on high-demand, high-wage careers requiring a CDL.
- Develop and document a replicable CDL training model with a high degree of employer engagement. The model will utilize at least one public funding stream that can be used to fund training beyond the end of this grant (i.e. WIOA, Pell etc)
- At least 5 employers/unions in Onondaga and Oswego Counties are deeply engaged in the project's strategy, program design and delivery.
- At least 1 training provider is delivering training that is above current baseline volume of CDL training. Workforce development partners will utilize industry sector best practices.
- 36 individuals in Onondaga and Oswego counties receive CDL licenses, with primary focus on un/underemployed women and people of color. At least 60% of those trained will secure employment.

Geography: The project will encompass employers and training providers in both Oswego and Onondaga Counties.

Timeline: The consultant would begin planning work in May with program implementation starting in the fall. The contract will end December 31, 2023 with the option for renewal or extension as needed.

Primary contact: The consultant will work with multiple members of the CenterState CEO/Work Train team; the consultant's primary point of contact will be Aimee Durfee, VP of Workforce Innovation.

Payment: CenterState CEO will pay consultant in full upon execution of contract and receipt of invoice.

BUDGET MODIFICATION REQUEST

5/23/2023

ACCOUNT NUMBER		ACCOUNT NUMBER				DOLLAR AMOUNT
DEPT.	OBJECT	SUB.	DEPT.	OBJECT	SUB.	
CD6292	427700					\$ (20,431.00)
			CD6292	549100		\$ 16,431.00
			CD6292	543800		\$ 3,000.00
			CD6292	526000		\$ 1,000.00
TOTAL AMOUNT						\$0.00

COMMITTEE SIGNATURES: _____ DATE: _____

COMMITTEE SIGNATURES: _____ DATE: _____

6-5-23

Mrs. J. G. C.

Robert G. Ward
1955-56

Frank Egan 6-5-23

COUNTY TREASURER

DATE _____

PERSONNEL DIRECTOR

DATE _____

COUNTY ADMINISTRATOR

DATE _____

DEPARTMENT HEAD

DATE _____

RESOLUTION NO.

June 15, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION YOUTH BUREAU –
CORRECTING BUDGET LINES 2023 NYS RUNAWAY YOUTH AID**

By Legislator Roy Reehil:

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

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

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

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, NY 13126**

(315) 349-3451
FAX (315)-349-3231



Brian Chetney Executive Director
brian.chetney@oswegocounty.com

June 8, 2023

Informational Memorandum

Purpose:	Correcting the lines for 2023 New York State Runaway Homeless Youth Aid (9 months).
Summary:	The attached budget modification corrects budget lines for 2023 New York State Office of Children & Family Services Runaway Homeless Youth Aid. The original budget amounts were \$50,000 for Revenue and \$64,000 for expenses. These were estimates based on 12 months. Our actuals will be \$78,235 for Revenue and \$84,438 expenses and \$4,297 Runaway Homeless Youth Coordinator. The actual numbers are a result of the NYS budget for 9 months. There is no impact on local dollars.
Recommended Action:	The department recommends the budget modification correcting budget lines for 2023 Runaway Homeless Youth Aid be approved.

3/23/22

(OR APPROPRIATION)

REASON FOR REQUEST	DOLLAR AMOUNT
State Aid (RHY Funding)	(\$28,235.00)
Other Supplies and Expenses (RHY Funding)	\$20,438.00
Actual RHY amounts for the 1/1/23-9/30/23	
TOTAL AMOUNT	-\$0-

6/5/23

4-5-23

Melba

[Illegible handwritten notes]

DEPARTMENT HEAD

3.13 Forms: Budget Mod

RESOLUTION NO.

June 15, 2023

**RESOLUTION AUTHORIZING THE RECLASSIFICATION OF TWO POSITIONS
IN THE OFFICE FOR THE AGING**

By Legislator Roy Reehil:

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

RESOLVED, that position number 677200101, Account Clerk, Grade 4, in the CSEA CO-OP Bargaining Unit be reclassified to Senior Account Clerk, Grade 6, in the same Bargaining Unit, and position number 677292803 Senior Case Manager – Aging, Grade 11 in the CSEA CO-OP Bargaining Unit be reclassified to Case Manager - Aging, Grade 9, in the same Bargaining Unit, and be it further

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

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

YES:

NO:

ABSENT:

ABSTAIN:



**County of Oswego
OFFICE FOR THE AGING**

(315) 349-3484

Sara Sunday
Aging Services Administrator
www.oswegocounty.com/ofa

County Office Complex
70 Bunner Street
Oswego, NY 13126

Informational Memorandum

Subject: Reclassify two positions - Senior Case Manager, Aging (COOP Grade 11) to Case Manager, Aging (COOP Grade 9) and Account Clerk (COOP Grade 4) to Senior Account Clerk (COOP Grade 6) within the Office for the Aging

Purpose: Due to upcoming retirements and the re-evaluation of departmental staffing, the proposed changes will allow the department to function efficiently and effectively while maintaining and providing continued succession and planning opportunities within the department.

Summary: The Office for the Aging (OFA) is faced with two upcoming vacancies due to the retirement of key staff. With the retirements, I propose to reclassify the two positions – a Senior Case Manager, Aging to Case Manager, Aging and Account Clerk to Senior Account Clerk.

OFA currently has two (2) Senior Case Manager, Aging positions. One has oversight of the senior home care program and the other has oversight over the nutrition/meals program. Both positions have administrative duties including staff training, budgeting, vendor monitoring, and report preparation as well as maintaining a reduced caseload of clients. The reclassification will shift all administrative duties to the remaining Senior Case Manager, Aging, while the caseload of clients will remain with the reclassified Case Manager Aging. Additionally, the caseload of the current three (3) Case Manager, Aging positions will be evaluated. Those with a high caseload, with the potential to miss deadlines, will have cases shifted to the reclassified Case Manager, Aging.

The second is a reclassification of Account Clerk to Senior Account Clerk. OFA needs experienced support for fiscal processing, tracking, and monitoring of Federal, State, and local grant funding. The complexity of the integration of multiple funding streams requires an in-depth understanding of the finances within the department. The entry level nature of the current skills for an Account Clerk fail to align with the demands of OFA's Federal and State mandated fiscal regulations.

The Department respectfully requests the reclassification of Senior Case Manager, Aging to Case Manager, Aging and Account Clerk to Senior Account Clerk. This request is budget neutral.

Recommended

Action: The Office for the Aging recommends the Human Services Committee, the Finance and Personnel Committee and the Oswego County Legislature to authorize the proposed two (2) position reclassifications.

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: OFA

DIVISION/UNIT (NUMBER): 6772

A. NEW POSITION REQUEST

1. Position Title Requested:

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

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

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

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

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

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

B. RECLASSIFICATION REQUEST

1. Present Title: Account Clerk 2. Position #: 677200101

3. Present Salary/Hourly Rate: 18.93 Grade: 4

4. Requested Title: Senior Account Clerk

5. Requested Salary: _____

a. Bargaining Unit: CSEA 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): *OFA is in need of experienced support for fiscal processing, tracking, and monitoring of Federal, State and local grant funding. The complexity of the integration of multiple funding streams requires an in-depth understanding of the finances within the department. The entry level nature of the current skills for an Account Clerk fail to align with the demands of OFA's Federal and State mandated fiscal regulations.*

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**
OFA

DIVISION, UNIT, OR WORK SECTION

6772

LOCATION OF POSITION

OFA - Bunner St

2. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate Paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

Title requested: *Senior Account Clerk*

**PERCENT OF
WORK TIME**

10%	<i>Reviews a variety of complex financial documents, classifies them and distributes items into variety of accounts according to prescribed procedures and policies</i>
10%	<i>Posts figures to appropriate accounts, makes all necessary adjustments in balances and verifies and reconciles balances</i>
15%	<i>Checks for accuracy of computations and completeness of preparation of daily, weekly, and monthly reports which are compiled into summary reports or claims for Federal and State reimbursement</i>
15%	<i>Tracks, audits, and monitors a variety of accounts and verifies that adjustments are made to correct allocations</i>
15%	<i>Creates forms, form letters, invoices, vouchers, records, payroll, and reports</i>
10%	<i>Contacts clients, vendors, and other agencies to verify and obtain additional information</i>
15%	<i>Processes, sorts, records, and files a variety of records, vouchers, and reports</i>
10%	<i>Maintains time and attendance records and database for department payroll and operational allocation calculations</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
Sara Sunday	Aging Services Administrator	Direct

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 3 years
☐ College _____ years, with specialization in _____
☐ Other _____ years, with specialization in _____

Experience (list amount and type): *3 years of experience maintaining financial accounts and records by posting figures to appropriate accounts, reconciling debits and credits, processing payroll, vouchers and bills, and verifying calculations.*

Essential knowledge, skills and abilities:

Type of license or certificate required: N/A

7. The above statements are accurate and complete.

Date: _____ **Title:** Aging Services Administrator **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: OFA

DIVISION/UNIT (NUMBER): 6772

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: Senior Case Mgr - Aging 2. Position #: 677292803

3. Present Salary/Hourly Rate: 34.29 Grade: 11

4. Requested Title: Case Manager - Aging

5. Requested Salary: _____

a. Bargaining Unit: CSEA Hourly Rate: 21.61 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): *OFA currently has two Senior Case Manager-Aging positions. With the upcoming retirement of one Senior Case Manager-Aging, OFA will shift the administrative duties to the remaining Senior Case Manager-Aging and reclassify the position to a Case Manager -Aging. This will allow the reclassified position to have a full case load of clients previously reduced due to administrative responsibilities, and redistribute the client case load of other case managers that are struggling to meet deadlines.*

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 OFA	DIVISION, UNIT, OR WORK SECTION 6772	LOCATION OF POSITION OFA - Bunner St
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: <i>Case Manager - Aging</i>		
PERCENT OF WORK TIME		
70%	<i>Provide case management type services to elderly needing EISEP home care services. Conducts home visits to assess needs, develops care plan of services, and monitors according to regulations</i>	
10%	<i>Collect and maintain EISEP data and required reports. Prepares a variety of reports and records as referred in regulations, policies and procedures</i>	
10%	<i>Make referrals to medical providers, adult protective services, and support providers. Advocate for services on behalf of elderly.</i>	
5%	<i>Represent the OFA at peaking engagements to local senior clubs, retiree groups, and other service agencies providing program information.</i>	
5%	<i>Serve on local service agency councils and committees maintaining linkages with public, private, and volunteer agencies concerned with elderly issues.</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
Missy Peel	Sr. Case Manager - Aging	Direct
Sara Sunday	Aging Services Administrator	Administrative

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 2 years, with specialization in Gerontology, Social Work, Human Services,
☐ Other _____ years, with specialization in _____

Experience (list amount and type): 2 years experience

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.

June 15, 2023

RESOLUTION AMENDING CONTRACT RFP-19-HD-005 – SENIOR NUTRITION SERVICES – CONGREGATE DINING CENTER CHANGES

By Legislator Roy Rechil:

WHEREAS, the Office for the Aging requires a qualified contractor to provide food services for the Oswego County Senior Meal Program which operates as a coordinated, community- based system incorporating congregate and home delivered meal services; and

WHEREAS, the Senior Nutrition Program vendor is Oswego County Opportunities, Inc who provides a congregate dining option at 6 locations throughout Oswego County – Central Square, Fulton, Hannibal, Mexico, Parish, and Phoenix; and

WHEREAS, there has been very low participation at the Hannibal Dining Center and the vendor has submitted a letter of closure; and

WHEREAS, there is a high demand for senior dining services in the Pulaski area and a site has been located to hold a senior dining center; and

WHEREAS, the professional service contract for providing Senior Nutrition Meals Program to Oswego County Opportunities Inc., of Fulton NY needs to be amended to ADD Pulaski as a Congregate Dining Site and REMOVE Hannibal as a Congregate Dining Site from the contract; and

WHEREAS, there will be no additional costs to the Office for the Aging or Oswego County; and

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

RESOLVED, that the Oswego County Legislature hereby amends contract RFP #19-HD-005, Senior Nutrition Services, to add Pulaski and remove Hannibal, and further be it

RESOLVED, that a certified copy of this resolution be delivered to the Office for the Aging.

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

YES:

NO:

ABSENT:

ABSTAIN:



**County of Oswego
OFFICE FOR THE AGING**

(315) 349-3484

Sara Sunday
Aging Services Administrator
www.oswegocounty.com/ofa

County Office Complex
70 Bunner Street
Oswego, NY 13126

Informational Memorandum

- Subject:** Contract Amendment - Office for the Aging contract with Oswego County Opportunities, Inc (OCO) - Senior Nutrition Services
- Purpose:** Amend Office for the Aging (OFA) Contract RFP #19-HD-005 – Senior Nutrition Services remove a Senior Congregate Meal Site location and add new Senior Congregate Meal Site location.
- Summary:** Participants of the Hannibal Congregate Meal site currently receiving Grab and Go Meals have stated they do not wish to take advantage of the sit-down meal. Without the desire for a sit-down meal, OFA and OCO began discussions to close the Hannibal site. There were seven participants in March, two have transitioned to Home Delivered Meals, two were Cayuga County residents who were referred to Cayuga County programs and three received Grab and Go Meals in April. The last three participants are resistant to sit-down meals and refuse to be assessed for Home Delivered Meals. OFA received an official closing letter for the Hannibal site effective June 14th, see attached.

Additionally, there has been no Congregate Dining site in the Pulaski area since the closure of the Sandy Creek Dining center in 2014. OFA surveyed seniors residing at Springbrook Senior Apartments in Pulaski. Of those surveyed, 95% stated they would be interested in attending a senior dining site. OFA and OCO have worked together to find a location in Pulaski, at the new Selkirk Landing housing complex. The community room is available to use and OCO manages the property. There will be no additional cost to OFA, just the additional meal cost.

Recommended

- Action:** The Office for the Aging recommends the Human Services Committee, the Finance and Personnel Committee and the Oswego County Legislature to approve the contract amendment removing the Hannibal Dining Center and adding the Pulaski Dining Center to the Senior Nutrition Meals Program Contract – RFP#19-HD-005.



Oswego County
Opportunities_{inc.}
Helping People. Supporting Communities. Changing Lives.

239 Onelda St., Fulton NY 13069 PHONE: 315.598.4717 / 1.800.359.1171 FAX: 315.592.7533 WEB: www.oco.org

Oswego County Office for the Aging
70 Bunner St.
Oswego NY, 13126

May 12, 2023

Dear Sara Sunday,

OCO Nutrition Services has made the decision to close the Hannibal Dining and Activity Center located at the Hannibal Community Center. The last program day at the site will be 6/14/23. All participants will be notified as will our contacts within the Hannibal Community Center, including Mayor Ron Greenleaf.

The primary contributing factor that has led us to this decision is that the enrollment has declined steadily and there are program days with no participants at the center.

Despite outreach efforts, we have been unsuccessful in gaining the interest of seniors in the Hannibal community to attend the center. In addition, a survey was conducted with the participants that had been participating in the Grab and Go model during the pandemic and all surveyed stated that they were not interested in joining the center under the traditional congregate model with a hot sit-down meal and they would not participating in the activities provided.

Thank you for your support and assistance as we work through this closure.

Please contact me if you have any questions.

Thank you,

Leanna Cleveland
Director Health & Nutrition Department
OCO, Nutrition Services
(315) 598-4715 x1228
lcleveland@oco.org

RESOLUTION NO.

June 15, 2023

RESOLUTION AMENDING CONTRACT RFP19-HD-005 – SENIOR NUTRITION SERVICES – MEALS

By Legislator Roy Rechil:

WHEREAS, the Office for the Aging requires a qualified contractor to provide food services for the Oswego County Senior Meal Program which operates as a coordinated, community- based system incorporating congregate and home delivered meal services; and

WHEREAS, the contract was awarded to Oswego County Opportunities, Inc in 2020; and

WHEREAS, the vendor has incurred additional costs due to increases in the price of food, paper products, staff and fuel; and

WHEREAS, the vendor has requested an increase in the contract price per meal provided to be raised to cover the additional expenditures; and

WHEREAS, the professional service contract for providing Senior Nutrition Meals Program to Oswego County Opportunities Inc., of Fulton N.Y. needs to be amended to reflect a cost per meal of \$7.65; and

WHEREAS, the Office for the Aging has American Rescue Plans Act funding in the amount \$127,650 and requests \$77,146 from the Unappropriated Fund Balance to cover additional the cost; and

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

RESOLVED, that the Oswego County Legislature hereby amends contract RFP #19-HD-005, Senior Nutrition Services, to raise the per meal price reimbursed to \$7.65, for a guaranteed number of 248,600, maximum number of meals not to exceed 261,000, and it is further

RESOLVED, that a certified copy of this resolution be delivered to the Office for the Aging and that the Treasurer shall have the authority to make the necessary budgetary modifications.

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

YES:

NO:

ABSENT:

ABSTAIN:



**County of Oswego
OFFICE FOR THE AGING**

(315) 349-3484

**Sara Sunday
Aging Services Administrator
www.oswegocountyny.com/ofa**

**County Office Complex
70 Bunner Street
Oswego, NY 13126**

Informational Memorandum

- Subject:** Contract Amendment and Budget Modification – Office for the Aging contract with Oswego County Opportunities, Inc (OCO) - Senior Nutrition Services
- Purpose:** Due to continued supply cost increases, OCO has requested an increase in the per meal cost it receives from home delivered and congregate meals. The requested increase will require a budget modification as well as an amendment to the contract, RFP #19-HD-005 – Senior Nutrition Services.
- Summary:** OFA received an official request from OCO to increase the per meal cost from the 2023 budgeted amount of \$6.47 per meal to a new per meal cost of \$7.65. Our contract is for a guarantee of 249,600 meals. The 2023 budgeted number of meals is 261,000, for a total of \$1,690,199.

OCO states the need for the increase is due to a 20% increase in wages, 46% increase in food cost, 26% increase in disposables (meal trays, napkins, etc.); and a 64% increase in fuel; as well as increases in vehicle depreciation, vehicle insurance and rent.

From January 2023 through April 2023, eighty-six thousand, one hundred forty-eight (86,148) meals have been provided at a cost of \$557,377. The requested per meal increase for the remaining one hundred seventy-four thousand, eight hundred fifty-two (174,852) budgeted meals would be a cost of \$1,337,617.80. The OFA budget would increase by \$204,795.80, for a total annual cost of \$1,894,994.80.

OFA has \$127,650 in ARPA funds (HDC6 – Home Delivered Meals) that we can utilize for a portion of the increase. The Department respectfully requests \$77,145.80 from the Oswego County fund balance to cover the remaining additional cost.

Recommended

- Action:** The Office for the Aging recommends the Human Services Committee, the Finance and Personnel Committee and the Oswego County Legislature to approve the contract amendment and budget modification for the Senior Nutrition Meals Program.



Oswego County Opportunities, Inc. Health and Nutrition Department
Nutrition Services Program

March, 23rd 2023

Ms. Sara Sunday
Administrator
Oswego County Office for the Aging
70 Bunner Street
Oswego, NY 13126

Dear Ms. Sunday:

OCO Nutrition Services would like to respectfully request an increase of 18.23% in the per meal cost for the year 2023. Please note, this increase is requested based on the January 2023 contract rate of \$6.47. This request reflects an additional \$1.18 per meal for a 2023 total per meal reimbursement of \$7.65.

In review of the 2023 budget for OCO's Nutrition Services, the following budget lines have shown $\geq 20\%$ increase from 2019:

- 20% increase in salaries (increase = \$131,078.72)
- 46% increase in food (increase = \$182,015.44)
- 26% increase in disposables (increase = \$15,566.73)
- 62% increase in vehicle depreciation (increase = \$20,280.52)
- 45% increase in vehicle insurance (increase = \$4,968.04)
- 64% increase in fuel (increase = \$11,485.03)
- 25% increase in Rent non-office (increase= \$3,220)

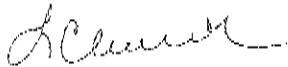
Our ability to provide quality services relies heavily on our request for an increase in the cost per meal due to the unforeseen dramatic increases in the above budget lines. Enclosed, you will find the following supporting documentation to our request:

- **Exhibit A: 2023 Itemized Bill Breakdown**
- **Exhibit B: 2023 Itemized Bill**

Additionally, OCO Nutrition Services requests your support and approval in closing our Hannibal Dining and Activity Center (DAC) due to site specific feedback from participants indicating they would not attend programming for sit down meals. In place of the Hannibal DAC, we request your support and approval in opening a DAC at Selkirk Landing in Pulaski. There will be no additional cost to opening the Pulaski DAC and the programming has been enthusiastically supported by management within Selkirk Landing as well as surveyed Pulaski seniors.

I appreciate your consideration of this request and look forward to continuing to provide our Seniors of Oswego County with "More Than a Meal".

Sincerely,

A handwritten signature in black ink, appearing to read "Leanna Cleveland", with a long horizontal flourish extending to the right.

