

Economic Development & Planning Committee



AGENDA - REGULAR MEETING

OSWEGO COUNTY, NEW YORK

Date/ Time: Tuesday, April 4, 2023 at 9:00 a.m.

Location: Conference Room E - Legislative Office Building 46 East Bridge Street Oswego

COMMITTEE MEMBERS:

Tim Stahl, Chair	Legislator, 20 th District
Mary Ellen Chesbro, Vice Chair	Legislator, 10 th District
Edward Gilson	Legislator, 3 rd District
Roy Reehil	Legislator, 5 th District
Paul House	Legislator, 8 th District
Noelle Salmonsens	Legislator, 21 st District
Marie Schadt	Legislator, 19 th District

CALL TO ORDER:

- Pledge of Allegiance

APPROVAL OF MINUTES:

- Approval of Minutes for the Economic Development and Planning Committee's regular meeting on February 28, 2023

RESOLUTIONS:

- EP-1** Resolution Authorizing Budget Modification Department of Community Development – Housing Office
- EP-2** Resolution Accepting NYS Grant C1002101 Infrastructure Feasibility Study and Establishing Capital Project No. 0523
- EP-3** Resolution Establishing the Office of Mobility Management and Establishing Associated Position

COMMITTEE REVIEW & DECISIONS:

ARPA – Oswego Harbor Festivals, Oswego YMCA, Lacona Cable Trail VFW Post #8534, Midway Drive In Theatre, InVogue Salon and Spa

REPORTING DEPARTMENTS:

- Promotion and Tourism Department Updates
- Planning and Community Development Department Updates
- Oswego County Soil and Water Conservation District Department Program Updates
- Operation Oswego County Updates

ADJOURNMENT:

Economic Development & Planning Committee

DRAFT



MINUTES - REGULAR MEETING

OSWEGO COUNTY, NEW YORK

Date/ Time: Tuesday, February 28 at 9:00 a.m.

Location: Conference Room E - Legislative Office Building 46 East Bridge Street Oswego, New York 13126

COMMITTEE MEMBERS:

Tim Stahl, Chair	Legislator, 20 th District	Present
Mary Ellen Chesbro, Vice Chair	Legislator, 10 th District	Excused
Edward Gilson	Legislator, 3 rd District	Present
Paul House	Legislator, 8 th District	Present
Roy Reehil	Legislator, 5 th District	Excused
Noelle Salmonsens	Legislator, 21 st District	Present
Marie Schadt	Legislator, 19 th District	Present

STAFF AND GUESTS:

David Turner	Joe Chairvolotti	Austin Wheelock
Veronica Turner	Dan Breitweg	Kelly Jordal

CALL TO ORDER:

A Regular Meeting of the Economic Development & Planning Committee was called to order at 9:00 a.m. by Committee Chair Tim Stahl with the Deputy Clerk of the Legislature present. The meeting commenced with the Pledge of Allegiance.

APPROVAL OF MINUTES:

Motion to approve the meeting minutes: Legislator Gilson
Second: Legislator House
Vote: Unanimous, motion carried

The minutes for the Economic Development & Planning Committee Regular Meeting on January 31, 2023 were approved.

RESOLUTIONS:

EP-1 Resolution Authorizing Budget Modification Department of Community Development – Housing Office

Motion to approve: Legislator Gilson
Second: Legislator Salmonsens
Vote: Unanimous, motion carried

EP-2 Resolution Authorizing Budget Modification Department of Community Development – Office of Planning and Community Development

Motion to approve: Legislator House
Second: Legislator Salmonsens
Vote: Unanimous, motion carried

- EP-3** Resolution Fixing Time and Place for Public Hearing to Discuss the Implementation and Administration of the Oswego County CDBG864CVHR34-21 Housing Activities

Motion to approve: Legislator Gilson
Second: Legislator House
Vote: Unanimous, motion carried