Leanna Cleveland
Director of Health & Nutrition Services
Oswego County Opportunities

Price Per Home Delivered Meal (Hot or Cook Chilled) **\$ 7.89**

Raw Food Costs	\$ 3.04
Kitchen Preparation Costs	\$ 1.70
Distribution Costs	\$ 1.86
Administration Costs	\$ 1.29

Price Per 2nd Meal (Cold or Sandwich): Night **\$ 7.20**

Raw Food Costs	\$ 2.35
Kitchen Preparation Costs	\$ 1.70
Distribution Costs	\$ 1.86
Administration Costs	\$ 1.29

Price Per Shelf Stable Meal: **\$ 6.74**

Raw Food Costs	\$ 3.59
Kitchen Preparation Costs	\$ -
Distribution Costs	\$ 1.86
Administration Costs	\$ 1.29

Price Per Hot Congregate Meal: **\$ 17.04**

Raw Food Costs	\$ 2.85
Kitchen Preparation Costs	\$ 1.70
Congregate Costs	\$ 9.34
Distribution Costs	\$ 1.86
Administration Costs	\$ 1.29

Price Per Night Congregate Meal (Cooked Chilled): **\$ 7.20**

Raw Food Costs	\$ 2.35
Kitchen Preparation Costs	\$ 1.70
Distribution Costs	\$ 1.86
Administration Costs	\$ 1.29

Price Per Nutrition Education Event (Congregate): **\$ 100.27**

Dietician - 1 Hours	\$ 30.00
Fringe (36.00%)	\$ 10.80
Mileage	\$ 15.00
Supplies	\$ 35.00
Indirect (9%)	\$ 8.17
Administration Costs	\$ 1.29

Price Per Nutrition Counseling Hour: **\$ 62.12**

Dietician - 1 Hour	\$ 30.00
Fringe (36.00%)	\$ 10.80
Mileage	\$ 15.00
Indirect (9%)	\$ 5.02
Administration Costs	\$ 1.29

Price Per Information and Assistance Contact: **\$ 7.87**

Staffing (DAC) - 1/4 Hour	\$ 4.44
Fringe (36.00%)	\$ 1.60
Indirect (9%)	\$ 0.54
Administration Costs	\$ 1.29

Price Per Senior Center Recreation Event: **\$ 60.29**

Staffing (DAC) - 1 Hour	\$ 17.74
-------------------------	----------

Fringe (36.00%)	\$ 6.39
Supplies	\$ 30.00
Indirect (9%)	\$ 4.87
Administration Costs	\$ 1.29

Price Per Health Promotion Event:

\$ 60.29

Staffing (DAC) - 1 Hour	\$ 17.74
Fringe (36.00%)	\$ 6.39
Supplies	\$ 30.00
Indirect (9%)	\$ 4.87
Administration Costs	\$ 1.29

Price Per Outreach (Hourly Event)

\$ 27.59

Staffing (DAC) - 1 Hour	\$ 17.74
Fringe (36.00%)	\$ 6.39
Indirect (9%)	\$ 2.17
Administration Costs	\$ 1.29

Price Per Public Information PI&E: Congregate

\$ 17.46

Staffing (DAC) - 1/4 Hour	\$ 4.44
Fringe (36.00%)	\$ 1.60
Printing	\$ 8.80
Indirect (9%)	\$ 1.33
Administration Costs	\$ 1.29

Price Per Public Information PI&E: Home Delivered Meals

\$ 177.44

Dietician - 2 Hour	\$ 60.00
Fringe (36.00%)	\$ 21.60
Printing	\$ 80.00
Indirect (9%)	\$ 14.54
Administration Costs	\$ 1.29

Price Per In Home Contact & Support (friendly caller)

\$ 7.87

Staffing (DAC) - 1/4 Hour	\$ 4.44
Fringe (36.00%)	\$ 1.60
Indirect (9%)	\$ 0.54
Administration Costs	\$ 1.29

Oswego County Opportunities, Inc.
Nutrition Services Program

239 Oneida Street
Fulton, NY 13069
(315) 598-4712



Home Delivered Meals	# of Meals	Cost Each	Total
Noon Meals		7.89	0
Night Meals		7.2	0
Weekend Meals		7.89	0
Shelf Stable Meals		6.74	0

Congregate Meals	# of Meals		Total
Hot Meal		17.04	0
Night Meal		7.2	0

Nutrition Education	# of Events		Total
Home Delivered Meal	0	N/A	#VALUE!
Congregate		100.27	0

Nutrition Counseling	# of Hours		Total
	0	62.12	0

In-Home Contact & Support	# of contacts		Total
		7.87	0

Health Promotion	# of Events		Total
	0	60.29	0

Sr. Center Rec and Ed	# of Events		Total
		60.29	0

Information and Assistance	# of Contacts		Total
		7.87	0

Outreach	# of Contacts		Total
	0	27.59	0
	0		

P I&E			
Congregate		17.46	0
Home Delivered		177.44	0

Itemized Total for Month : #VALUE!

Invoice Total: 0 \$0.00

RESOLUTION NO.

June 15, 2023

**RESOLUTION FOR ADDITIONAL SUPPLEMENTAL SERVICES REQUIRED
FOR THE CAMP HOLLIS SHORELINE STABILIZATION PROJECT
RFP 21-YB-001**

By Legislator Roy Reehil:

WHEREAS, the County issued a request for proposal for a vendor to provide shoreline stabilization work for Camp Hollis; and

WHEREAS, in accordance with Oswego County Purchasing Policy, the Oswego County Purchasing Department solicited Requests for Proposals (RFP 21-YB-001) from multiple qualified firms to provide shoreline stabilization work for Camp Hollis; and

WHEREAS, the Oswego County Youth Bureau and Oswego County Purchasing Department reviewed the proposals received and awarded a contract to Barton & Loguidice, P.C. 443 Electronics Parkway, Liverpool, NY 13088 on December 9, 2021.

WHEREAS, additional services require a change order associated with the redesign of the project to accommodate the comments received from the NYS DEC, as well as the addition of Construction Observation services.

NOW, THEREFORE, BE IT RESOLVED, that upon recommendation of the Human Services Committee, be it that the County of Oswego approve the change order proposal for supplemental services for the Camp Hollis Shoreline Stabilization Project from Barton & Loguidice, P.C. of Liverpool, NY 13088 per the attached fee schedule 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 VOICE/ROLL CALL VOTE

YES:

NO:

ABSENT:

ABSTAIN:

Oswego City-County Youth Bureau

**OSWEGO COUNTY COMPLEX
70 BUNNER STREET
OSWEGO, NY 13126**

(315) 349-3451
FAX (315)-349-3231



Brian Chetney Executive Director
brian.chetney@oswegocounty.com

June 13, 2023

Informational Memorandum

Purpose:	Proposal for Supplemental Services RFP 21-YB-001 Camp Hollis
Summary:	Barton & Loguidice has proposed a change order proposal for supplemental services for the Camp Hollis Shoreline Stabilization Project. This supplements the December 21, 2021, agreement for design. These services are associated with additional design effort associated with the redesign of the project to accommodate the comments received from the NYSDEC February 23, 2023, as well as the addition of construction observation services. The current agreement stops at bidding; Currently there is no time built in for construction oversight. There are sufficient funds within the project budget.
Recommended Action:	The department recommends the change order proposal for supplemental services RFP 21-YB-001 Camp Hollis Shoreline Stabilization Project be approved.

CONTRACT SIGN-OFF SHEET

All contractual agreements or addendums committing County government to any obligation in excess of three thousand dollars (\$3,000) per year, or establishing revenue schedules potentially at or above that sum, shall be accompanied by a this sign-off sheet. **After completing the top section, send this cover sheet to Purchasing with all contract documents attached.**

Project: Camp Hollis

Between: Oswego County (Department of) Youth Bureau

And: Barton and Loguidice, P.C.

Addendum? ☒ Yes ☐ No

Local or State Bid/RFP/Contract Number: RFP-21-YB-001

Dept. and Line No.: _____ Capital Project No. _____

If this vendor is not currently on file with the County, a W-9 form must be completed and returned by the vendor to the County Treasurer prior to any payments.

CONTRACT APPROVED AS TO FORM County of Oswego DEC 21 2021 Office of the County Attorney Richard C. Mitchell Oswego County Attorney
--

SIGN-OFF IN ORDER BELOW:

	(initial)	(date)
1. County Purchasing Director Contract acquired in compliance with purchasing policy and meets bid or RFP specifications.	<u>hjc</u>	<u>12/20/21</u>
2. County Attorney Approved as to form.	<u>[Signature]</u>	<u>12/21/21</u>
3. County Administrator Approved and budgeted.	<u>PRC</u>	<u>12/22/21</u>
4. Chairman of the Legislature Authorization.	<u>JBW</u>	<u>12/22/21</u>

Renewals: After this contract has been stamped "approved as to form" by the County Attorney, it does not have to be re-approved by the County Attorney if only the names and payment amounts change. However, renewals with amendments that change the terms and conditions must go through the full approval process. Keep this cover sheet and attach copies to any future contracts for this purpose to be signed by the Chairman of the Legislature or the Department Head and send directly to Audit.

**New York State Department of Environmental Conservation
Notice of Incomplete Application - This is NOT a Permit**



Application ID: 7-3542-00007/00008

Batch Number: 1006480

Facility: OSWEGO CO CAMP HOLLIS
40 HEALTH CAMP RD
OSWEGO, NY 13126

Applicant: OSWEGO COUNTY *Owner ID:* 15415
46 E BRIDGE ST
OSWEGO, NY 13126-2118

Permit(s) Applied for: 1 - Article 34 Coastal Erosion Management

Project Location: in OSWEGO in OSWEGO COUNTY

Your application for Permit is incomplete. The following items are required:

Upon initial review of the Joint Application package received February 03, 2023, please see the following comments and questions.

1. Justification/Alternatives: 6 NYCRR Part 505.6(a) states, in part, that a Coastal Erosion Management Permit can only be issued if the Department finds that the proposed regulated activity is reasonable and necessary, and the applicant has considered reasonable alternatives to the proposed activity. The proposed project aims to reestablish the toe of slope 12-15 feet in front of the current bluff toe, as well as place a stone revetment in front of the reestablished bluff toe along 600 feet of natural shoreline. These proposed activities would result in approximately 20 feet of encroachment onto the natural beach. Based on the fact that there are no upland building structures or public infrastructure immediately at risk due to erosion, alternatives that minimize lakeward encroachment must be evaluated and the project design be modified accordingly. The erosion protection structure must be placed as close to the current bluff toe as possible. If strongly justified, the Department may allow minor encroachment onto the current beach, but the reestablished slope and all proposed stone must not encroach beyond the bluff toe as it existed just prior to the 2017 high water event.
2. Adverse Impacts: Part 505.6(b) states that a coastal erosion management permit will be issued only if the Department finds that the proposed activity will not likely cause a measurable increase in erosion at the proposed site or at other locations. Shoreline structures, especially those that encroachment far onto the beach, have the tendency to cause increased rates of erosion in front of the structure and areas adjacent to the structure. Additionally, it prevents the beach and bluff features from contributing sediment to the littoral system. The USACE Sediment Budget viewer indicates that this shoreline area contributes a good amount of sediment to the littoral zone and the hardening of the shoreline will reduce the amount of sediment within the littoral zone. In order to minimize the amount of adverse impacts to the shoreline and coastal processes, the shoreline structures must be placed as far landward as possible. Further, the proposed project includes utilizing 200 cubic yards of existing shore material which would remove beach sediment from the shoreline. Any beach material excavated for the placement of the revetment must be placed back on the beach in front of the proposed

structure. The natural beach sand or cobbles cannot be used as fill and incorporated into the proposed design.

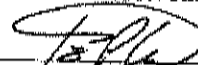
3. Revetment Maintenance Plan: 6 NYCRR Part 505.9(c) states, in part, a long-term maintenance plan must be included with every permit application for construction, modification, or restoration of an erosion protection structure. Please submit a 30 year maintenance plan that describes how your project will be maintained, how often it will be inspected, how any degradable material will be replaced, etc.
 4. Planting Plan: Provide a detailed planting plan that describes how the plants will be maintained to ensure at least 85% survival by the end of five growing seasons. The plans indicate Pineland Steep slope Mix will be used. Please provide the plant species within this mix. Please describe how width for the shrub plantings at the top of bank were chosen. Will a mowing buffer also be proposed? If not, please provide justification.
 5. Construction Access: Please provide a description of how the project area will be accessed. Will all access be obtained from Camp Hollis property? Please submit a plan view showing this access route.
 6. Shoreline Access Path: Please provide the following additional details for the access path:
 - a) Please describe why a new on grade access path is required and why an elevated stairway is not being considered.
 - b) It appears that the access path will intersect with the planted bench parallel to the shoreline. How will access be restricted to this area to avoid disturbance to the bluff and new plantings? Will this area be separated by elevation change?
 - c) Please provide a cross-section for the access path that shows the upper and lower path. The path must be vegetatively stabilized above elevation 254 ft.
 7. Stone Size: Please provide your calculations for the stone size selected. Typically, NYSDOT Heavy Stone is too small for toe stone along Lake Ontario. In general, toe stone should be at least 4 ton with at least 1 ton placed above for open water conditions.
 8. Site Plan Updates: Please update the site plan to incorporate any changes to the structure design. Based the initial review, the following will need to be added to the site plan:
 - a) Identify the label the existing toe of slope
 - b) Identify and label the proposed toe of slope
 - c) Include details on the slope for the new 3 ft SICPP and where flow will be directed to. Flow must not be directed over the bluff slope.
 - d) Identify starting elevation for excavation
 9. Cross-section Plan Updates: Please update the cross-section to incorporate any changes to the structure design. Based the initial review, the following will need to be added to the cross-section:
 - a) The total bluff height, or existing top of slope elevation
 - b) Include the horizontal distance from the current bluff toe to the lakeside of the proposed stone (total lakeward encroachment)
-

*Please submit requested information by at your convenience
No further action can be taken until all of these materials are received.*

Contact Person:

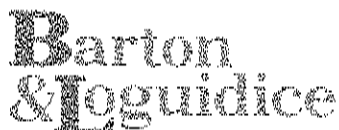
TRENDON P CHOE
NYSDEC
615 Erie Boulevard W
Syracuse, NY 13204

Signature: _____



Date: February 23, 2023

Telephone Number:



May 4, 2023

Mr. Brian Chetney, Executive Director
Oswego County Youth Bureau/Parks & Recreation
70 Bunner Street
Oswego, New York 13126

Re: Proposal for Supplemental Services
RFP 21-YB-001 Camp Hollis

File: 132.300.001

Dear Mr. Chetney:

Barton & Loguidice is pleased to present this change order proposal for supplemental services for the Camp Hollis Shoreline Stabilization Project. This supplements our December 21, 2021 agreement for design. As discussed with you, these services are associated with additional design effort associated with the redesign of the project to accommodate the comments received from the NYSDEC, as well as the addition of Construction Observation services. The project is currently in the process of completing the redesign, and responding to NYSDEC comments with anticipation of a late fall 2023 construction.

Scope of Services

Supplemental Design Services

Based on recent comments we received from the NYSDEC, the project requires a design modification to satisfy the NYSDEC comments and obtain regulatory approval to construct the project. These comments were in conflict with the direction we received at the Pre-Application Meeting. This results in the finished slope being pushed away from the Lake Ontario Shoreline. Therefore we need to update the grading plan, swale design, access design, and incorporate the relocation of the County's fence. The estimate of Construction Cost will be updated to incorporate the changes to the design. Once the Design is updated, the final coordination and response to NYSDEC comments will be sent for NYSDEC approval. All of these additional efforts were above the scope of the original agreement.

Supplemental Construction Observation Services

B&L proposes to provide the following services during the construction of the project:

- Attendance at a Preconstruction Meeting and site visits for construction support related activities. It is assumed that B&L will perform two (2) half day inspections per week for a construction duration of 10 weeks.
- Final Inspection to confirm project has been built in accordance with Contract Documents.
- Address Contractor questions during construction.
- Review and recommend payment based on Contractors Payment requests.

Mr. Brian Chetney, Executive Director
Oswego County Youth Bureau/Parks & Recreation
May 4, 2023
Page 2



Price Proposal

B&L proposes to provide the Scope of Services outlined above for a Lump Sum amount of \$40,200. This fee proposal can be broken down as follows.

Supplemental Design Services	
Additional Environmental Coordination	\$ 3,700
Updated Final Design Documents	\$ 6,500
Construction Observation	\$30,000

If you have any comments or questions regarding this proposal, please contact Wendell Buckman or me. We appreciate the opportunity to continue work on this important project.

Sincerely,

BARTON & LOGUIDICE, D.P.C.

A handwritten signature in dark ink, appearing to read 'Scott Nostrand'.

Scott Nostrand, P.E.
Senior Vice President

A handwritten signature in dark ink, appearing to read 'Wendell R. Buckman'.

Wendell R. Buckman, P.E., CFM ®
Associate

WRB/jjb

Authorization

Barton & Loguidice, D.P.C., is hereby authorized by Oswego County Youth Bureau/Park & Recreation to proceed with the services described herein in accordance with the Terms and Conditions proposed herein.

Mr. James Weatherup, Chairman
Oswego County Board of Legislators

Date

STANDARD TERMS AND CONDITIONS
for
PROFESSIONAL CONSULTANT SERVICES
provided by
BARTON & LOGUIDICE, D.P.C. ("Consultant")

The OWNER and the CONSULTANT, for themselves, their successors and assigns, have mutually agreed and do agree with each other as follows:

1.0 Basic Agreement

Consultant shall provide, or cause to be provided, the Services set forth in the proposal (PROPOSAL) to which these terms and conditions are attached, and Owner shall pay Consultant for such Services as set forth in PROPOSAL. The PROPOSAL, in conjunction with these terms and conditions is referred to herein as "Agreement".

2.0 General Considerations

A. The standard of care for all professional or related services performed or furnished by Consultant under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Consultant makes no warranties, express or implied, under this Agreement or otherwise, in connection with Consultant's services.

B. Consultant shall commence to provide its services upon the full execution of this Agreement and shall provide those services within a reasonable time. In no event shall Consultant be obligated to perform services on a schedule which, in the Consultant's professional judgement, does not provide Consultant sufficient time to perform in accordance with the aforesaid standard of care.

C. All design documents prepared or furnished by Consultant are instruments of service, and Consultant retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. Consultant grants Owner a limited license to use the instruments of service exclusively (1) performance of design or operation, (2) for Project construction as is the intended purpose of the documents, and (3) for the purpose of maintenance and repair of the Project, or (4) other documents, reports, details and plans as defined in the project Scope of Work.

D. Consultant shall not at any time supervise, direct, or have control over any contractor's work, nor shall Consultant have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, for safety precautions and programs incident to a contractor's work progress, nor for any failure of any contractor to comply with laws and regulations applicable to contractor's work.

E. Consultant neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the contract between Owner and such contractor.

F. Consultant shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any contractor's agents or employees or any other persons (except Consultant's own employees) at the Project site or otherwise furnishing or performing any construction work, or for any decisions regarding, or interpretations or clarifications of, the construction contract or Instruments of Service made by Owner or any third party without the advice and consultation of Consultant.

G. If the Construction Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Consultant shall specify the appropriate performance and design criteria that such services must satisfy. The Consultant shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Consultant. The Consultant's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Consultant shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

H. Unless otherwise included under this Agreement, the parties acknowledge that Consultant's scope of services does not include any services related to a Hazardous Environmental Condition (the presence of asbestos, PCBs, petroleum, hazardous substances or waste, and radioactive materials). Owner represents to Consultant that, to the best of its knowledge, a Hazardous Environmental Condition does not exist at the Site, except as expressly disclosed to the Consultant in writing. If Consultant or any other party encounters a Hazardous Environmental Condition, Consultant may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Project affected thereby until Owner: (i) retains appropriate specialist consultants or contractors to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (ii) warrants that the Site is in full compliance with applicable laws and Regulations.

I. The services to be provided by Consultant under this Agreement DO NOT INCLUDE advice or recommendations with respect to the issuance, structure, timing, terms or any other aspect of municipal securities, municipal derivatives, guaranteed investment contracts or investment strategies. Any opinions, advice, information or recommendations provided by Consultant are understood by the parties to this Agreement to be strictly engineering or other technical opinions, advice, information or recommendations. Consultant is not a "municipal advisor" as defined by 15 U.S.C. 78o-4 or the related rules of the Securities and Exchange Commission. The other parties to this Agreement should determine independently whether they require the services of a municipal advisor.

J. The Consultant shall not be required to execute certificates, guarantees, warranties or make representations that would, in its professional judgment, require knowledge, services or responsibilities beyond the scope of this Agreement.

K. When transmitting items in electronic media or digital format, the transmitting party makes no representations as to long term compatibility, usability, or readability of the items resulting from the recipient's use of software application packages, operating systems, or computer hardware differing from those used in the drafting or transmittal of the items, or from those established in applicable transmittal protocols.

L. To the fullest extent permitted by law, Owner and Consultant (1) waive against each other, and the other's employee's, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project, and (2) agree that Consultant's total liability to Owner under this Agreement shall be limited to \$100,000 or the total amount of compensation received by Consultant pursuant to the PROPOSAL, whichever is greater, (the "Limitation Amount"), and further, in no event shall the Limitation Amount exceed the amount of liability insurance proceeds actually available to the Consultant for the claim at issue at the time of settlement or final judgment net of any and all expenses paid or incurred on the claim at issue, payments made or incurred in connection with other claims made against the Consultant, or any other circumstances which may reduce, impair, or eliminate the overall availability of such insurance to the Consultant. It is intended that these limitations apply to any and all liability or cause of action.

3.0 Payment for Services

Consultant will prepare a monthly invoice in accordance with Consultant's standard invoicing practice and submit the invoice to Owner. Invoices are due and payable within 30 days of the date of the invoice. Consultant may, without liability, after giving seven days written notice to Owner, suspend services under this Agreement until Consultant has been paid in full all amounts due for services, expenses, and other related charges.

4.0 Additional Services

Additional services may be required in Consultant's professional judgement because of changes in the Project, or unforeseen circumstances. The Consultant shall furnish services in addition to those set forth in the PROPOSAL if mutually agreed by Owner and Consultant. Owner shall pay Consultant for any Additional Services provided as follows: (1) as may be mutually agreed to in writing, or (2) in the absence of a mutual agreement an amount equal to the cumulative hours charged to the Project by each member or each class of Consultant's employees engaged in providing the Additional Services times the Consultant's hourly billing rates for each applicable billing class in effect at the time the Additional Services are performed; plus reimbursable expenses and charges for Consultant's Subconsultants, if any.

5.0 Dispute Resolution

Owner and Consultant agree to negotiate all disputes between them in good faith for a period of 30 days from the date of notice by either party of the existence of the dispute. If a dispute involves matters other than a claim by Consultant for payment of fees and the parties fail to resolve the dispute through negotiation then Owner and Consultant agree that they shall first submit any and all such unsettled claims, counterclaims, disputes, and other matters in question between them arising out of or relating to this Agreement or the breach thereof ("Disputes") to mediation by a mutually acceptable mediator. Owner and Consultant agree to participate in the mediation process in good faith and to share the cost of the mediation equally. The process shall be conducted on a confidential basis, and shall be completed within 150 days of the date of notice by either party of the existence of the dispute. If such mediation is unsuccessful in resolving a Dispute, then (1) the parties may mutually agree to an alternative dispute resolution of their choice, or (2) either party may seek to have the Dispute resolved by a court of competent jurisdiction.

6.0 Accrual of Claims

All causes of action between the parties to this Agreement including those pertaining to acts, failures to act, or failures to perform in accordance with the obligations of the Agreement or failures to perform in accordance with the standard of care shall be deemed to have accrued and the applicable statutes of limitations shall commence to run not later than either the date of Substantial Completion for acts, failures to act or failures to perform occurring prior to Substantial Completion, or the date of issuance of the Notice of Acceptability of Work (or similar notice of the final completion of the Project) for acts, failures to act or failures to perform occurring after Substantial Completion.

7.0 Controlling Law

This Agreement is to be governed by the law of the state in which the project is located.

8.0 Successors, Assigns, and Beneficiaries

Owner and Consultant each is hereby bound and the partners, successors, executors, administrators, and legal representatives of Owner and Consultant (and to the extent permitted herein the assigns of Owner and Consultant) are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement. Neither Owner nor Consultant may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. This provision shall not preclude Consultant from retaining Subconsultants as it deems reasonably necessary for the completion of the services rendered hereunder.

9.0 Termination

If Consultant's services related to the project are terminated for any reason, Consultant shall be compensated for time plus reasonable expenses associated with demobilizing personnel and equipment, and, if requested in writing by the Owner, for completion of tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files.

10.0 Total Agreement/Severability

This Agreement, including any expressly incorporated Exhibits, constitutes the entire Agreement between Owner and Consultant and supercedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument. If any term or condition of this Agreement shall, to any extent, be found invalid, void or unenforceable, the remaining provisions shall remain in full force and effect to the extent allowed by applicable law.

COUNTY OF OSWEGO PURCHASING DEPARTMENT CONSULTANT AGREEMENT

THIS AGREEMENT is entered into as of this 9th day of December 2021 by and between the **COUNTY OF OSWEGO**, a municipal corporation by and of the State of New York, hereinafter referred to as the "**COUNTY**," with principal offices at the Oswego County Legislative Office Building, 46 East Bridge Street, Oswego, New York 13126; and Barton & Loguidice, D.P.C., a design professional corporation organized and existing under the laws of the State of New York with principal business offices located at 443 Electronics Parkway, Liverpool, NY 13088 hereinafter referred to as "**CONSULTANT**."

ARTICLE 1. SCOPE OF WORK

Consultant agrees to perform the Services and/or provide goods identified in **RFP 21-YB-001** and **Schedule A** (the "Services/Goods"), which is attached to and is part of this Agreement. Consultant agrees to perform the Services/Goods and/or supply goods in accordance with the terms and conditions of this Agreement. It is specifically agreed to by Consultant that the County will not compensate Consultant for any Services and/or Goods provided not within the scope of this Agreement as specifically identified in **Schedule A** without prior authorization, evidenced only by a written Change Order or Addendum to this Agreement executed by the Chairman of the Legislature of the County after consultation with the County Department Head responsible for the oversight of this Agreement (hereinafter "Department Head").

ARTICLE 2. TERM OF AGREEMENT

Consultant agrees to perform the Services and/or supply Goods beginning **January 1, 2022** and ending **December 31, 2023**. Upon agreement between both parties the Contract may be extended for two (2) possible one-year terms. Unless otherwise stated, all prices and discounts are to be quoted firm against increase on an F.O.B. destination, and freight pre-paid basis.

ARTICLE 3. COMPENSATION

For satisfactory performance of the Services and/or receipt of conforming Goods or as such Services or Goods may be modified by mutual written agreement, the County agrees to compensate Consultant in accordance with the fees and expenses as stated in **Schedule B**, which is attached to, and is part of this Agreement. Consultant shall submit to the County a monthly-itemized invoice for Services rendered during the prior month, or as otherwise set forth in Schedule B, and prepared in such form and supported by such documents as the County may reasonably require.

The County will audit and pay the proper amounts due Consultant within sixty (60) days after receipt by the County of a County Claimant's Certification form or invoice, and, if either is objectionable, will notify Consultant in writing of the County's reasons for objecting to all or any portion of the invoice submitted by Consultant. A fee schedule has been established for the scope of Services and/or supply of Goods rendered by Consultant. Costs in excess of such not-to-exceed cost if any, may not be incurred without prior written authorization of the County Purchasing Director, evidenced only by a written Change Order or Addendum to this Agreement, after consultation with the Department Head. It is specifically agreed to by Consultant that the County will not be

responsible for any additional costs or costs in excess of the above-noted not-to-exceed cost if the County's authorization by the Chairman of the Legislature is not given in writing prior to the performance of the Services or the provision of additional Goods giving rise to such excess or additional costs.

ARTICLE 4. EXECUTORY CLAUSE

The County shall have no liability under this Agreement to Consultant or to anyone else beyond funds appropriated and available for this Agreement.

ARTICLE 5. PROCUREMENT OF AGREEMENT

Consultant represents and warrants that no person or selling agent has been employed or retained by Consultant to solicit or secure this Agreement upon an agreement or upon an understanding for a commission, percentage, a brokerage fee, contingent fee or any other compensation. Consultant further represents and warrants that no payment, gift or thing of value has been made, given or promised to obtain this or any other agreement between the parties. Consultant makes such representations and warranties to induce the County to enter into this Agreement and the County relies upon such representations and warranties in the execution hereof.

For a breach or violation of such representations or warranties, the County shall have the right to annul this Agreement without liability, entitling the County to recover all monies paid hereunder and Consultant shall not make claim for or be entitled to recover, any sum or sums otherwise due under this Agreement. This remedy, if effected, shall not constitute the sole remedy afforded the County for such falsity or breach, nor shall it constitute a waiver of the County right to claim damages or otherwise refuse payment or to take any other action provided for by law or pursuant to this Agreement.

ARTICLE 6. CONFLICT OF INTEREST

Consultant represents and warrants that neither it nor any of its directors, officers, members, partners, or employees, have any interest nor shall they acquire any interest, directly or indirectly which would or may conflict in any manner or degree with the performance or rendering of the Services herein provided. Consultant further represents and warrants that in the performance of this Agreement no person having such interest or possible interest shall be employed by it and that no elected official or other officer or employee of the County, nor any person whose salary is payable, in whole or in part, by the County, or any corporation, partnership, limited liability company or association in which such official, officer or employee is, directly or indirectly interested, shall have any such interest, direct or indirect, in this Agreement or in the proceeds thereof, unless such person (1) if required by the Oswego County Ethics Law as amended from time to time, to submit a Disclosure Form to the Oswego County Board of Ethics, amends such Disclosure Form to include their interest in this Agreement, or (2) if not required to complete and submit such a Disclosure Form said person must either voluntarily complete and submit said Disclosure Form disclosing their interest in this Agreement or seek a formal opinion from the Oswego County Ethics Board as to whether or not a conflict of interest exists.

For a breach or violation of such representations or warranties, the County shall

have the right to annul this Agreement without liability, entitling the County to recover all monies paid hereunder and Consultant shall not make claim for, or be entitled to recover, any sum or sums otherwise due under this Agreement. This remedy, if elected, shall not constitute the sole remedy afforded the County for such falsity or breach, nor shall it constitute a waiver of the County's right to claim damages or otherwise refuse payment to or to take any other action provided for by law or pursuant to this Agreement.

ARTICLE 7. FAIR PRACTICES

Consultant and each person signing on behalf of the Consultant represents, warrants and certifies under penalty of perjury, that to the best of their knowledge and belief:

- A. The prices in this Agreement have been arrived at independently by Consultant without collusion, consultation, communication, or agreement with any other bidder, proposer or with any competitor as to any matter relating to such prices which has the effect of, or has as its purpose, restricting competition;
- B. Unless otherwise required by law the prices which have been quoted in this Agreement and on the proposal or quote submitted by Consultant have not been knowingly disclosed by Consultant prior to the communication of such quote to the County or the proposal opening directly or indirectly, to any other bidder, proposer or to any competitor; and
- C. No attempt has been made or will be made by Consultant to induce any other person, partnership, corporation, or entity to submit or not to submit a proposal or quote for the purpose of restricting competition.

The fact that Consultant (i) has published price lists, rates, or tariffs covering items being procured (ii) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (iii) has provided the same items to the other customers at the same prices being bid or quote, does not constitute, without more, a disclosure within the meaning of this Article.

ARTICLE 8. INDEPENDENT CONTRACTOR

In performing the Services and/or supplying Goods and incurring expenses under this agreement Consultant shall operate as, and have the status of, an independent contractor and shall not act as agent, or be an agent, of the County. As an independent contractor, Consultant shall be solely responsible for determining the means and methods of performing the Services and/or supplying the goods and shall have complete charge and responsibility for Consultant's personnel engaged in the performance of the same.

In accordance with such status as independent contractor, Consultant covenants and agrees that neither it nor its employees or agents will hold themselves out as, nor claim to be officers or employees of the County, or of any department, agency or unit thereof by reason hereof, and that they will not, by reason hereof, make any claim, demand or application to or for any right or privilege applicable to an officer or employee of the County including, but not limited to, Worker's Compensation coverage health coverage, Unemployment Insurance Benefits, Social Security coverage or employee New York State

Retirement System membership or credit.

ARTICLE 9. ASSIGNMENT AND SUBCONTRACTING

Pursuant to General Municipal Law §109, Consultant shall not assign any of its rights, interests or obligations under this Agreement, or subcontract any of the Services to be performed by it under this Agreement, without the prior express written consent of the Chairman of the Legislature of the County. Any such subcontract, assignment, transfer, conveyance, or other disposition without such prior consent shall be void and any Services provided thereunder will not be compensated. Any subcontract or assignment properly consented to by the County shall be subject to all of the terms and conditions of this Agreement.

Failure of Consultant to obtain any required consent to any assignment, shall be grounds for termination for cause, at the option of the County and if so terminated, the County shall thereupon be relieved and discharged from any further liability and obligation to Consultant, its assignees or transferees, and all monies that may become due under this Agreement shall be forfeited to the County except so much thereof as may be necessary to pay Consultant's employees for past service.

The provisions of this clause shall not hinder, prevent, or affect any assignment by Consultant for the benefit of its creditors made pursuant to the Laws of the State of New York.

This agreement may be assigned by the County to any corporation, agency, municipality, or instrumentality having authority to accept such assignment.

ARTICLE 10. BOOKS AND RECORDS

Consultant agrees to maintain separate and accurate books, records, documents and other evidence and accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Agreement.

ARTICLE 11. RETENTION OF RECORDS

Consultant agrees to retain all books, records and other documents relevant to this Agreement for six (6) years after the final payment or termination of this Agreement, whichever later occurs. County, or any State and/or Federal auditors, and any other persons duly authorized by the County, shall have full access and the right to examine any of said materials during said period.

ARTICLE 12. AUDIT BY THE COUNTY AND OTHERS

All Claimant's Certification forms or invoices presented for payment to be made hereunder, and the books, records, and accounts upon which said Claimant's Certification forms or invoices are based are subject to audit by the County. Consultant shall submit any and all documentation and justification in support of expenditures or fees under this Agreement as may be required by the County so that it may evaluate the reasonableness of the charges, and Consultant shall make its records available to the County upon request. All books Claimant's Certification forms, records, reports, cancelled checks and any and all similar material may be subject to periodic inspection, review, and audit by the

County, the State of New York, the federal government, and/or other persons duly authorized by the County. Such audits may include examination and review of the source and application of all funds whether from the County and State, the federal government, private sources or otherwise. Consultant shall not be entitled to any interim or final payment under this Agreement if any audit requirements and/or requests have not been satisfactorily met.

ARTICLE 13. INSURANCE AND STATUTORY COMPLIANCE

In acceptance of this Agreement, the Consultant covenants and certifies that it will endeavor to comply, in all respects, with all federal, state and county laws which regarding work for municipal corporations including, but not limited to, Workers' Compensation and Employers Liability Insurance, hours of employment, wages and Human Rights, and the provisions of General Municipal Law §§103(a) and 103(b) and State Finance Law §§139-A and 139-B.

Pursuant to New York Finance Law § 139-L, the Contractor/Consultant, by signing this Agreement, further certifies that it: (i) has implemented a written policy addressing sexual harassment prevention in the workplace, and (ii) provides annual sexual harassment prevention training to all its employees. Such policy shall, at a minimum, meet the requirements of section 201-g of the Labor Law.

Pursuant to General Municipal Law §108, the parties hereto agree that this Agreement contract **SHALL BE VOID** and of no effect unless the Consultant shall secure Workers' Compensation for the benefit of, and keep insured during the life of the contract, such employees, in compliance and as may be necessary with the provisions of the Workers' Compensation Law.

For all of the Services set forth herein and as hereinafter amended, Consultant shall maintain or cause to be maintained, in full force and effect during the term of this Agreement, at its expense, a Workers' Compensation insurance, liability insurance covering personal injury and property damage, and other insurance with stated minimum coverages, all as listed below. Such policies are to be in the broadest form available on usual commercial terms and shall be written by insurers of recognized financial standing satisfactory to the County who have been fully informed as to the nature of the Services to be performed. Except for Workers' Compensation and professional liability, the County shall be an additional insured on all such policies with the understanding that any obligations imposed upon the insured (including, without limitation, the liability to pay premiums) shall be the sole obligation of Consultant and not those of the County. Notwithstanding anything to the contrary in this Agreement, Consultant irrevocably waives all claims against the County for all losses, damages, claims or expenses resulting from risks commercially insurable under this insurance described in this Article 13. The provisions of insurance by Consultant shall not in any way limit Consultant's liability under this Agreement.

INSURANCE REQUIREMENTS

- I. Notwithstanding any terms, conditions, or provisions, in any other writing between the parties, the Consultant hereby agrees to effectuate the naming of the County of Oswego as an unrestricted, additional insured on its insurance policy(ies), with the exception of workers' compensation and professional liability insurance. If the consultant is self-insured, evidence of its status as a self-insured entity shall be provided to the Oswego County Purchasing Department. If requested, the consultant must describe its financial condition and the self-insured funding mechanism(s).
- II. The policy naming the County of Oswego as an additional insured shall, without exception:
 - Be an insurance policy from an A.M. Best rated "secured" New York State licensed insurer.
 - Contain a 30-day notice of cancellation.
 - State that the insurer's coverage shall be primary coverage for the County of Oswego, its officers, and employees.
 - The County of Oswego shall be listed as an additional insured by using endorsement CG 2010 10 85 or broader. The certificate must state that this endorsement is being used. If another endorsement is used, a copy shall be included with the certificate of insurance.
- III. The contractor agrees to indemnify the County of Oswego for any applicable deductibles.
- IV. Required Insurance **MINIMUMS**:
 - **Commercial General Liability Insurance**
\$1,000,000 per occurrence/ \$2,000,000 aggregate. General Aggregate to apply on a per project basis.
 - **Automobile Liability**
\$1,000,000 CSL for owned, hired and borrowed and non-owned motor vehicles.
 - **Excess/Umbrella Insurance**
\$1,000,000; \$3,000,000; \$5,000,000 each Occurrence and Aggregate (depending on the type and size of the project).
 - **Workers' Compensation and N.Y.S. Disability**
Statutory Workers' Compensation, Employers' Liability and N.Y.S. Disability Benefits Insurance for all employees.
 - **Bid, Performance and Labor & Material Bonds**
If required in the specifications, these bonds shall be provided by a New York State admitted surety company, in good standing.
 - **Professional Liability/Malpractice**
\$1,000,000 aggregate (If commercially available for your profession)
\$1,000.00 per claim

- V. Consultant acknowledges that failure to obtain such insurance on behalf of the County of Oswego constitutes a material breach of this bid/contract. The Consultant is to provide the County of Oswego with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities. The failure of the County of Oswego to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the County of Oswego.

Consultant shall attach to this Agreement certificates of insurance evidencing Consultant's compliance with these requirements.

Each policy of insurance shall contain clauses to the effect that (i) such insurance shall be primary without right of contribution of any other insurance carried by or on behalf of the County with respect to its interests, (ii) it shall not be cancelled, including, without limitation, for non-payment of premium, or materially amended, without thirty (30) days prior written notice to the County, directed to the County Attorney and the Department Head and the County shall have the option to pay any necessary premiums to keep such insurance in effect and charge the cost back to Consultant.

To the extent it is commercially available, each policy of insurance shall be provided on an "occurrence" basis. If any insurance is not so commercially available on an "occurrence" basis it shall be provided on a "claims made" basis, and all such "claims made" policies shall provide that:

- A. Policy retroactive dates coincide with or precede Consultant's start of the performance of the Services (including subsequent policies purchased as renewals or replacements);
- B. Consultant will maintain similar insurance for at least six (6) years following final acceptance of the Services;
- C. If the insurance is terminated for any reason, Consultant agrees to purchase an extended reporting provision to report claims arising from the Services performed for the County; and
- D. Immediate notice shall be given to the County through the Department Head and the County Attorney of circumstances or incidents that might give rise to future claims with respect to the Services performed under this Agreement.

ARTICLE 14. INDEMNIFICATION

Consultant agrees to indemnify and hold harmless the County, including its officials and employees, against all claims, losses, damages, liabilities, costs or expenses (including, without limitation, reasonable attorney fees and costs of litigation and/or settlement), whether incurred as a result of a claim by a third party or any other person or entity, to the extent arising out of the Consultant's negligent or willful misconduct in the performance of the Services pursuant to this Agreement which the County, or its officials, employees or agents, may suffer by reason of any negligent, fault, act or omission of Consultant, its Employees, representatives, subcontractors, assignees, or agents.

In the event that any claim is made or any action is brought against the County arising out of the negligent, fault, act or omission of an employee, representative, subcontractor, assignee or agent of Consultant either within or without the scope of his respective employment, representation, subcontract, assignment or agency, or arising out of Consultant's negligent, fault, act or omission, then the County shall have the right to withhold further payments hereunder for the purpose of set-off in sufficient sums to cover the said claim or action. The rights and remedies of the County provided for in this clause shall not be exclusive and are in addition to any other rights and remedies provide by law or this Agreement.

ARTICLE 15. PROTECTION OF COUNTY PROPERTY

Consultant assumes the risk of and shall be responsible for, any loss or damage to County property, including property and equipment leased by the County, used in the performance of this Agreement and caused, either directly or indirectly by the negligent acts, conduct, omissions or lack of good faith of Consultant, its officers, directors, members, partners, employees, representatives or assignees, or any person, firm, company, agent or others engaged by Consultant as an expert consultant specialist or subcontractor hereunder.

In the event that any such County property is lost or damaged, except for normal wear and tear, then the County shall have the right to withhold further payments hereunder for the purposes of set-off in sufficient sums to cover such loss or damage.

Consultant agrees to defend, indemnify and hold the County harmless from any and all liability or claim for loss, cost, damage or expense (including, without limitation, reasonable attorney fees and costs of litigation and/or settlement) due to any such loss or damage to any such County property described in this Article.

The rights and remedies of the County provided herein shall not be exclusive and are in addition to any other rights and remedies provided by law or by this Agreement.

ARTICLE 16. TERMINATION

The County may, by written notice to Consultant effective upon mailing, terminate this Agreement in whole or in part at any time (1) for the County's convenience, (2) upon the failure of Consultant to comply with any of the terms or conditions of this agreement, or (3) upon the Consultant becoming insolvent or bankrupt.

Upon termination of this Agreement, the Consultant shall comply with any and all County closeout procedures, including, but not limited to:

- A. Accounting for and refunding to the County within thirty (30) days, any unexpended funds which have been paid to Consultant pursuant to this Agreement; and
- B. Furnishing within thirty (30) days an inventory to the County of all equipment, appurtenances and property purchased by Consultant through or provided under this Agreement and carrying out any County directive concerning the disposition thereof.

In the event the County terminates this Agreement, in whole or in part, as provided in this Article, the County may procure upon such terms and in such manner as deemed appropriate, Goods or Services similar to those so terminated, and the Consultant shall continue the performance of this Agreement to the extent not terminated hereby. If this Agreement is terminated in whole or in part for other than the convenience of the County, any Services procured by the County to complete the Goods or Services herein will be charged to Consultant and/or set off against any sums due Consultant.

Notwithstanding any other provisions of this Agreement, Consultant shall not be relieved of liability to the County for damages sustained by the County by virtue of Consultant's breach of the Agreement or failure to perform in accordance with applicable standards, and the County may withhold payments to Consultant for the purposes of set-off until such time as the exact amount of damages due to the County from Consultant is determined.

The rights and remedies of the County provided herein shall not be exclusive and are in addition to any other rights and remedies provided by law or by this Agreement.

ARTICLE 17. GENERAL RELEASE

The acceptance by Consultant or its assignees of the final payment under this Agreement, whether by Claimant's Certification form, judgment of any court of competent jurisdiction, or administrative means shall constitute and operate as a general release to the COUNTY from any and all claims of Consultant arising out of the performance of this Agreement.

ARTICLE 18. SET-OFF RIGHTS

The County of Oswego shall have all of its common law, equitable and statutory rights of set-off. These rights shall include, but are not limited to, the County's right to withhold for the purposes of set-off any monies otherwise due to Consultant (i) under this Agreement, (ii) under any other agreement or contract with the County, including any agreement or contract for a term commencing prior to or after the term of this Agreement, or (iii) from the County by operation of law. The County also has the right to withhold any monies otherwise due under this Agreement for the purposes of set-off as to any amounts due and owing to the County for any reason whatsoever including, without limitation, real property tax delinquencies, hotel/motel tax delinquencies, sales tax delinquencies, fee delinquencies, fines, lawful charges, monetary penalties or interest relative thereto.

ARTICLE 19. NO ARBITRATION

Any and all disputes involving this Agreement, including the breach or alleged breach thereof, may not be submitted to arbitration unless mutually agreed by the parties and specifically agreed thereto in writing by the Chairman of the Legislature of County, but must instead only be heard in the Supreme Court of the State of New York, with venue in Oswego County or if appropriate, in the Federal District Court with venue in the Northern District of New York, Syracuse division.

ARTICLE 20. GOVERNING LAW

This Agreement shall be governed by the laws of the State of New York. Consultant shall render all Services under this Agreement in accordance with applicable provisions of all federal, state and local laws, rules and regulations as are in effect at the time such Services are rendered.

ARTICLE 21. ACCEPTANCE OF SUBSTITUTED SERVICE

The Consultant hereby consents and agrees to accept to substituted service of process via first class mail to the above referenced address of any summons, process or pleading pertaining to or arising from litigation concerning this agreement in lieu of any other methods authorized by the New York Civil Practice Law and Rules. Service of process shall be deemed to be complete upon mailing same. This provision shall survive the termination of this agreement and shall not be construed requiring substituted service, should the County elect to commence litigation by other means provided for by law. The County does not waive personal service herein and will require service of process in conformity with CPLR§311(4).

ARTICLE 22. TAXES

The County of Oswego is exempt from the payment of sales and compensating use taxes, manufacturer's excise taxes and all other taxes imposed by the State of New York and the Federal Government. Taxes shall not be included in any contract or bid price. A Tax-Exempt Certificate will be executed upon Consultant's request.

ARTICLE 23. CURRENT OR FORMER COUNTY EMPLOYEES

Consultant represents and warrants that it shall not retain the Services of any County employee or former County employee in connection with this Agreement or any other Agreement that said Consultant has or may have with the COUNTY without the express written permission of the County of Oswego. This limitation covers the preceding two (2) years or longer if the County employee or former County employee has or may have an actual or perceived conflict of interest due to their position with the County.

For a breach or violation of such representations or warranties, the County shall have the right to annul this Agreement without liability, entitling the County to recover all monies paid hereunder and Consultant shall not make claim for or be entitled to recover, any sum or sums otherwise due under this Agreement. This remedy, if effected, shall not constitute the sole remedy afforded the County for such falsity or breach, not shall it constitute a waiver of the County's right to claim damages or otherwise refuse payment or to take any other action provided for by law or pursuant to this Agreement.

ARTICLE 24. SOLID WASTE COMPLIANCE

Pursuant to Oswego County Legislature Local Law, the Consultant agrees to deliver exclusively to the facilities of Oswego County Solid Waste Division, all waste and recyclables generated within the service area by performance of this Agreement by the Consultant and any subcontractors. Upon awarding of this Agreement, and before work

commences, the Consultant will be required to provide Oswego County with proof that Oswego County Local Law has been complied with, and that all wastes and recyclables in the Oswego County Solid Waste's service area which are generated by the Consultant and any subcontractors in performance of this Agreement will be delivered exclusively to Oswego County Solid Waste.

ARTICLE 25. CERTIFICATION REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS AND DRUG-FREE WORKPLACE REQUIREMENTS.

A. **Lobbying.** As required by Section 1352, Title 31 of the U.S. Code and implemented at 34 CFR Part 82 for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Section 82.105 and 82.110, the hereby Consultant certifies that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Consultant, to any persons for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal Grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.
2. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the Consultant shall complete and submit Standard Form 111 "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The Consultant shall require that the language of this certification be included in the award documents for all subcontracts and that all subcontractors shall certify and disclose accordingly.

B. **Debarment, Suspension and other Responsibility Matters.** As required by Executive Order 12549, Debarments and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 83.105 and 85.110,

1. The Consultant certifies that it is its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b. Have not within a three-year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contracts under a public transaction, violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery,

bribery, falsification or destruction of records, making false statements, or receiving stolen property;

- c. Are not presently indicated or otherwise criminally or civilly charged by a Government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph 1(b) of this certification; and
 - d. Have not within a three-year period preceding this Contract had one or more public transactions (Federal, State, or local) for cause or default; and
2. Where the Consultant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this Contract.

C. Drug-Free Workplace (Consultants other than individuals). As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for Consultants, as defined at 34 CFR Part 85, Sections 85.605 and 85.610:

1. The Consultant will or will continue to provide a drug-free workplace by:
 - a. Publishing a statement notifying employees that the manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Consultant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - b. Establishing an on-going drug-free awareness program to inform employees about:
 - i. The dangers of drug abuse in the workplace;
 - ii. The Consultant's policy of maintaining a drug-free workplace;
 - iii. Any available drug counseling, rehabilitation, and employee assistance program; and
 - iv. The penalties that may be imposed upon an employee for drug abuse violation occurring in the workplace;
 - c. Making it a requirement that each employee to be engaged in the performance of the Contract be given a copy of the statement required by paragraph (a);
 - d. Notifying the employee in the statement required by paragraph (a) that as a condition of employment under the Contract, the employee will:
 - i. Abide by the terms of the statement;
 - ii. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction;
 - e. Notifying the County, in writing within ten (10) calendar days after having received notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director Grants Management Bureau, State Office Building Campus, Albany, New York 12240. Notice shall include the identification number(s) of each affected contract.
 - f. Taking one of the following actions, within thirty (30) calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted;

- i. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the Requirements of the Rehabilitation Act of 1973, as amended; or
 - ii. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency;
- g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), (f).
- 2. The Consultant may insert in the space provided below the site(s) for the performance of work done in connection with the specific contract.

Place of Performance (street, address, city, county, state, zip code).

D. Drug-Free Workplace (Consultants who are individuals). As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart for Consultants, as defined at 34 CFR Part 85, Sections 85.605 and 85.610:

- 1. As a condition of the contract, the Consultant certifies that he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the Contract; and
- 2. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any contract activity, the Consultant will report the conviction, in writing, within ten (10) calendar days of the conviction, to: Director, Grants Management Bureau, State Office Building Campus, Albany, NY 12240. Notice shall include the identification number(s) of each affected Contract.

ARTICLE 26. NON-DISCRIMINATION REQUIREMENTS

To the extent required by Article 15 of the Executive Law (also known as the NYS Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Consultant will not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, sexual orientation, age, disability, genetic predisposition or carrier status, or marital status. Furthermore, in accordance with Section 220-e of the Labor Law, if this is a Contract for the construction, alteration or repair of any public building or public work or for the manufacture, sale or distribution of materials, equipment or supplies, and to the extent that this Contract shall be performed within the State of New York, the Consultant agrees that neither it nor its subcontractors shall, by reason of race, creed, color, disability, sex, or national origin: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any

employee hired for the performance of work under this Contract. If this is a building service contract as defined in Section 230 of the Labor Law, then, in accordance with Section 239 thereof, the Consultant agrees that neither it nor its subcontractors shall by reason of race, creed, color, national origin, age, sex or disability: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this Contract. The Consultant is subject to fines of \$50.00 per person per day for any violation of Section 220-e or Section 239 as well as possible termination of this Contract and forfeiture of all moneys due hereunder for a second or subsequent violation.

ARTICLE 27. WAGE AND HOUR PROVISIONS

If this is a public work contract covered by Article 8 of the Labor Law or a building service contract covered by Article 9 thereof, neither the Consultant's employees nor the employees of its subcontractors may be required or permitted to work more than the number of hours or days stated in said statutes, except as otherwise provided in the Labor Law and as set forth in prevailing wage and supplemental schedules issued by the State Labor Department. Furthermore, the Consultant and its subcontractors must pay at least the prevailing wage rate and pay or provide the prevailing supplements, including the premium rates for overtime pay, as determined by the State Labor Department in accordance with the Labor Law. Additionally, effective April 28, 2008, if this is a public work contract covered by Article 8 of the Labor Law, the Consultant understands and agrees that the filing of payrolls in a manner consistent with Subdivision 3-a of Section 220 of the Labor Law shall be a condition precedent to payment by the County of any County approved sums due and owing for work done upon the project.

ARTICLE 28. CERTIFICATION OF COMPLIANCE WITH IRAN DIVESTMENT ACT

Pursuant to Section 103-g of the General Municipal Law, by submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each Bidder/Consultant, any person signing on behalf of any Bidder/Consultant and any assignee or subcontractor and, in the case of a joint bid, each party thereto, certifies, under penalty of perjury, that once the Prohibited Entities List is posted on the Office of General Services (OGS) website, that to the best of its knowledge and belief, that each Bidder/Consultant and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to State Finance Law § 165-a(3)(b).

Additionally, the Bidder/Consultant is advised that once the Prohibited Entities List is posted on the OGS website, any Bidder/Consultant seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this solicitation must certify at the time the Contract is renewed, extended or assigned that it is not included on the Prohibited Entities List.

During the term of the Contract, should the County receive information that the Bidder/Consultant is in violation of the above-referenced certification, the County will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he/she/it has ceased engagement in the investment which is in violation of the Iran Divestment Act of 2012 within 90 days after the determination of such violation, then the County shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the

Bidder/Consultant in default.

The County reserves the right to reject any bid or request for assignment for a Bidder/Consultant that appears on the Prohibited Entities List prior to the award of a Contract and to pursue a responsibility to review with respect to any Bidder/Consultant that is awarded a Contract and subsequently appears on the Prohibited Entities List.

ARTICLE 29. PROHIBITION ON PURCHASE OF TROPICAL HARDWOODS

The Consultant certifies and warrants that all woods products to be used under this Contract award will be in accordance with, but not limited to, the specifications and provisions of Section 165 of the State Finance Law (Use of Tropical Hardwoods), which prohibits purchase and use of tropical hardwoods, unless specifically exempted by the State or any governmental agency or political subdivision of public benefit corporation. Qualification for an exemption under this law will be the responsibility of the Consultant to establish to meet with the approval of the County.

In addition, when any portion of this Contract involving the use of woods, whether supply or installation, is to be performed by any subcontractor, the prime Consultant will indicate and certify in the submitted bid proposal that the subcontractor has been informed and is in compliance with specifications and provisions regarding use of tropical hardwoods as detailed in Section 165 of the State Finance Law. Any such use must meet with approval of the County; otherwise, the bid may not be considered responsive. Under bidder certifications, proof of qualification for exemption will be the responsibility of the Consultant to meet with the approval of the County.

ARTICLE 30. COMPLIANCE WITH NEW YORK STATE INFORMATION SECURITY BREACH & NOTIFICATION ACT

The Consultant shall comply with the provisions of the New York State Information Security Breach and Notification Act (General Business Law Section 899-aa).

ARTICLE 31. GRATUITIES AND KICKBACKS PROHIBITED

- A. Gratuities. It shall be unlawful for any person to offer, give, or agree to give any County employee or former County employee, or for any County employee or former County employee to solicit, demand, accept, or agree from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim, or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore.
- B. Kickbacks. It shall be unlawful for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime Consultant or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

ARTICLE 32. APPRENTICESHIP PROGRAM - NYS Labor Law §815

(For construction contracts over \$100,000 only) To the extent allowed by law and federal funding streams the County of Oswego requires that all county contractors and subcontractors, prior to entering into any county-let construction contracts over \$100,000, to show that they offer apprenticeship agreements appropriate for the type and scope of work to be performed and that have been registered with and approved by the NYS Commissioner of Labor pursuant to the requirements found in the NYS Labor Law. Any apprenticeship agreement shall follow as a template the Suggested Standards for Apprenticeship Agreements under NYS Labor Law §815.

ARTICLE 33. TITLE VI – REQUIRED LANGUAGE

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

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the (Title of Modal Operating Administration) to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the (Title

of Modal Operating Administration), as appropriate, and will set forth what efforts it has made to obtain the information.

5. Sanctions for Noncompliance: In the event of a contractor's noncompliance with the Nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the (Title of Modal Operating Administration) may determine to be appropriate, including, but not limited to: a. withholding payments to the contractor under the contract until the contractor complies; and/or b. cancelling, terminating, or suspending a contract, in whole or in part.
6. Incorporation of Provisions: The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the (Title of modal Operating Administration) may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

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

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 4 71, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-

recipients and contractors, whether such programs or activities are Federally funded or not);

- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

ARTICLE 33. ENTIRE AGREEMENT

The rights and obligation of the parties and their respective agents, successors and assignees shall be subject to and governed by this Agreement, including **Schedules A and B**, which supersede any other understandings or writings between or among the parties.

ARTICLE 34. MODIFICATION

No changes, amendments, or modifications of any of the terms and/or conditions of this Agreement shall be valid unless reduced to writing and signed by the party to be bound. Changes in the scope of Services or specifications of Goods covered by this Agreement shall not be binding, and no payment shall be due in connection therewith, unless prior to the performance of any such Services or the delivery of any Goods, the Chairman of the Legislature of the County, after consultation with the Department Head, executes an Addendum or Change Order to this Agreement, which Addendum or Change Order shall specifically set forth the scope of such extra or additional Services and the amount of compensation and the extension of the time for performance, if any, for any such Services. Unless otherwise specifically provided for therein, the provisions of this Agreement shall apply with all force and effect to the terms and conditions contained in such Addendum or Change Order.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date set forth above.

COUNTY OF OSWEGO

BARTON & LOGUIDICE, D.P.C.

James Weatherly
Signature

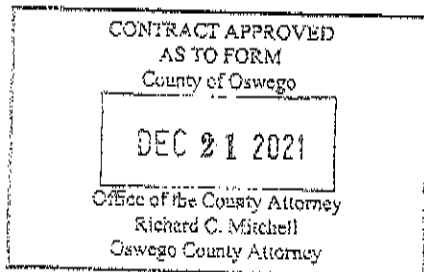
Scott D. Nostrand 12-20-21
Signature

JAMES WEATHERLY
Printed Name

Scott D. Nostrand, P.E.
Printed Name

CHAIRMAN
Title

Sr. Vice President
Title



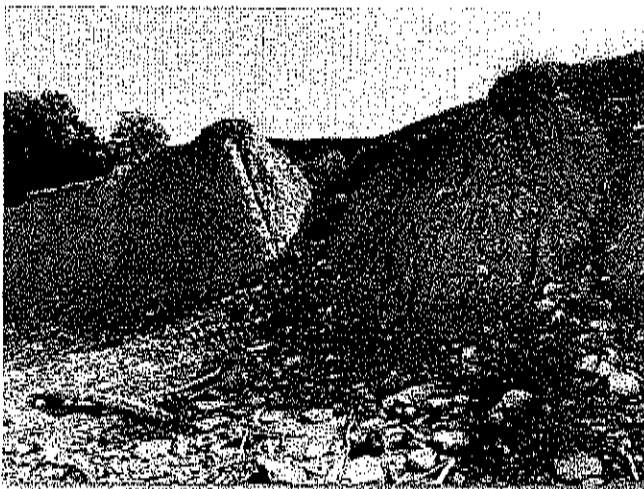
Scope

Project Understanding

Based on our review of the Request for Proposal, review of historic information, and a site visit, Barton & Loguidice, D.P.C., has gained a thorough understanding of the project requirements. We understand that the Camp Hollis shoreline has been a concern for many years. The shoreline has eroded significantly during the Camp's lifespan leading to the relocation of the original camp building and resetting of the fence line along the playing fields. The recent high lake levels have exacerbated the erosion leading to further loss of bluff, including the loss of the access trail from the Camp to the shoreline.

Key considerations to the project include the following:

The project will include stabilization of approximately 600 linear feet of bluff. The characteristics of the bluff vary significantly over this stretch. The southern end is approximately 5 feet high with a continuous rise in the height of the bluff to approximately 50 feet on the northern end. The Camp users previously accessed Lake Ontario from a ramp on the southern end of the bluff. This access is no longer functioning, and an improved access trail will be reestablished as part of the project. Although swimming is prohibited, the summer campers frequently access the lake for canoeing and shoreline recreation. The composition of the bluff also varies from sand and gravel to deposits of silt.



A thorough understanding of the bluff will be critical to its successful stabilization. There is an existing fence along the western edge of the playing fields. There is approximately 15 feet of land between the fence and the top of the bluff. The County would like to minimize the impacts east of the fence to maintain the existing playing field area. There is approximately 50 feet of shoreline below the bluff. As permitting allows, the concept would be to reestablish the toe of slope 12-15' in front of the current bluff. Utilizing design guidance from the U.S.



Army Corps of Engineers' *Design of Coastal Revetments, Seawalls, and Bulkheads*, extra-large rock material would be placed below the water level, anchoring the toe of the slope. Utilizing material from the existing bluff, the bluff would be flattened to 1.5H:1.0V slope. By extending the toe of the slope toward the water (closer to its original location) and cutting the top of bank back, the volume of material imported or exported from the site will be minimized, controlling cost. We would also propose installing a small bench near mid-slope and planting native shrubs with a deeper root system to enhance the stability of the bank. Further, low profile shrubs would be planted along the top of the bank. These shrubs provide a deeper root system to stabilize the top of bank. We would propose utilizing low shrubs versus taller trees to maintain the sight-lines currently enjoyed by the Camp. This top of bank vegetative buffer would further enhance stability of the slope by slowing/absorbing sheet flow runoff from the playing fields before it runs down to the face of the slope. Runoff from the playing fields would be captured by a shallow swale and diverted south along the

top of bank. Capturing this runoff would prevent any concentrated flows over the face of the slope that could lead to instability.

Access to the shore would be near the location of the former shoreline access. The Contractor would establish an access road for construction in this area. When construction is complete, they will restore this area with a stable path/trail to facilitate access of the Camp to the shoreline.

B&L originally became aware of the site in 2012; attending a site visit and preparing a proposal at the time for the County to assess the conditions. While that project wasn't able to move forward, it has allowed us to compare conditions from the site in 2012 and how they have evolved over the last 9 years. Utilizing this site data along with our familiarity with similar projects along the shoreline of Lake Ontario, we have developed the following project approach.

We have included a schematic of our proposed concept in Section 8 - Additional Information.

Project Scope

Based on our understanding of the project, our scope of services will include the following:

Consultant – Barton & Loguidice Team. This consists of Barton & Loguidice, PJO Surveying, and Shumaker Consulting Engineering & Land Surveying, D.P.C.
Sponsor – Oswego County

1. GENERAL

A. Project Familiarization

The Consultant will become familiar with the project before starting any work. This includes a thorough review of all supplied project information and a site visit to become familiar with the field conditions.

B. Meetings

The Consultant will prepare for and attend all meetings as directed by the Sponsor's Project Manager. Meetings may be held to:

- Present, discuss, and receive direction on the progress and scheduling of work in this contract.
- Present, discuss, and receive direction on project specifics.

- Discuss and resolve comments resulting from review of project documents, advisory agency review, and coordination with other agencies.
- Manage subconsultants and subcontractors.

The REDI program requires a pre-application meeting with regulatory agencies to discuss the project and potential permit requirements.

Assume 2 general meetings and 1 pre-application meeting

C. Cost and Progress Reporting

For the duration of this contract, the Consultant will prepare and submit to the Sponsor on a monthly basis a Progress Report in a format approved by the Sponsor. The REDI program requires quarterly reporting. It is assumed this reporting will be performed by the County.

Assume 8 Progress Reports

2. DATA COLLECTION

A. Design Survey

The Consultant shall conduct all surveys and provide digital terrain data required for the design.

Geodetic Project Control – The Consultant shall establish, measure, and adjust the horizontal and vertical primary control for the project.

Survey Baseline and Benchmarks – The Consultant shall establish, measure, and adjust a permanent (close traverse) survey baseline and a benchmark network (closed run) for the entire project length between known geodetic control.

B. Topographic Field Survey

The Consultant shall obtain digital terrain (3 dimensional) data by means of a ground survey. Assume a 100-foot bandwidth. The Consultant shall also locate all property lines.

C. Design Mapping

Base Mapping for Design

The Consultant shall provide the following base mapping conforming to applicable standards. This mapping shall incorporate the design survey data. All graphics generated from terrain data shall be created and produced within Microstation V8i.

The Consultant shall provide a Digital Terrain Model (DTM) for this project.

D. Underground Utility Surveys

The Consultant shall perform the field survey and mapping necessary to locate approximate or precise locations of private and/or public underground utilities. This work may include coordination of assistance with the utilities or municipalities involved.

E. Soil Investigation

No investigation is assumed for this project.

3. PRELIMINARY DESIGN**A. Develop Design Alternative to 60%**

The Consultant shall develop the selected design alternative to 60% completion. They shall include the development of the following:

- Drainage design
- Design geometry
- Shoreline protection

The Consultant shall submit the 60% plans to the Sponsor and oversight agency (DEC) for review. The Consultant shall meet with the Sponsor to discuss the comments and incorporate into the 90% submittal.

B. Cost Estimating

The Consultant shall develop, provide, and maintain a construction cost estimate for each design alternative.

C. Resolution to Comments

Address comments on the 60% submittal.

4. ENVIRONMENTAL STUDIES**A. SEQRA Determination (By County)**

The Consultant shall briefly state the SEQRA type, with appropriate references to SEQRA regulations. The Consultant shall also:

- Note and list any permit requirements.
- Note whether the SEQRA type, or need for permits varies with the alternatives.
- It is assumed that this will be an Unlisted Action. The consultant will complete a Short EAF and assist the County with a coordinated review.

- It is assumed that the coordinated review will conclude that no significant adverse environmental impacts would result from the project.

- Oswego County will be lead agency.

B. Assistance with Permits and Certification

The Consultant shall assist the Sponsor in applying for the following permit(s) and certifications, as needed:

- U.S. Army Corps of Engineers Section 10 Permit
- U.S. Army Corps of Engineers Section 404 Permit
- U.S. Coast Guard Section 9 of Rivers and Harbors Act
- NYSDEC Section 401 Water Quality Certification
- NYSDEC Article 15 Protection of Waters Permits
- NYSDOS Federal Coastal Consistency review
- NYSOGS State-owned Lands Underwater Permit
- Town of Oswego Local Coastal Erosion Hazard Area Permit
- Town of Oswego Local Floodplain Development Permit

The Consultant shall assemble and submit to the Sponsor all specifically required information in a suitable form for obtaining each permit or certification. (This information shall include, as necessary, special reports and other documentation prepared under other tasks.)

The Consultant shall prepare the required application forms and supporting documentation. The Sponsor shall obtain the permit(s) and certification from the regulatory agencies.

C. General Ecology and Endangered Species

The Consultant shall conduct a field investigation to determine existing terrestrial and aquatic ecological characteristics in the project area, including (but not limited to):

- General terrain;
- Major hydrologic features;
- Habitat types (e.g., field, shrublands, hardwood forest, wetland, agricultural land);
- Relative abundance of each habitat type;
- Expected characteristic plant species associated with each habitat type;

- Expected characteristic fish and wildlife populations (i.e., typical fish, mammal, bird, amphibian, and reptile species known or expected to occur in the project vicinity)

It is assumed that no protected species will be confirmed within the proposed limits of work and that detailed presence/absence surveys will not be required, including the need for freshwater mussel surveys. No state or federal protected species are anticipated to be adversely affected by the proposed project.

D. Regulated Wetlands

Field Delineation

Based on (at a minimum) a map review and a site visit, the Consultant shall screen the project limits for federal and state jurisdictional wetlands.

It shall be based on the presence of hydrophytic vegetation, wetland hydrology, and hydric soils, as outlined in the Corps of Engineers Wetlands Delineation Manual (Environmental Laboratory, 1987) and their 2011 Northcentral and Northeast Regional Supplement. The Consultant shall employ the "Routine On-site Inspection Methodology" (or, where appropriate, one of the specified alternative procedures) set forth in this manual.

The wetland field screening shall be performed by an individual or individuals trained in the three-parameter methodology adopted by the Corps of Engineers as set forth in the above manuals.

The Consultant shall perform the wetland field screening at a time of year when soil samples may be collected (i.e., when the upper 18 inches of soil are not frozen) and there is sufficient live or persistent vegetation cover to reasonably make a wetland determination. In most regions of New York State, field delineations are limited to the period between March 15 and November 15.

It is assumed that a Stormwater Pollution Prevention Plan (SWPPP) is not required.

E. Detailed Studies

Detailed studies will be completed for the following:

- Coastal Zone Management – federal coastal consistency review assumed

- Historic/Cultural Resources – Phase 1A not assumed. Determination of No Effect anticipated.

5. DETAILED DESIGN (90% Submittal)

A. Advanced Detailed Plans – Contract Drawings

The ADPs shall conform to the Design Procedure Manual, and the CADD Standards and Procedure Manual.

The ADPs shall include all applicable contract drawings which are required to convey the intent of the design of the project.

The ADPs are anticipated to include but are not limited to the following contract sheet drawings:

- Title sheet
- Index, legend, and abbreviations
- Typical sections
- Survey baseline and benchmark ties
- Excavation plan, elevation
- General notes
- General plan
- Bank stabilization section and details
- Erosion and Sediment Control Plan

The Consultant shall develop the design to the ADP completion stage. At this stage, all drawings, CADD files and associated materials shall be 100% complete, and the updated estimate shall include finalized quantities for at least 40% of the pay items.

B. Cost Estimating

The Consultant shall develop, provide, and maintain the construction cost estimate for the project.

The Consultant shall update the estimate periodically and as necessary to incorporate significant design changes, and shall develop and provide the final Engineer's Estimate including all pay item quantity computations.

The Consultant shall prepare the following associated 8.5"x11" materials:

- Special specifications
- Special notes
- Item list

SCHEDULE A-5

RFP 21-YB-001 Camp Hollis

C. 100% Submission

The Consultant shall provide the Sponsor with three copies of the 100% submittal.

The Sponsor shall provide the Consultant with review comments. The Consultant shall incorporate them into the 100% plans, revising the design as necessary.

The Consultant shall prepare and provide the Sponsor with a written list of individual comments and responses.

The Consultant shall modify the design per Sponsor and other agency review of the 90% transmittal.

D. Utility Coordination

The Consultant shall prepare a utility inventory report for the project area, indicating ownership and impacts to existing utilities by the proposed work. This report shall be distributed to all parties listed on it for confirmation.

The Consultant shall be responsible to coordinate all utility relocations required by the project.

6. FINAL CONTRACT DOCUMENTS AND BIDDING

A. Final Contract Documents

The Consultant shall incorporate the Sponsor's 100% submittal comments and complete a bid-ready package of final plans, specifications, cost estimates, and contract documents including prevailing wage rates.

B. Advertisement, Bid Opening, Award

The Consultant will hold the public bid opening.

The Consultant will analyze the bid results. The analysis will include:

- Verifying the low bidder
- Ensuring receipt of all required bid documents
- Determining if the low bidder is qualified to perform the work

7. CONSTRUCTION SUPPORT

NOT PART OF THIS AGREEMENT



STANISLAW MORTON
EFFORT FOR ESTIMATE
BARRY AND LONNIE, INC.

2024 3rd. International Science

1571.15

ཡུལ་གྱི་རྒྱུ་

1. LABOR TOTAL										\$54,100
2. SUBORDINABLE EXPENSES:										
Printing:										
Plan 11 x 17										\$211
Plan 22 x 34										50
Plan 36 x 48										
Plan 48 x 60										
Plan 60 x 84										\$10,065
Plan 84 x 108										
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12/13/2019

Index

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SCHEDULE B-2

Barton & Loguidice
Billing Rates For Calendar Year 2021
 Rates will be updated for 2022



Travel - by common carrierat cost
 Travel - by passenger vehicles* IRS published rate for current year
 Subsistence (when overnight away from home office)at cost
 Telephone, outside printing, postage, etc.at cost
 In-house printing Billing rate schedule for printed material
 Sampling - equip. Rental Expendables billing rate schedule for sampling services
 Outside contracted services Cost plus 10%

INDIVIDUAL PRINCIPALS AND TECHNICAL EMPLOYEES AT THE FOLLOWING HOURLY RATES:

TITLE/NAME		Rate
Executive Manager	\$	260.00
Manager V	\$	224.00
Manager IV	\$	203.00
Manager III	\$	189.00
Manager II	\$	174.00
Manager I	\$	158.00
Professional VI	\$	148.00
Professional V	\$	135.00
Professional IV	\$	120.00
Professional III	\$	108.00
Professional II	\$	94.00
Professional I	\$	78.00
Technician VII	\$	130.00
Technician VI	\$	124.00
Technician V	\$	109.00
Technician IV	\$	101.00
Technician III	\$	91.00
Technician II	\$	76.00
Technician I	\$	65.00
Construction III	\$	124.00
Construction II	\$	105.00
Construction I	\$	94.00
Technical Assistant III	\$	92.00
Technical Assistant II	\$	78.00
Technical Assistant I	\$	66.00

*Approved IRS mileage rate in effect at time of billing ** Does not include operator



BARTO-4

OP ID: SM

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/21/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Poole Professional B&B of MA
107 Audubon Rd. #2, Ste 305
Wakefield, MA 01880
Mary-Beth Rumble

781-245-5400

CONTACT

NAME:

PHONE

(A/C, No, Ext): 781-245-5400

FAX

(A/C, No): 781-245-5463

E-MAIL

ADDRESS:

smiller@poole-ny.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: National Fire Ins. Co.

20478

INSURER B: Valley Forge Insurance Company

20508

INSURER C: Continental Insurance Company

35289

INSURER D: Berkley Insurance Company

32603

INSURER E:

INSURER F:

INSURED
Barton & Loguidice, D.P.C.
443 Electronics Parkway
Liverpool, NY 13088

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL SUBR INSD WYVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Cross-Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROTECT <input type="checkbox"/> LOC OTHER:	X	6017222821	04/24/2021	04/24/2022	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	X	6017222852	04/24/2021	04/24/2022	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per resident) \$ PROPERTY DAMAGE (Per accident) \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10000	X	6017222849	04/24/2021	04/24/2022	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N N/A	617222835	04/24/2021	04/24/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Prof. Liability Pollution Liability		AEC-9046201-03	07/20/2021	07/20/2022	PER CLAIM \$ 5,000,000 AGGREGATE 10,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

County of Oswego is included as additional insured to the extent allowed on the blanket additional insured endorsements included on the above listed policies. Includes 30-day notice of cancellation.

CERTIFICATE HOLDER

OSWEG-1

County of Oswego
46 East Bridge Street
Oswego, NY 13126

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Mary Beth Rumble

RESOLUTION NO.

April 13, 2023

**RESOLUTION AWARDING PROFESSIONAL SERVICES CONTRACT –
RFP 23-YB-001 – ARCHITECTURE & ENGINEERING SERVICES – CAMP
ZERBE BATHHOUSE**

By Legislator Roy Rehill,

WHEREAS, the County issued a request for proposal for a vendor to provide Architecture and Engineering Services for a bathhouse at Camp Zerbc; and

WHEREAS, in accordance with Oswego County Purchasing Policy, the Oswego County Purchasing Department solicited Requests for Proposals (RFP 23-YB-001) from multiple qualified firms to provide architecture and engineering services; and

WHEREAS, the Oswego County Youth Bureau and Oswego County Purchasing Department have reviewed the proposals received and determined the proposal from GYMO of Watertown, NY 13601 meets the County's needs;

NOW, THEREFORE, BE IT RESOLVED, that upon the recommendation of the Human Service Committee that the County of Oswego awards the professional service contract for providing architecture and engineering services, to GYMO of 18969 US Route 11, Watertown, NY 13601, at an approximate cost of \$37,650.00 and be it further

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

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

YES:

NO:

ABSENT:

ABSTAIN:



OSWEGO COUNTY PURCHASING

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

RFP 23-YB-001 – A&E SERVICES – CAMP ZERBE BATHHOUSE

Name of Company	Location	Proposed Price	Evaluation Rating	Required Documentation PRCS/PIS/SHC/NCC/RFC					
GYMO	18969 US Route 11 Watertown, NY 13601	\$37,650.00	89.5%	<table border="1"> <tr> <td>X</td><td>X</td><td>X</td><td>X</td><td>X</td> </tr> </table>	X	X	X	X	X
X	X	X	X	X					
LaBella Associates	316 S. Clinton St. Fl. 2 Syracuse, NY 13202	\$24,870.00	86.5%	<table border="1"> <tr> <td>X</td><td>X</td><td>X</td><td>X</td><td>X</td> </tr> </table>	X	X	X	X	X
X	X	X	X	X					

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

Solicitation Process: RFP 23-YB-001 was publicly advertised in the official newspaper, on Bidnet, and on the Oswego County website on April 28, 2023. It was also sent directly to the following vendors:

Aubertine & Currier	Barton & Loguigice	BCA A&E
Bell & Spina Architects	CHA Consulting	C&S Engineers, Inc.
EDR	Foit-Albert Associates	Plumley Engineering
Prudent Engineering	Ram-Tech Engineers	Schumaker Consulting

Number of Responses: Two (2)

GYMO	Pro <ul style="list-style-type: none"> • Straight forward project approach. • Performed similar work in the past. Con <ul style="list-style-type: none"> • Price
LaBella Associates	Pro <ul style="list-style-type: none"> • Price Con <ul style="list-style-type: none"> • Cookie cutter project approach. • Several assumptions & exclusions.

Proposals Reviewed By:

Brian Chetney, Executive Director & Zach Grulich, Coordinator of Parks & Recreation

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

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

Evaluation Comparison
RFP 23-YB-001 A E SERVICES FOR CAMP ZERBE BATHHOUSE

Total Points	Evaluation Criteria	GYMO		LaBella	
		Watertown, NY		Syracuse, NY	
	Evaluator	B.C.	Z.G.	B.C.	Z.G.
40	Experience & Capabilities	38	38	38	38
30	Management Outline and Project Approach	29	28	20	20
10	Business & Organization	8	8	10	8
20	Cost	15	15	19	20
100	Total Points	90	89	87	86
Rating per Evaluation		89.5		86.5	

B.C. = Brian Chetney
Z.G. = Zach Grulich

RESOLUTION NO.

June 15, 2023

**RESOLUTION DESIGNATING VARIOUS SNOWMOBILE TRAIL
IMPROVEMENTS TYPE II ACTIONS UNDER NEW YORK STATE SEQRA**

By Legislator Mary Ellen Chesbro:

WHEREAS, the County of Oswego ("the County") is the designated Local Sponsor for the management of the New York State Department of Parks, Recreation, and Historic Preservation's Snowmobile Trail Grant program ("the Grant") in Oswego County on behalf of the ten private snowmobile clubs, and

WHEREAS, the Mexico Trail Riders, being a domestic not-for-profit corporation with its principal offices located at P.O. Box 564, Mexico, New York 13114, intends to establish a 2.50-mile trail known as S5G. The re-route is necessary to connect to a restaurant, park, and ride. Sections of 52B will change to S52G due to the re-route.

WHEREAS, the Mexico Trail Riders, being a domestic not-for-profit corporation with its principal offices located at P.O. Box 564, Mexico, New York 13114, intends to establish an addition of .8 miles to trail S52H. This will establish a trail to a gas station.

WHEREAS, the Mexico Trail Riders, being a domestic not-for-profit corporation with its principal offices located at P.O. Box 564, Mexico, New York 13114, intends to establish an addition of .8 miles to trail S52J. This will establish a trail to a gas station.

WHEREAS, the Pulaski-Boylston Snowmobile Club, being a domestic not-for-profit corporation with its principal offices located at 5001 N Jefferson St, Pulaski, New York 13142, intends to establish a 5.0 mile trail known as trail S53. They lost the trail last year due to the trail ending on a non-rideable route. The trail has been re-routed and moved the trail to end at a restaurant.

WHEREAS, the Pulaski-Boylston Snowmobile Club, being a domestic not-for-profit corporation with its principal offices located at 5001 N Jefferson St, Pulaski, New York 13142, intends to establish an addition of 1.6 miles to trail C5E. This takes a trail from non-rideable road and moves trail to the woods.

WHEREAS, it is mandated by the State of New York that when new trails or modifications of existing trails are proposed they must undergo environmental review, and

WHEREAS, "Minor temporary uses of land having negligible or no permanent impact on the environment," are categorized as Type II under SEQRA, pursuant to 6 CRR-NY 617.5(c)(21), and

WHEREAS, it is determined that the seasonal use of land for snowmobile trails is a, "Minor temporary uses of land having negligible or no permanent impact on the environment," and

WHEREAS, Type II actions are those actions identified by the State of New York as

having little or no impact on the environment and are thus not subject to SEQRA review, and thus it is

RESOLVED, that the proposed new trails, trail extensions, and trail reroutes for the 2021-2022 funding season are determined to be Type II actions under SEQRA and thus require no additional review under SEQRA.

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

YES:

NO:

ABSENT:

ABSTAIN:



Tim Stahl
Director

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

COUNTY BUILDING
46 EAST BRIDGE STREET
OSWEGO, NEW YORK 13126

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

Daniel Breitweg
Deputy Director

Donna B. Scanlon
Office of Community
Development Programs

Kelly Allen
Office of Housing Assistance

INFORMATIONAL MEMORANDUM

SUBJECT: SEQR review of additions to the county's snowmobile trail system.

PURPOSE: To acknowledge the review of plans by two of our snowmobile clubs to enhance their trail systems by the addition of a few small segments.

SUMMARY: Oswego County currently has contracts with 10 independent snowmobile clubs that manage and maintain nearly 400 miles of trails funded by the NYS Office of Parks, Recreation and Historic Preservation. An ongoing review of a county's trail system by NYS is necessary for the continuation of funding for each of the trails within the system. In the case of a new addition to an existing trail or a new trail within the system, an environmental review is required and, in this case, has been performed. No land involved in the re-routes are county owned.

FISCAL

IMPACT: Better and safer trails will bring additional visitors to our county during the snowmobiling season supporting the small business community.

RECOMMENDED

ACTION: The committee on Economic Development & Planning committee recommends that the Oswego County Legislature authorize this action.

RESOLUTION NO.

June 15, 2023

**RESOLUTION TO AMEND THE AGRICULTURAL DISTRICT PLAN
BOUNDARIES BY PERMITTING ADDITIONAL AREAS OF INCLUSION,
PURSUANT TO AGRICULTURE AND MARKETS LAW (AML) SECTION 303-b,
AS AMENDED.**

By Legislator Mary Ellen Chesbro:

WHEREAS, the Oswego County Legislature received landowner requests during the established time frame of March 1, 2023 – March 31, 2023 and forwarded them to the Oswego County Agriculture and Farmland Protection Board for review and recommendation, pursuant to the Agriculture and Markets Law (AML), as amended, and

WHEREAS, public comment was solicited at a public hearing on June 15, 2023 regarding the inclusion of said parcels into the existing Oswego County Agricultural District.

NOW, on the recommendation of the Economic Development and Planning Committee and the Oswego County Agriculture and Farmland Protection Board, be it

RESOLVED, that the Oswego County Legislature supports said recommendations for the inclusion of the listed parcels (below) into the Oswego County Agricultural District Plan, and be it further

RESOLVED, that the amended district plan be submitted to the New York State Commissioner of Agriculture and Markets for certification.

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

YES:

NO:

ABSENT:

ABSTAIN:

Number	TS, ID BEING ADDED	OWNER/LEASEE	STREET ADDRESS	CITY/STATE/ZIP	SMV
1	119.00-01-08.14	Susan Bristol	208 Hong Kong Rd	Parish, NY 13131	352000
2	154.00-01-17	Louis C Brockway	2754 US RT 11	Parish, NY 13131	353489
3	083.00-01-05.01	Cindy Casey	128 Fort Leazier Rd	Mexico, NY 13114	355089
4	285.00-01-01	Cedar Creek Land Holdings, LLC	12963 st rt 176	Hannibal, NY 13074	353089
5	284.00-02-03	Cedar Creek Land Holdings, LLC	12963 st rt 176	Hannibal, NY 13074	353089
6	267.00-01-17.03	Cedar Creek Land Holdings, LLC	12963 st rt 176	Hannibal, NY 13074	353089
7	287.00-01-28.02	Cedar Creek Land Holdings, LLC	12963 st rt 176	Hannibal, NY 13074	352800
8	300.00-04-03.03	Cedar Creek Land Holdings, LLC	12963 st rt 176	Hannibal, NY 13074	352800
9	286.00-06-01.1	Cedar Creek Land Holdings, LLC	12963 st rt 176	Hannibal, NY 13074	352800
10	285.00-03-28	Cedar Creek Land Holdings, LLC	12963 st rt 176	Hannibal, NY 13074	353089
11	101.00-03-14	Claire Collie	184 CO RT 41A	Pulaski, NY 13142	355089
12	175.00-01-17	Ray Crandall	2231 CO RT 26	Parish, NY 13131	354689
13	287.00-02-15	Anne Gibson	42 Stoney Robbey Rd	Fulton, NY 13069	352800
14	201.00-04-07.01	Michael Gorham	222 Giddings Trail	Baldwinsville, NY 13027	352800
15	257.00-01-11.04	Keith Greenleaf	964 Co Rt 54	Fulton, NY 13069	354400
16	212.00-01-37	Robert Halbritter	613 Tanner Rd	Williamstown, NY 13493	352200
17	028.00-02-11	Darren J. Harten	795 CO RT 62	Pulaski, NY 13142	355289
18	086.00-01-44	Walter Kling	166-74 Lehigh Rd	Pulaski, NY 13142	355089
19	022.00-02-28	James Macklen	1116 CO RT 50	Lacona, NY 13083	352400
20	216.00-04-04	Constance Masuicca	1244 CO RT 7	Hannibal, NY 13074	353089
21	164.00-02-34	Bert Petrie	185 Cemetery Rd	Oswego, NY 13126	354200
22	242.00-04-02	Greg Piquet	5637 E Davy Rd	Brewerton, NY 13029	353289
23	242.00-06-11.11	Greg Piquet	5637 E Davy Rd	Brewerton, NY 13029	353289
24	198.00-01-01.02	Jesse Scott	17 Wall St	Hannibal, NY 13074	353089
25	237.00-03-16.02	David Scudder	1028 Gilbert Mills Rd	Fulton, NY 13069	355800
26	237.00-03-13.01	David Scudder	1028 Gilbert Mills Rd	Fulton, NY 13069	355800
27	263.00-02-01.2	Ronald Starushak	9069 Elpis Rd	Camden, NY 13316	352689
28	194.00-01-11	Steve Steelmashuck	1736-45 St Rt 69	Parish, NY 13131	354689
29	040.00-01-28	Gabriel Yerdon	4057 CO RT 22	Lacona, NY 13083	355289
30	040.00-01-03	Gabriel Yerdon	4057 CO RT 22	Lacona, NY 13083	355289
31	040.00-01-25	Gabriel Yerdon	4057 CO RT 22	Lacona, NY 13083	355289
32	042.00-01-03	Gabriel Yerdon	4057 CO RT 22	Lacona, NY 13083	354000

RESOLUTION NO.

June 15, 2023

**RESOLUTION ADOPTING MODIFIED AGRICULTURAL DISTRICT # 11 AND
FINDING THAT THE PROPOSED DISTRICT WILL NOT HAVE A SIGNIFICANT
ENVIRONMENTAL IMPACT**

By Legislator MaryEllen Chesbro:

WHEREAS, Oswego County, with assistance from Cornell Cooperative Extension of Oswego County, has completed its statutory obligations to review Agricultural District #11, and

WHEREAS, a public hearing on the review process and the proposed modification was held at 7:00 p.m. on June 15, 2023, and

WHEREAS, the Oswego County Legislature, based on information gathered during the review process and on the recommendation of the Farmland Protection Board, deems it in the best interests of the county to modify the existing district plan, and

WHEREAS, the Oswego County Legislature has reviewed the proposed modifications as listed on the attachment to this resolution, and

WHEREAS, the Oswego County Legislature has reviewed the Environmental Assessment Form prepared in accordance with the requirements of the State Environmental Quality Review Act (SEQR), that the Oswego County Legislature, as lead agency, finds that there will be no significant environmental impact from the proposed modified agricultural district and therefore, issues a negative declaration in accordance with the Environmental Assessment Form.

NOW, THEREFORE, BE IT RESOLVED, that the Oswego County Legislature finds that the district should be modified as proposed and adopts the district plan with those modifications, and be it further

RESOLVED, that the district review plan, as modified to remove the following attached properties, be submitted to the Commissioner of Agriculture and Markets for certification.

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

YES:

NO:

ABSENT:

ABSTAIN:

Application for Removal from Agricultural District 11

Number	PARCEL TO REMOVE	OWNER	STREET ADDRESS	CITY, STATE ZIP CODE	SWIS
1	119.00-01-21	Edward D Bristol	194 Hong Kong Rd	Parish, NY 13131	352000
2	190.00-01-01.11	Ray Nellis	PO BOX 234	Hastings, NY 13076	353289
3	208.00-01-04	Ray Nellis	PO BOX 234	Hastings, NY 13076	353289
Total		3			

RESOLUTION NO.

RESOLUTION AUTHORIZING THE CHAIR OF THE LEGISLATURE TO EXECUTE NO-COST TIME EXTENSION REQUESTS FOR VARIOUS NYSDOT CONTRACTS (ATC-17-OSW, ATC-18-OSW, NY-2017-057, NY-2018-44, NY-18-X031, NY-2020-086)

By Legislator Chesbro:

WHEREAS, the county has entered into various contracts for public transportation for the years of 2017-2020 associated with NYS Grant No. C004432 with NYSDOT for FTA funding for ATC-17-OSW-\$117,163.00, (\$112,463.00 balance remaining) and ATC-18-OSW- (Revision No.2-2)-\$97,501.00, (\$58,466.09 balance remaining) and

WHEREAS, the county has entered into contract with NYSDOT funding for NY-2017-057 - \$100,133.00, (\$39,112.44 balance remaining), NY-2018-044 -\$222,468.00, (\$84,533.00 balance remaining), NY-18-X031- \$160,203.00 (\$144,183.00 balance remaining), NY-2020-086- \$703,882.00 (\$507,793.00 balance remaining) and

WHEREAS, the county has agreed to \$1,401,350.00 of sponsor funding (\$946,550.53 balance remaining obligation) to comply with NYS Grant No. C004432, and

WHEREAS, due to the COVID-19 pandemic and other factors, a no-cost time extension is required for these contracts; and

WHEREAS, a resolution is both necessary and desirable,

Now, therefore upon recommendation of the Economic Development and Planning Committee of this body, it is hereby

RESOLVED, that the Chairman of the Legislature be and is hereby authorized to execute requests for no-cost time extensions by NYSDOT for various public transportation contracts for both FTA and NYSDOT funding.

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

YES: NO: ABSENT: ABSTAIN:



Tim Stahl
Director

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

COUNTY BUILDING
46 EAST BRIDGE STREET
OSWEGO, NEW YORK 13126

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

Daniel Breitweg
Deputy Director

Donna B. Scanlon
*Office of Community
Development Programs*

Kelly Allen
Office of Housing Assistance

INFORMATIONAL MEMORANDUM

SUBJECT: NYS DOT No-Cost time Extension for Oswego County Local Government

PURPOSE: To ensure Oswego County can roll over grant funding associated with NYSDOT State Grant Number - C004132

SUMMARY: NYSDOT requires a resolution to execute a request for a No-Cost Extension for various projects associated with NYS Contract No. C00132. During the COVID -19 pandemic and the restructuring of public transit programs in Oswego County, these grant funds were not spent and Oswego County wishes to execute a no cost extension. The no-cost extension will allow the county to utilize these grant funds for transportation related projects, such as; mobility management services, bus purchase, bus hardware , etc.

RESOLUTION NO.

June 15, 2023

RESOLUTION ACCEPTING FUNDING FROM UNIVERSITY EMERGENCY SERVICES, INC. D/B/A UBMD EMERGENCY MEDICINE (UBMDEM) THROUGH ITS DIVISION FOR MEDICATION FOR ADDICTION TREATMENT & ELECTRONIC REFERRALS (MATTERS) TO PURCHASE A HARM REDUCTION VENDING MACHINE

By Legislator James Karasek:

WHEREAS, to accept funding to purchase a Harm Reduction Vending Machine; and

WHEREAS, the MATTERS program has selected Oswego County Health Department as one of 15 locations to receive funding to reimburse the cost of a harm reduction vending machine; and

WHEREAS, deploying harm reduction vending machines is an evidence-based strategy to increase community access to naloxone and prevent opioid overdose deaths; and

NOW, upon recommendation of the Health 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 account 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 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

JIANCHENG HUANG, DIRECTOR OF PUBLIC HEALTH
PHONE 315.349.3545



HEALTH DEPARTMENT

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

INFORMATIONAL MEMO

SUBJECT: Harm Reduction Vending Machine Agreement

PURPOSE: To accept funding from University Emergency Medical Services, Inc., d/b/a UBMD Emergency Medicine (UBMDEM), through its division, Medication for Addiction Treatment & Electronic Referrals (MATTERS) to purchase a Harm Reduction Vending Machine.

SUMMARY: The MATTERS program has selected Oswego County Health Department as one of 15 locations to receive funding to reimburse the cost of a harm reduction vending machine. Deploying harm reduction vending machines is an evidence-based strategy to increase community access to naloxone and prevent opioid overdose deaths. Harm reduction items can be accessed 24 hours a day. The registration is completed and tracked by the MATTERS program, allowing individuals to anonymously access harm reduction items. The installation of a machine provides services to a population in the county that has been identified as high risk for future overdoses. Partnering with MATTERS will also provide additional data on how services are accessed to inform future prevention programs.

MATTERS will reimburse OCHD for the cost of the vending machine, electrical installation, storage cabinet and Year 1 of annual fees (software, warranty, cellular service). OCHD is responsible for repairs not covered by the warranty. Based on availability, MATTERS will provide supplies for the machine for the length of the agreement. The term of the agreement is for one year, to be extended if funding is available. At its conclusion, the vending machine may be kept in operation with the county assuming the costs.

RECOMMENDED

ACTION: To approve the agreement with MATTERS and the corresponding budget modification.

RESOLUTION NO.

June 15, 2023

**RESOLUTION TO INCREASE AUTHORIZATION FOR
CAPITAL PROJECT NO. 0123 –HIGHWAY EQUIPMENT CAPITAL PROJECT**

By Legislator Steven Walpole:

WHEREAS, this body has established Capital Project No. 0123 with a maximum authorization of \$16,482; and

WHEREAS, this increase is necessary as the equipment prices were from 2021. The increase is based on inflation of the vehicles of the last 2 years ; and

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

RESOLVED, that the Treasurer is hereby authorized to transfer \$16,482 from A.15990 (General Funds) -- to H 52900 0321 (Highway Equipment Capital Project)

Capital Project No. 0123**Total Authorization**

Highway Equipment

\$ 16,482.00

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 increase the authorization level of Capital Project No. 0123 for the purpose of covering the increase of the cost of the vehicles ordered 2 years ago, County of Oswego.

PURPOSE: To recommend that the Infrastructure, Facilities and Technology Committee, the Finance & Personnel Committee and the Oswego County Legislature authorize Capital Project No. 0123 to be increased by \$16,482 to an authorization level \$16,482 through a transfer from General Funds.

SUMMARY: This increase is necessary to as the equipment prices were from 2021. The increase is based on inflation of the vehicles of the last 2 years.

RECOMMENDED ACTION: The Infrastructure, Facilities and Technology Committee, the Finance & Personnel Committee and the Oswego County Legislature authorize the transfer of funds to Capital Project No. 0123.

Shawn Walker
Highway Superintendent

Date

BUDGET MODIFICATION REQUEST

TOTAL AMOUNT:

Mani Schmitt 6/6/23

DATE _____

RESOLUTION NO.

June 15, 2023

**RESOLUTION TO INCREASE AUTHORIZATION FOR
CAPITAL PROJECT NO. B0123 — CR 23 BRIDGE OVER SCRIBA CREEK**

By Legislator Steven Walpole:

WHEREAS, this body has established Capital Project No. B0123 with a maximum authorization of \$200,000; and

WHEREAS, this increase is necessary to progress this project through the construction and construction inspection phases. The increase is based on the Consultant's estimate of probable construction cost. The actual construction cost will not be known until we receive the construction bids for the project, which may be higher or lower than the estimate; and

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

RESOLVED, that the Treasurer is hereby authorized to transfer \$2,100,000 from the Unappropriated Fund Balance to Capital Project No. B0123 -- to fund the construction and construction inspection phases for the replacement of CR 23 bridge over Scriba Creek.

Capital Project No. B0123**Total Authorization**

Bridge – CR 23 bridge
over Scriba Creek

\$2,300,000

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



**COUNTY OF OSWEGO
HIGHWAY DEPARTMENT**

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

Shawn Walker, Highway Superintendent

Chris Baldwin, P.E., Highway Engineer

INFORMATIONAL MEMORANDUM

SUBJECT: To increase the authorization level of Capital Project No. B0123 for the purpose of replacing the CR 23 Bridge over Scriba Creek in the Town of Constantia, BIN 3313670, County of Oswego.

PURPOSE: To recommend that the Infrastructure, Facilities and Technology Committee, the Finance & Personnel Committee and the Oswego County Legislature authorize Capital Project No. B0123 to be increased by \$2,100,000 to an authorization level \$2,300,000 through a transfer from the Unappropriated Fund Balance. This project will be eligible for 100% funding from the CHIPS program.

SUMMARY: This increase is necessary to progress this project through the construction and construction inspection phases. The increase is based on the Consultant's estimate of probable construction cost. The actual construction cost will not be known until we receive the construction bids for the project, which may be higher or lower than the estimate.

RECOMMENDED ACTION: The Infrastructure, Facilities and Technology Committee, the Finance & Personnel Committee and the Oswego County Legislature authorize the increase to Capital Project No. B0123.

Shawn Walker
Highway Superintendent

Date

COUNTY OF OSWEGO

ACCOUNT NUMBER			ACCOUNT NUMBER			DESCRIPTION	DOLLAR AMOUNT
DEPT.	OBJECT	SUB.	DEPT.	OBJECT	SUB.		
			A9901	599014		Interfund Transfer - Capital Projects	2,100,000.00
A	159900					Unappropriated Fund Balance	(2,100,000.00)
			H	529000	B0123	CP# B0123 Capital Project Expenses	2,100,000.00
H	450310	B0123				Interfund Transfer (into CP# B0123)	(2,100,000.00)
						Increase CP# B0123 - CR 23 Bridge over Scriba Creek,	
						Town of Constantia, BIN 3313670	
TOTAL AMOUNT							

COMMITTEE SIGNATURES	DATE
<i>Pat H.</i>	<i>June 6, 1923</i>
<i>Michael G. Gordon</i>	<i>6/6/23</i>
<i>Regina & Raymond</i>	<i>6/6/23</i>
<i>Wm. H.</i>	<i>6/6/23</i>
<i>Yvonne Schmitt</i>	<i>6/6/23</i>

RESOLUTION NO.

June 15, 2023

RESOLUTION ESTABLISHING CAPITAL PROJECT NO. B0223 — CASTER ROAD BRIDGE OVER NORTH BRANCH SALMON RIVER

By Legislator Stephen Walpole:

WHEREAS, the Caster Road bridge over North Branch Salmon River, BIN 3209210, in the Town of Redfield, Oswego County, New York has several bridge superstructure components that are not functioning as originally designed, and

WHEREAS, this bridge received a Yellow Structural Flag from the NYSDOT. Due to the condition of the steel the Highway Department has decided to replace the entire superstructure, and

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

RESOLVED, that the Treasurer is hereby authorized to transfer \$300,000 from Capital Reserve No. 16 - Bridges to Capital Project No. B0223 Caster Road bridge over North Branch Salmon River.

Capital Project No. B0223**Total Authorization**

Bridge – Caster Road Bridge
over North Branch Salmon River

\$300,000

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



**COUNTY OF OSWEGO
HIGHWAY DEPARTMENT**

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

Shawn Walker, Highway Superintendent

Chris Baldwin, P.E., Highway Engineer

INFORMATIONAL MEMORANDUM

SUBJECT: To establish a capital project for the purpose of replacing the Caster Road bridge over North Branch Salmon River, BIN 3209210, in the Town of Redfield, Oswego County, New York.

SUMMARY: To recommend that the Infrastructure, Facilities and Technology Committee, the Finance & Personnel Committee and the Oswego County Legislature authorize to establish Capital Project No. B0223 with an authorization level of \$300,000 for the replacement of the Caster Road bridge over North Branch Salmon River.

SUMMARY: This project is necessary to begin work on replacing the superstructure of the bridge. The bridge received a Yellow Structural Flag from the NYSDOT bridge inspection for extensive structural steel deterioration on the bridge beam support. Due to the condition of the steel the entire superstructure will need to be replaced or the bridge will continue to be flagged and eventually will have to be closed to traffic. The bridge is located on a dead-end road so the replacement will be staged to allow the road to remain open during construction.

RECOMMENDED ACTION: The Infrastructure, Facilities and Technology Committee, the Finance & Personnel Committee and the Oswego County Legislature authorize the establishment of Capital Project B0223.

Shawn Walker
Highway Superintendent

Date

COUNTY OF OSWEGO

[illegible]

COMMITTEE SIGNATURES	DATE
Pat Hanna	June 6 2023
Michael R. Gordon	6/6/23
Linda L. Lockwood	6/6/23
Uma Khan	6/6/23
Mersi, Richard	6/6/23

DATE _____

COUNTY TREASURER _____

PERSONNEL DIRECTOR	DATE
COUNTY ADMINISTRATOR	DATE

DEPARTMENT HEAD	DATE
-----------------	------

RESOLUTION NO.

June 15, 2023

**RESOLUTION AUTHORIZING TRANSFER FROM
BUILDING SUPPLIES & EXPENSE INTO REPAIRS BUILDING & PROPERTY**

By Legislator Steven Walpole:

WHEREAS, this body has established a transfer from DM5130.541400 to DM5130.541200; and

WHEREAS, this transfer is necessary for future repairs on the County Highway buildings. The transfer amount is based on material that has already paid from account DM5130.541200. The material cost should have been paid from DM5130.541400; and

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

RESOLVED, that the Treasurer is hereby authorized to transfer \$10,500 from DM5130.541400 Building and Expense to DM5130.541200 Repairs Building & Property.

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

YES:

NO:

ABSENT:

ABSTAIN:



**COUNTY OF OSWEGO
HIGHWAY DEPARTMENT**

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

Shawn Walker, Highway Superintendent

Chris Baldwin, P.E., Highway Engineer

INFORMATIONAL MEMORANDUM

SUBJECT: Transfer \$10,500 out of account DM5130.541400 into DM5130.541200.

PURPOSE: To recommend that the Infrastructure, Facilities and Technology Committee, the Finance & Personnel Committee and the Oswego County Legislature authorize \$10,500 to be transferred from account DM5130.541400 to DM5130.541200.

SUMMARY: This transfer is necessary as the door replacements/repairs were extensive and labor costs have gone up. The transfer is based on the material that has already been paid for on line DM5130.541200 when it should have been paid from both lines of DM5130.541200 and DM5130.541400.

RECOMMENDED ACTION: The Infrastructure, Facilities and Technology Committee, the Finance & Personnel Committee and the Oswego County Legislature authorize the transfer of \$10,500 from DM5130.541400 (Building Supplies & Expense) to DM5130.541200 (Repairs Building and Property).

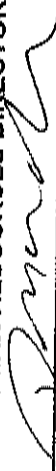
Shawn Walker
Highway Superintendent

Date

**COUNTY OF OSWEGO
BUDGET MODIFICATION REQUEST**

From			To			
ACCOUNT NUMBER		ACCOUNT NUMBER				
ORG.	OBJECT	PROJ.	ORG.	OBJECT	PROJ.	
DM5130	541400					BUILDING SUPPLIES & EXPENSE
						(10,500.00)
			DM5130	541200		REPAIRS BUILDING & PROPERTY
						10,500.00

COMMITTEE SIGNATURES	DATE
Paul H.	June 6, 2023
Michael G. Gordon	6/6/23
Linda R. Seaton	6/6/23
Don Hink	6/6/23
Marie Seaton	6/6/23

COUNTY TREASURER	DATE
HUMAN RESOURCES DIRECTOR	DATE
	6623
COUNTY ADMINISTRATOR	DATE
DEPARTMENT HEAD	DATE

RESOLUTION NO.

June 15, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF
SOLID WASTE — HIGHWAY AND STREET EQUIPMENT**

By Legislator Stephen Walpole:

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

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

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

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

YES:

NO:

ABSENT:

ABSTAIN:



Oswego County Department of Solid Waste

Carl L. Schmidt, Director of Solid Waste Programs

TO: Legislator Stephen Walpole, Chairman
Infrastructure, Facilities and Technology Committee

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

RE: Solid Waste Closed Top Ejector trailers

DATE: May 19, 2023

The Solid Waste Dept. has taken 7 over the road trailers out of service this spring. These units have come to the end of their useful life due to age, wear and tear, and corrosion. To effectively operate the landfill, the 5 transfer stations, and the recycling program, we need to have 19 road legal trailers. We currently have 14. With this number of trailers, if I have any issues and have to pull more off the road, I may have to temporarily shut down a transfer, as we won't be able to move the msw. There are 2 on order being built as we speak. I would like to order 3 more for this year, and 2 a year for the next 3 years. This will cover the ones that will come out of service as we move forward.

The cost of the new trailers is \$105,190.00 each. I need to transfer from unappropriated funds into my highway account to accomplish this.

2023
5/23/2023

COMMITTEE SIGNATURES	DATE
Paul H.	June 6, 2023
Michael G. Gordon	6/6/23
Lynda G. Lockwood	6/6/23
Kim H.	6/6/23
James Schert	6/6/23

RESOLUTION NO.

June 15, 2023

**RESOLUTION AWARDING PROFESSIONAL SERVICES CONTRACT
BRISTOL HILL LANDFILL PLANNING AND DEVELOPMENT**

By Legislator Stephen Walpole:

WIIEREAS, Multiple Bristol hill Projects require a site survey to asses current landfill capacity, closure of cell 3, future cell 5 expansion, organics infrastructure expansion and CLCPA Title V permit review.

WHEREAS, to proceed forward with planning, engineering, budgeting and implementation, the site survey is required.

WIIEREAS, the Oswego County Dept of Solid Waste have contracted with, or will contract with, Barton+ Loguidice , D.P.C, which possesses the requisite skills and experience to perform the site survey and prepare the support documentation,

NOW, THEREFORE, BE IT

RESOLVED, upon the recommendation of the Infrastructure, Facilities and Technology Committee, the County of Oswego hereby awards a professional service contract for preparation and updating of the plans to Barton + Loguidice D.P.C. for a sum not to exceed \$21,500.00.

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

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

YES:

NO:

ABSENT:

ABSTAIN:



Oswego County Department of Solid Waste

Carl L. Schmidt, Director of Solid Waste Programs

TO: Legislator Stephen Walpole, Chairman
Infrastructure, Facilities and Technology Committee

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

RE: Bristol Hill Landfill Capacity and Planning Site Survey

DATE: May 18, 2023

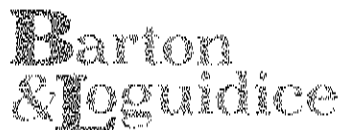
The Solid Waste Dept. is going to have multiple projects going forward that need to be accomplished in parallel. I am starting the planning for the following:

- 1) closing, installing gas collection wells, capping cell 3
- 2) getting an accurate assessment of the remaining capacity in cell 4
- 3) starting the planning/engineering/build out for cell 5
- 4) starting the conceptual design of an organic's facility/infrastructure for a composting program.

We also have a title V permit application under review, the CLCPA has requested information on the existing landfill capacity and the future cell footprints on our site.

To accomplish the projects listed above, an updated survey plan of the permitted landfill, both current landfill area, and future landfill area, is required. This plan will provide the information to move forward into the planning, engineering, budgeting, implementation, and construction phases of the individual projects. This planning also ties in with discussions regarding the potential expansion of residential, commercial and industrial activity that will occur in Oswego County with the Micron project in neighboring Onondaga county.

The attached quotation from Barton and Loguidice for \$21,500.00, is for the surveying, drawings and related documentation required to move forward.



May 17, 2023

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

Submitted via Email: michael.lutestanski@oswegocounty.com

Re: Proposal for Engineering Services – Landfill Development Planning

File: P701.2169

Dear Mr. Lutestanski:

At your request, Barton & Loguidice, D.P.C. is providing the following professional engineering scope of services and fee proposal to assist with waste management facility planning for the County. The County solid waste staff routinely performs an annual assessment of the landfill and ERF operations and landfill remaining capacity, however, as the solid waste landscape changes, it can be beneficial to perform a periodic long term overarching plan for facility management. B&L proposes to provide the following scope of services to complete this work.

Task 1 – Site Topographic Survey

B&L will procure the services of a New York State licensed surveyor to provide an updated topographic survey of the active landfill area as well as the future landfill development area. This will serve multiple purposes for the remaining tasks including estimating remaining site life in existing cells, comparing borrow soil excavation or existing grades to future cell development subgrade elevations, and to provide a base map for future site development efforts, including potential organics management facility development, to be performed as future, separate tasks, for the County. Approximately 30 acres of existing landfill and 35 acres of future landfill footprint will be surveyed. The updated topography in the active landfill footprint will be compared to permitted final grades and an updated remaining site life of the constructed cells will be calculated. In addition, a cut/fill map based on a 100-foot grid will be provided for the County's use in waste placement activities. Three hard copies of the cut/fill plan will be provided.

Task 2 – Future Landfill Development Plans

Remaining site life estimates used to date have been based on the original permitted capacity of the landfill footprint with the addition of site life estimates for the vertical expansion project that was historically completed. As part of this planning effort, B&L proposes to develop conceptual subgrade and



final waste grading plans for areas that are to be developed in the future. This will provide refined contours for use in developing more accurate future volume estimates for each currently permitted future cell. This effort will allow for more precise volumes for future planning efforts as well as becoming the starting point for development of construction level documents for each cell development project in the future.

The information developed as part of this task will be used to assist in the development of Task 3, described below.

Task 3 – Landfill Development Planning Tool

B&L proposes to develop a computerized planning tool for the County. This will assist with long term capital project planning of the future landfill developments including cell construction, closure projects, and landfill gas collection system expansions. The tool will use projected waste disposal rates and densities, along with the permitted volume of existing and future landfill cells to estimate construction years for future capital projects to be used for planning purposes. Per acre cost estimates for landfill cell construction and closure will also be developed in current 2023 dollars and will be provided for the County's budgetary planning purposes. This will be a dynamic tool that will allow the County to see how changes in waste density and annual waste acceptance rate will affect the timing of future site development and the associated capital expenditures.

Assumptions

- Cell construction cost estimates will be based on average per acre construction costs based on bids received for similar regional projects currently under construction (2023 construction year).
- Cost estimates will include capital and engineering costs only. Legal and operational costs will not be included.
- No permitting modifications or final design services are included within this planning effort.

Fee and Schedule

B&L proposes to provide the general engineering services outlined above on a time and expense basis as outlined below. It is anticipated that the site survey could be conducted within one month of contract approval. Subgrade and final grading plans will be provided for County review within two months of contract approval and the final planning spreadsheet can be provided for the County's use within one month of grading plan approval.

Task 1: Site Topographic Survey	\$ 7,600
Task 2: Future Landfill Development Plans	\$ 7,800
Task 3: Landfill Development Planning Tool	\$ 6,100
Total	\$21,500

Michael Lutestanski II
Oswego County
May 17, 2023
Page 3



Please feel free to contact me if you wish to discuss the Scope of Services presented above or to clarify our approach. If this proposal meets with your approval, please sign the authorization below and return a copy to our office for our records.

We appreciate the opportunity to be of continued service to the County.

Sincerely,

BARTON & LOGUIDICE, D.P.C.

A handwritten signature in cursive script, reading "Jillian M. Blake", is positioned below the company name.

Jillian M. Blake, P.E.
Associate

JMB/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 attached terms and conditions.

Authorized Signature

Date

STANDARD TERMS AND CONDITIONS
for
PROFESSIONAL CONSULTANT SERVICES
provided by
BARTON & LOGUIDICE, D.P.C. ("Consultant")

The OWNER and the CONSULTANT, for themselves, their successors and assigns, have mutually agreed and do agree with each other as follows:

1.0 Basic Agreement

Consultant shall provide, or cause to be provided, the Services set forth in the proposal (PROPOSAL) to which these terms and conditions are attached, and Owner shall pay Consultant for such Services as set forth in PROPOSAL. The PROPOSAL, in conjunction with these terms and conditions is referred to herein as "Agreement".

2.0 General Considerations

A. The standard of care for all professional or related services performed or furnished by Consultant under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Consultant makes no warranties, express or implied, under this Agreement or otherwise, in connection with Consultant's services.

B. Consultant shall commence to provide its services upon the full execution of this Agreement and shall provide those services within a reasonable time. In no event shall Consultant be obligated to perform services on a schedule which, in the Consultant's professional judgement, does not provide Consultant sufficient time to perform in accordance with the aforesaid standard of care.

C. All design documents prepared or furnished by Consultant are instruments of service, and Consultant retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. Consultant grants Owner a limited license to use the instruments of service exclusively (1) performance of design or operation, (2) for Project construction as is the intended purpose of the documents, and (3) for the purpose of maintenance and repair of the Project, or (4) other documents, reports, details and plans as defined in the project Scope of Work.

D. Consultant shall not at any time supervise, direct, or have control over any contractor's work, nor shall Consultant have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, for safety precautions and programs incident to a contractor's work progress, nor for any failure of any contractor to comply with laws and regulations applicable to contractor's work.

E. Consultant neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the contract between Owner and such contractor.

F. Consultant shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any contractor's agents or employees or any other persons (except Consultant's own employees) at the Project site or otherwise furnishing or performing any construction work; or for any decisions regarding, or interpretations or clarifications of, the construction contract or Instruments of Service made by Owner or any third party without the advice and consultation of Consultant.

G. If the Construction Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Consultant shall specify the appropriate performance and design criteria that such services must satisfy. The Consultant shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Consultant. The Consultant's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Consultant shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

H. Unless otherwise included under this Agreement, the parties acknowledge that Consultant's scope of services does not include any services related to a Hazardous Environmental Condition (the presence of asbestos, PCBs, petroleum, hazardous substances or waste, and radioactive materials). Owner represents to Consultant that, to the best of its knowledge, a Hazardous Environmental Condition does not exist at the Site, except as expressly disclosed to the Consultant in writing. If Consultant or any other party encounters a Hazardous Environmental Condition, Consultant may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Project affected thereby until Owner: (i) retains appropriate specialist consultants or contractors to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (ii) warrants that the Site is in full compliance with applicable Laws and Regulations.

I. The services to be provided by Consultant under this Agreement DO NOT INCLUDE advice or recommendations with respect to the issuance, structure, timing, terms or any other aspect of municipal securities, municipal derivatives, guaranteed investment contracts or investment strategies. Any opinions, advice, information or recommendations provided by Consultant are understood by the parties to this Agreement to be strictly engineering or other technical opinions, advice, information or recommendations. Consultant is not a "municipal advisor" as defined by 15 U.S.C. 78o-4 or the related rules of the Securities and Exchange Commission. The other parties to this Agreement should determine independently whether they require the services of a municipal advisor.

J. The Consultant shall not be required to execute certificates, guarantees, warranties or make representations that would, in its professional judgment, require knowledge, services or responsibilities beyond the scope of this Agreement.

K. When transmitting items in electronic media or digital format, the transmitting party makes no representations as to long term compatibility, usability, or readability of the items resulting from the recipient's use of software application packages, operating systems, or computer hardware differing from those used in the drafting or transmittal of the items, or from those established in applicable transmittal protocols.

L. To the fullest extent permitted by law, Owner and Consultant (1) waive against each other, and the other's employee's, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project, and (2) agree that Consultant's total liability to Owner under this Agreement shall be limited to \$100,000 or the total amount of compensation received by Consultant pursuant to the PROPOSAL, whichever is greater, (the "Limitation Amount"), and further, in no event shall the Limitation Amount exceed the amount of liability insurance proceeds actually available to the Consultant for the claim at issue at the time of settlement or final judgment net of any and all expenses paid or incurred on the claim at issue, payments made or incurred in connection with other claims made against the Consultant, or any other circumstances which may reduce, impair, or eliminate the overall availability of such insurance to the Consultant. It is intended that these limitations apply to any and all liability or cause of action.

3.0 Payment for Services

Consultant will prepare a monthly invoice in accordance with Consultant's standard invoicing practice and submit the invoice to Owner. Invoices are due and payable within 30 days of the date of the invoice. Consultant may, without liability, after giving seven days written notice to Owner, suspend services under this Agreement until Consultant has been paid in full all amounts due for services, expenses, and other related charges.

4.0 Additional Services

Additional services may be required in Consultant's professional judgement because of changes in the Project, or unforeseen circumstances. The Consultant shall furnish services in addition to those set forth in the PROPOSAL if mutually agreed by Owner and Consultant. Owner shall pay Consultant for any Additional Services provided as follows: (1) as may be mutually agreed to in writing, or (2) in the absence of a mutual agreement an amount equal to the cumulative hours charged to the Project by each member or each class of Consultant's employees engaged in providing the Additional Services times the Consultant's hourly billing rates for each applicable billing class in effect at the time the Additional Services are performed; plus reimbursable expenses and charges for Consultant's Subconsultants, if any.

5.0 Dispute Resolution

Owner and Consultant agree to negotiate all disputes between them in good faith for a period of 30 days from the date of notice by either party of the existence of the dispute. If a dispute involves matters other than a claim by Consultant for payment of fees and the parties fail to resolve the dispute through negotiation then Owner and Consultant agree that they shall first submit any and all such unsettled claims, counterclaims, disputes, and other matters in question between them arising out of or relating to this Agreement or the breach thereof ("Disputes") to mediation by a mutually acceptable mediator. Owner and Consultant agree to participate in the mediation process in good faith and to share the cost of the mediation equally. The process shall be conducted on a confidential basis, and shall be completed within 150 days of the date of notice by either party of the existence of the dispute. If such mediation is unsuccessful in resolving a Dispute, then (1) the parties may mutually agree to an alternative dispute resolution of their choice, or (2) either party may seek to have the Dispute resolved by a court of competent jurisdiction.

6.0 Accrual of Claims

All causes of action between the parties to this Agreement including those pertaining to acts, failures to act, or failures to perform in accordance with the obligations of the Agreement or failures to perform in accordance with the standard of care shall be deemed to have accrued and the applicable statutes of limitations shall commence to run not later than either the date of Substantial Completion for acts, failures to act or failures to perform occurring prior to Substantial Completion, or the date of issuance of the Notice of Acceptability of Work (or similar notice of the final completion of the Project) for acts, failures to act or failures to perform occurring after Substantial Completion.

7.0 Controlling Law

This Agreement is to be governed by the law of the state in which the project is located.

8.0 Successors, Assigns, and Beneficiaries

Owner and Consultant each is hereby bound and the partners, successors, executors, administrators, and legal representatives of Owner and Consultant (and to the extent permitted herein the assigns of Owner and Consultant) are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement. Neither Owner nor Consultant may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. This provision shall not preclude Consultant from retaining Subconsultants as it deems reasonably necessary for the completion of the services rendered hereunder.

9.0 Termination

If Consultant's services related to the project are terminated for any reason, Consultant shall be compensated for time plus reasonable expenses associated with demobilizing personnel and equipment, and, if requested in writing by the Owner, for completion of tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files.

10.0 Total Agreement/Severability

This Agreement, including any expressly incorporated exhibits, constitutes the entire Agreement between Owner and Consultant and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument. If any term or condition of this Agreement shall, to any extent, be found invalid, void or unenforceable, the remaining provisions shall remain in full force and effect to the extent allowed by applicable law.

RESOLUTION NO.

June 15, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION HIGHWAY
DEPARTMENT TO TRANSFER FUNDS FROM INSURANCE RECOVERY FUND
INTO HIGHWAY EXPENSE**

By Legislator Stephen Walpole:

WHEREAS, In April of 2023 checks for \$9025.63 and \$30,742.20 were deposited in account A1325.426800 (Insurance Recovery Fund). It was for repairs to a Highway truck that was in an accident on February 9, 2023.

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

RESOLVED, that the Treasurer is hereby authorized to transfer \$\$39,767.83 from account A1325.426800 (Insurance Recovery Fund) into account DM5130.545400 (Highway Expense).

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: Budget modification to transfer \$39,767.83 from account A1325.426800 (Insurance Recovery Fund) into account DM5130.545400 (Highway Expense)

PURPOSE: To recommend that the Infrastructure, Facilities and Technology Committee, the Finance and Personnel Committee and the Oswego County Legislature approve a budget modification to transfer these funds.

SUMMARY: The checks were for an insurance payment for a sign truck that was damaged in an accident on 2/9/23.

RECOMMENDED ACTION: The Infrastructure, Facilities and Technology Committee, the Finance and Personnel Committee recommends the Oswego County Legislature authorize that \$39,767.83 be transferred from account A1325.426800 (Insurance Recovery Fund) into account DM5130.545400 (Highway Expense).

Shawn Walker
Highway Superintendent

Date

COUNTY OF OSWEGO

BUDGET MODIFICATION REQUEST

ACCOUNT NUMBER			ACCOUNT NUMBER			DESCRIPTION	DOLLAR AMOUNT
DEPT.	OBJECT	SUB.	DEPT.	OBJECT	SUB.		
DM5130	545400					Highway Expenses	39,767.83
			A1325	426800	0	Insurance Recovery Fund	(39,767.83)
TOTAL AMOUNT							

COMMITTEE SIGNATURES

COMMITTEE SIGNATURES

COUNTY TREASURER

DATE _____

PERSONNEL DIRECTOR

DATE _____

COUNTY ADMINISTRATOR

DATE _____

DEPARTMENT HEAD

DATE

RESOLUTION NO.

June 15, 2023

**RESOLUTION INCREASING CAPITAL PROJECT NO. 0521 FOR PHASE TWO –
OSWEGO COUNTY BUILDING SECURITY**

By Legislator Stephen Walpole:

WHEREAS, in collaboration with Central Services and the Clerk of the Legislature, the Director of Buildings & Grounds did an analysis of County Office Building and the security thereof; and

WHEREAS, a long term plan to provide and ensure a safe work environment for all county employees; and

WHEREAS, the first phase is near completion and the second phase needs to begin to complete all doors at county facilities; and

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

RESOLVED, that the County Treasurer is authorized to transfer \$250,000 to Capital Project No. 0521 for Building Security.

Capital Project

Building Security – phase 2

Total Authorization

\$250,000.00

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

YES:

NO:

ABSENT:

ABSTAIN:



Rick 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

INFORMATIONAL MEMORANDUM

SUBJECT: Building Security Project – Phase Two

PURPOSE: To add to the current Capital Project for Building Security #0512 in the amount of \$250,000.00.

SUMMARY: This second phase of Building Security will include all additional fob door systems in Oswego County buildings along with the small keychain fob's for certain departments.

RECOMMENDED ACTION: The Department of Buildings and Grounds and Department of Central Services requests that the Infrastructure Committee approve this project

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COMMITTEE SIGNATURES	DATE
Paul H.	June 6, 2023
Michael G. Gordon	6/6/23
Ronda L. Lockwood	6/6/23
Wendy Hark	6/6/23
Maureen A. Christ	6/6/23

PERSONNEL DIRECTOR	DATE
COUNTY ADMINISTRATOR	DATE

DEPARTMENT HEAD	DATE
-----------------	------

RESOLUTION NO.

June 15, 2023

**RESOLUTION AUTHORIZING PROFESSIONAL SERVICES CONTRACT
TREASURER'S OFFICE**

By Legislator Laurie Mangano:

WHEREAS, Oswego County has been continuing to improve their banking information security and position.

WHEREAS, PaymentWorks Is a sole source digital supplier onboarding the foundation of vendor master data management ie.vendor and banking information – enabling Oswego County to control costs and risks while executing a payables strategy to optimize the time value of money.

WHEREAS, PaymentWorks maintains a platform that allows Oswego County's vendors to self-serve – significantly reducing staff time spend onboarding and changing vendor information and eliminating the need to chase down vendors for information while automatically generating IRS compliant W-9's.

WHEREAS, PaymentWorks will expand ACH program to reduce transaction costs and manual labor associated with checks. A platform with a built-in protection for BEC/Social Engineering fraud up to \$2 million per fraud occurrence (we are the insured party). Reduce/eliminate financial and reputational risk of payment fraud. Automated collection of ancillary documentation to support county objectives: diversity certification, insurance documents, etc

WHEREAS, PaymentWorks fee for Year 1 \$93,700 (includes everything – implementation, training, Munis Integration, etc.) (Year 2 and Year 3 price is decreased to \$73,700 annually. The first three years will be paid from fund balance after that the Treasurer's budget will be responsible.

NOW, THEREFORE, BE IT RESOLVED, that the Oswego County Treasurer be, and hereby is, authorized and directed to execute a contract, on behalf of Oswego County, with Payment works for the provision of the above-described services.

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

YES:

NO:

ABSENT:

ABSTAIN:

Oswego County Treasurer's Office



Kevin L. Gardner, *Treasurer*
Brian Twiss, *Deputy Treasurer*

County Building
46 East Bridge Street
Oswego, New York 13126
Phone: (315) 349-8393
Fax: (315) 349-8255

Informational Memorandum

- Subject:** PaymentWorks is a sole source digital supplier onboarding the foundation of vendor master data management i.e. vendor and banking information – enabling Oswego County to control costs and risks while executing a payables strategy to optimize the time value of money.
- Background:** This is to protect Oswego County from fraud occurring that may be the result of inadequate vendor information or processes.
- Information received:** PaymentWorks maintains a platform that allows Oswego County's vendors to self-serve – significantly reducing staff time spend onboarding and changing vendor information and eliminating the need to chase down vendors for information while automatically generating IRS compliant W-9's. PaymentWorks will expand ACH program to reduce transaction costs and manual labor associated with checks. A platform with a built-in protection for BEC/Social Engineering fraud up to \$2 million per fraud occurrence (we are the insured party). Reduce/eliminate financial and reputational risk of payment fraud. Automated collection of ancillary documentation to support county objectives: diversity certification, insurance documents, etc
- Fiscal Impact:** PaymentWorks fee for Year 1 \$93,700 (includes everything – implementation, training, Munis Integration, etc.) (Year 2 and Year 3 price is decreased to \$73,700 annually. The first three years will be paid from fund balance after that the Treasurer's budget will be responsible for it.
- Recommendation:** Highly Approve



Oswego County, NY

Project: Implementation of PaymentWorks' Platform

Date: 5/2/23

PaymentWorks

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PaymentWorks

Introduction

PaymentWorks, Inc is pleased to provide this implementation overview, detailing the scope of the implementation project, including technical requirements, project timeline, resources and deliverables, implementation checklist, customer lifecycle and a functional overview of the PaymentWorks platform and bank integration.

Purpose

The goal of the PaymentWorks implementation is to provide time to value by:

1. Eliminating manual data collection
2. Receiving indemnification, if applicable
3. Compliance
4. Reducing risk
5. Eliminating security risk

Implementation Services

Scope of Services

PaymentWorks Implementation services are outlined here in the Implementation Guide and include the process of provisioning, configuring, training, and testing the PaymentWorks platform.

Implementation services include up to 75 hours. If the Customer requests additional service hours (beyond the initial 75 hours), they may be purchased at a rate of \$200/hour for a minimum of 10 hours and are subject to resource availability.

If the Customer wishes to reschedule the target-start date for Implementation Services and notifies PaymentWorks at least two weeks in advance of the kick-off (as presented in the project plan), the parties will mutually agree upon a rescheduled start date, subject to the availability of PaymentWorks' resources. A Rescheduling Fee of \$5,000 will be charged.

Assumptions

- Project will be completed virtually
- Customer and PaymentWorks to provide resources sufficient to meet committed timeline and deliverables
- Customer to provide:
 - Project manager that understands the departmental processes and can serve as a subject matter expert as well as assign tasks to ensure adherence to the committed schedule

Disclaimer: PaymentWorks, Inc Proprietary - This document may not be replicated or distributed outside, in part or in whole, by mechanical or electronic means, without written permission from PaymentWorks LLC

Revised 03/23

PaymentWorks

- IT resource/Admin who will be available to coordinate configuration of SSO and SFTP and any required PaymentWorks administrative configurations
- Trainer who will be responsible for training all other users
- Resources to complete testing, as per the project timeline

Technical Requirements

The technical requirements (and documentation) that are required prior to starting the implementation project are listed below. The customer is encouraged to coordinate the necessary resources to provide these requirements prior to contract closing.

- Technical Requirements Video
 - Supplier file (*Estimated customer hours: 8 - 12 hours*)
 - Invoice file (*Estimated customer hours: 12 - 15 hours*)
 - Payment file (*Estimated customer hours: 2 - 4 hours*)
 - Configure SSO (*Estimated customer hours: 3 - 6 hours*)
 - Configure SFTP (*Estimated customer hours: 2 - 4 hours*)
 - Coordinate with customer bank:
 - Share the bank integration project plan (*this is a sample that indicates the timeframe and the associated milestones and necessary resources*)
 - Begin/confirm bank resource allocation
 - Confirm authorization/access requirements to allow PaymentWorks staff to work directly with the customer bank

Technical Configuration Provided by PaymentWorks

- Includes:
 - Testing and production environments
 - Roles/permissions
 - Approval workflow
 - Single sign on (SSO) coordination
 - SFTP coordination

Project Coordination

- PaymentWorks shall assign a project manager for the length of the implementation project, up to 8 weeks (*Additional hours can be purchased for \$200 an hour and depends on resource availability*)
- The PW project manager will:
 - Be the subject matter expert
 - Meet with the project team to identify resources, scope, risks, and assumptions

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Revised 03/23

PaymentWorks

- Provide documentation for IT staff to review SSO, SFTP, supplier file, invoice file and payment file requirements
 - Develop a detailed timeline of tasks including owners and dependencies
 - Lead regular checkpoint meetings and oversee overall progress toward the agreed upon timeline
 - Coordinate resources, project deliverables and communication via monday.com. All communication will be handled through monday.com. Monday.com serves as the means of project communication and the place of record for all project documentation
- Project calls will be held with the PW project manager and the customer's project manager. Additional project managers and meeting attendees will need to be discussed before the project begins to determine if necessary
 - If/when the customer chooses to automate the ERP integration, there are a few configuration tasks that PaymentWorks must perform. These tasks are included in your license cost and detailed below.

<i>Customer must notify PaymentWorks of these tasks by submitting a change request. The change request should be submitted 4-6 weeks prior to beginning the integration work.</i>
Duplicate Sandbox (TEST) to create DEV Environment
Add users to DEV Environment (can't be the same email addresses as Sandbox (TEST) environment)
Registration Routing added to DEV Environment
Roles and Permissions (if applicable)
Configure SFTP (if applicable)
API (if applicable)
Duplicate DEV Environment to Sandbox (TEST) (if applicable)
Adjust Export File (all caps, truncate, remove, etc) (if applicable)

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Updated Customer Documentation (Functional Spec, Account Config)

Troubleshooting any of the above tasks (if applicable)

Move to Production

Implementation Project Timeline and Deliverables

	Estimated Customer Hours	Prep 1	Prep 2	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
Introduction	1					Key					
Questionnaires	1					PW & Customer	Customer	Customer Technical			
Technical Requirements	30										
Project Commitment	1										
Kick Off	1										
Self Directed Certification	4										
Functional Testing	30										
Hands-On Certification	4										
Move to Production	30										
Go-Live											

Customer implementation estimated hours: 102 over 8 weeks

Platform Functional Overview

The PaymentWorks Core Platform collects all identity elements that AP departments at all organizations need to know, in order to know exactly who they are about to pay.

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The PaymentWorks Core Platform includes the following fields:	
Company Name* (shown only for entities) Legal First Name* (shown only for individuals) Legal Last Name* (shown only for individuals) Primary Address* Main Telephone* Preferred Email* URL	D-U-N-S or UEI Country* W9/W8* Tax Classification* TIN* TIN Type* Remit Address*
*required to be provided by vendor	

If you want to pay your vendors via ACH using our payments security feature, we have Optional Core Fields available for an additional cost.

PaymentWorks combines a proprietary algorithm incorporating first and third-party data points and a team of fraud operations specialists to provide our warranty for B2B ACH payments, effectively removing an organization's liability for fraudulent payments.

Available fields supporting fraud warranty include:	
Bank Name* Name on Account* Account Number* Account Type* SWIFT Code (if applicable)	Bank Address* Bank Account Risk Assessment* Email Address for Payment Notification* Bank Authorization*
*required to be provided by vendor	

With the collection and verification of these optional fields, PaymentWorks warrants the bank account is owned by the legal / tax entity to whom the organization is making payment. Warranty is for B2B ACH fraud which usually originates from social engineering, vendor email compromise or vendor impersonation scams (i.e., "man-in-the-middle attacks").

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For your additional compliance and efficiency needs, PaymentWorks has myriad Optional Configurations which are all included in Base Price:

Sanctions List Monitoring	Allows selection from a list of 1400+ lists to be continuously monitored for all new and connected payees, e.g., OFAC, Sam.gov, debarment
Reimbursements	Allows collection of payment information from payees who do not require a vendor profile or tax information
Diversity	Collect certifications and expiration dates
Accounts Receivable Contact Information	Basic contact fields
Sales Contact Information	Basic contact fields
Conflict of Interest	Ascertain conflict of interest with dynamic fields
Insurance	Collect certifications and expiration dates
Purchase Order/Terms and Conditions	Acceptance of T&C as well as communication preferences
Payment Information	<ul style="list-style-type: none"> • ACH • Virtual Card/SUA/Credit Card • Check • Wire
State Tax Requirements	State by state specific options
1099/Federal Tax Requirements	Capture 1099 status

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Approval Workflow	Appropriate reviewers (AP, HR, compliance, for example) can approve vendor data before it is added to the ERP
Roles and Permissions	<ul style="list-style-type: none"> • Pre-configured Roles: <ul style="list-style-type: none"> • Initiator (required) • Vendor Approver (required) • Procurement • Admin (required) • Payments Approver (required) • Additional Available Roles: <ul style="list-style-type: none"> • Accounts payable • Supplier Diversity • IT • Conflict of interest/Risk & Compliance • Tax
Organization specific invitation content	<ul style="list-style-type: none"> • Link to organization's vendor desk support contact • Link to organization's procurement/vendor management website <p>Note: each invitation has a free text area for the initiator to add a message</p>
Organization logo on email and in app	Include organization branding in app and on invitation emails

The above fields represent industry-agnostic best practices for vendor identity and payment. Implementing and using PaymentWorks prior to integrating with your ERP is recommended to ensure benefits of automation, security and compliance are in place as quickly as possible, with minimal IT resource involvement.

Additional configurations and fields are priced upon request and would be considered beyond scope.

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Payments Bank Integration with Customer Bank

PaymentWorks combines a proprietary algorithm incorporating first and third-party data points and a team of fraud operations analysts to provide Payments Security on B2B ACH payments, effectively removing your liability for fraudulent payments.

For more information please view our [ACH Payments Overview](#) document.

Customer Bank Project Overview

1. PaymentWorks will require assistance opening a project with your bank. Some banks will require paperwork that authorizes PaymentWorks, as a third-party, to send files on your behalf.
2. PaymentWorks will request that the bank set up an SFTP connection between the bank and PaymentWorks, to process your ACH file to the bank. A unique Company ID will be provided by the bank that is specific to the PaymentWorks integration. You will need to update this information within your ERP.
3. After connectivity is established, PaymentWorks will request a test file generated from your ERP with 10-15 payments. This test will be processed through the PaymentWorks sandbox environment. No funds will move as part of this test. The bank will review the files and request additional tests or move the configuration into production.
4. PaymentWorks will then request two production test files. The first will be a \$1 payment generated from your ERP to PaymentWorks. Once the bank verifies the successful test and PaymentWorks receives the funds, PaymentWorks will request a file containing no more than 15 payments to your suppliers.

File Requirements

Customers will be required to send a file in either NACHA or ISO 20022. PaymentWorks also offers a CSV format that will be converted to NACHA if a customer is unable to provide a file in NACHA or ISO 20022 format. For more information please view our [ACH Payments Overview](#) document.

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Payments Bank Integration Project Timeline and Deliverables

	Estimated Customer Hours	Prep 1	Prep 2	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
Payment Questionnaire	1												
Configuration	3												
Discovery with bank	1												
Coordination between Bank and PaymentWorks	5												
Payments Testing	5												
Go Live													
		Key											
		Customer			PW/Customer			PW/Customer/Bank			PW Bank		

Customer bank integration estimated hours: 15 over 12 weeks

Payments Bank Integration Checklist, when applicable

Requirements to complete prior to an introductory call with PaymentWorks and your bank:

- Payments Questionnaire
- Submit a sample payment file for review.
- Inform your bank about the upcoming project with PaymentWorks.
- Paperwork authorizing PaymentWorks to work with your bank (if applicable).

Customer requirements during the testing phase of the payments project:

- Upload a payment file to test decryption (if applicable)
- Upload a test file with 10-15 payments that can be processed to the bank once PaymentWorks establishes connectivity with the bank.
- Provide emergency contact information.

Customer requirements once the configuration is moved to production:

- Upload a \$1 payment file containing a payment to PaymentWorks.
- Upload a 10-15 payment file.

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- Upload a full production file.

Services Beyond Scope

Additional Services

(Information can be requested through your CSM about PaymentWorks' certified partners)

- Vendor file cleanup
- Technical / process change management and controls
- Program Governance / Operating model & process
- Performance, Operational and Technology Assessments
- Design Phase / Configuration
- Procurement Best Practices
- Communication / Change Management plans
- Curriculum development / tailored training
- PW Integration advisory
- Excel support when formatting supplier, invoice, PIF files
- ERP Integration

Payments Bank Integration with Customer Bank

- Exception Handling (Returns and NOCs)
- Control total verification will be completed by the customer. PaymentWorks will never confirm control totals with a customer's bank manually or via a file.
- File format changes. Any format changes required by the bank to NACHA or ISO 20022 will need to be completed by the customer in their ERP system.

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Certification

Scope of Certification

Customer Prerequisites and Assumptions

- PaymentWorks shall assign a certifier who will provide the services detailed in the remote certification
- Certification attendees shall be limited to 6 people, with necessary exceptions reviewed on an as needed basis. *Required* attendees: at least one Administrator user, and two Vendor Approver users and a trainer (depending on size of team). *Recommended* attendees: Business owner, Project Manager, Admin & AP representative for payments functionality
- Certification attendees to review all of the self-directed learning videos, complete the quizzes and preassigned work prior to remote certification. If these items are not completed prior to remote certification, remote certification may be rescheduled based on PaymentWorks resource availability
- PaymentWorks delivers "Train the Trainer" style certification. Customer is responsible for:
 - Determining how PaymentWorks works within customer business process
 - Creating documentation and training end-users
- SSO connection is required. If SSO connection is not established, remote certification will be rescheduled, depending upon PaymentWorks resource availability
- Customer will ensure that all trainees will honor the remote certification agenda, limiting interruptions and keeping to the agenda
- Knowledge of the following is required: Internet Browser, Zoom, Microsoft Excel or similar for handling CSV files

Self-directed learning includes:

- Site navigation
- Sending invitations to payees
- Approval process for invitations
- Approving New Vendor Registrations
- Reimbursements
- Reviewing & Approving Partial & Edits
- Reviewing & Approving payee submitted updates
- Reporting
- Manually Connecting payee registrations

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Remote certification includes the customer demonstrating proficiency in the following:

- Sending and Approving invitation requests
- Approving New Vendor Registrations
- Approving additional types of registrations
- Approving payee submitted updates
- Approving payment batches
- Reporting
- Manually Connecting payee registrations
- Acting as a payee
 - Completing the payee registration form
 - Impersonating payees
- Manually connecting changes
- Acting as the administrator role

PaymentWorks shall provide the following:

- Agenda (provided approximately 1 week prior to the remote certification session)
- Self-directed videos, including in-video quizzes and 2 chapter tests
- Access to knowledge base articles
- Post Certification Survey
- PaymentWorks Certification tool (testing examples)

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Services Beyond Scope

- Additional certification
- One on one training
- Re-training

PaymentWorks Resources

Name	Title	Email
Ashley Watson	VP, Customer Experience	ashley.watson@paymentworks.com
Cyndi Fields	Senior Director, Customer Success	cyndi.fields@paymentworks.com
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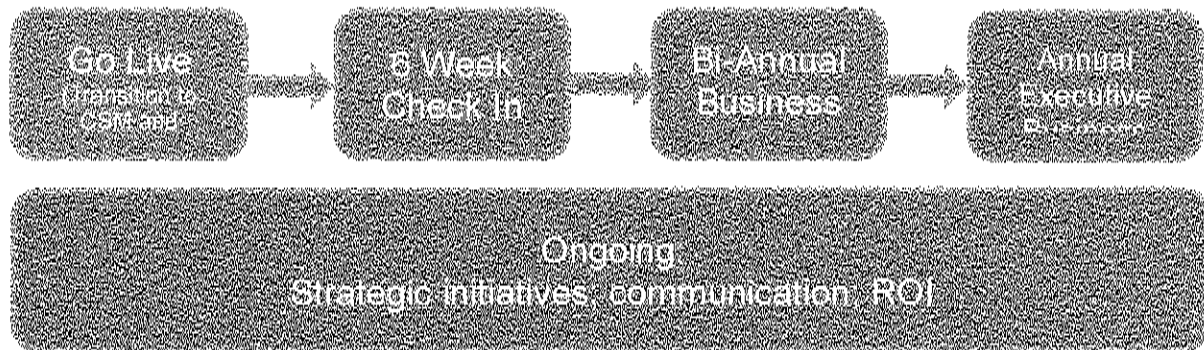
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Kathleen Genova Mickesha Gueveara	Payment Operations	kathleen.genova@paymentworks.com mickesha.gueveara@paymentworks.com
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Post Implementation

Project calls will be concluded after the implementation project goes live.

Customer Lifecycle



Change management process

- Change requests can be submitted post go live and will be reviewed to determine the impact and feasibility. Alternate solutions will be provided, where applicable
- Agreed upon changes will be completed for testing within 3 days
- A statement of work will be provided, to include fees, as appropriate

Support / Maintenance

Below are the outlined responsibilities post-implementation.

PaymentWorks Responsibilities	Customer Responsibilities
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<ul style="list-style-type: none"> • Provides application support for specific aspects of the registration process 	<ul style="list-style-type: none"> • Provide support for payer and payee questions specific to customer processes. i.e. billing, payments, payment schedules, form questions and policy
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Customer Success

Below are the outlined responsibilities post-implementation.

PaymentWorks Responsibilities	Customer Responsibilities
<ul style="list-style-type: none"> • Review change requests processes • Business review: review ROI, goals and initiatives, platform usage, enhancements and recommendations to maximize use of platform • Executive business review: review goals that led to the purchase of PaymentWorks, goals and initiatives and partnership opportunities. 	<ul style="list-style-type: none"> • Provide feedback through appropriate channels and surveys • Continuously monitor the help center for: <ul style="list-style-type: none"> ○ new releases ○ updated documentation ○ Knowledge base articles • Review in-app banners for notifications

Platform Security Controls

PaymentWorks Controls	Customer Responsibilities
<ul style="list-style-type: none"> • Maintain SOC 1, Type II controls and provide customer with report, upon request • Annual penetration testing • Define, implement, and ensure adherence to business controls • Monitor user IP activity • Employee background checks • Encrypt sensitive data 	<ul style="list-style-type: none"> • Maintain appropriate business and security controls • Minimize or eliminate manual payee master changes in the ERP • Implement and maintain Single Sign On

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Implementation Requirements Checklist

Resources, upon contract signing:

- Project Manager / SME
- Trainer
- Admin
- IT Contact (SSO, SFTP and files)

Prior to scheduled introductory call from sales:

- Discovery Questionnaire
- Payments Questionnaire
- SSO Questionnaire
- SFTP Questionnaire

Following introductory call from sales (Provided by PW project manager):

- Complete monday.com registration
- Review project plan to confirm resource availability for the entire project
- Complete customer contact form

Prior to kick off:

- Supplier file
- Invoice Status file
- Payment file (PIF)
- SSO
- SFTP

BUDGET MODIFICATION REQUEST

COMMITTEE SIGNATURES **DATE**

DATE _____

DATE _____

DATE _____

DATE _____