- EP-4** Resolution Authorizing the County of Oswego to Utilize Program Delivery and Administration Funds Received from the Implementation of the CDBG Project No. 864CVHR34-21 and CDBG Farmworker Housing Project No. 864CVHR102-2022 to be Used to Support the CDBG Program Income Housing (PLOAN) Fund

Motion to approve: Legislator Salmonsens
Second: Legislator House
Vote: Unanimous, motion carried

- EP-5** Resolution Awarding Professional Services Contract – RFP22-CDTP-011 – Tourism

Motion to approve: Legislator House
Second: Legislator Salmonsens
Vote: Motion carried 4-1, Leg. Schadt opposes

- EP-6** Resolution Appointing Members to the Oswego County Soil and Water Conservation District Board of Directors

Motion to approve: Legislator House
Second: Legislator Salmonsens
Vote: Unanimous, motion carried

- EP-7** Resolution Expressing Support to the National Oceanic and Atmospheric Administration for the Designation of the “Lake Ontario National Marine Sanctuary,” NOAA-NOS-2021-0050-072

Motion to approve: Legislator House
Second: Legislator Gilson
Vote: Unanimous, motion carried

COMMITTEE REVIEW & DECISIONS:

Motion to approve BID22-CDPT-001 – Visitor Guide made by Leg. Gilson, 2nd from Leg. House, motion carries unanimously

Motion to approve ARPA funding for Children’s Museum of Oswego made by Leg. House, 2nd from Leg. Salmonsens, motion carries unanimously

Motion to recommend Eric Cronk and Linda MacDougall for the Transportation Board made by Leg. Stahl, 2nd from Leg. House, motion carries unanimously

REPORTING DEPARTMENTS:

David Turner and Dan Breitweg gave a verbal update for CDT&Planning

Joe Chairvolotti provided Soil and Water update-work on culvert assessments this year, watershed
Austin Wheelock provided Operation Oswego County update

ADJOURNMENT:

Motion to adjourn at 10:51 a.m.: Legislator House

Second: Legislator Salmonsén

Vote: Unanimous, motion carried

DRAFT

Matthew Reitz
Deputy Clerk of the Legislature

RESOLUTION NO.

April 13, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF
COMMUNITY DEVELOPMENT – HOUSING OFFICE**

By Legislator Tim Stahl:

WHEREAS, the Office of Housing Assistance has received an allocation of funds from the NYS Office of Home and Community Renewal to supplement an existing program in their office, and

WHEREAS, this action is needed to accept and disburse these funds and modify the budget accordingly, then therefore be it and it is hereby

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

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

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

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

YES:

NO:

ABSENT:

ABSTAIN:



David R. Turner
Director

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

COUNTY BUILDING
46 EAST BRIDGE STREET
OSWEGO, NEW YORK 13126

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

Daniel Breitweg
Deputy Director

Donna B. Scanlon
*Office of Community
Development Programs*

Kelly Allen
Office of Housing Assistance

INFORMATIONAL MEMORANDUM

SUBJECT: Authorization to accept and disburse grant funds received in the Housing Assistance office and modify the budget accordingly.

PURPOSE: The Housing Office has received an additional allocation of program funds and this action is needed to modify the department budget so they can be properly utilized.

SUMMARY: The state established a program to help certain qualified individuals secure safe and affordable housing by providing some subsidies for down payments.

FISCAL IMPACT: None at this time.

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

FROM				TO			
ACCOUNT NUMBER		ACCOUNT NUMBER		ACCOUNT NUMBER		ACCOUNT NUMBER	
ORG	OBJECT	PROJ	ORG	OBJECT	PROJ	DESCRIPTION	DOLLAR AMOUNT
A8610	449890	SDAF				Fed Aid OFH Home & Comm Serv	(\$23,374.0)
			A8610	545500	SDAF	Other Supplies & Expense	\$23,374.0
						Need money moved to our expense line	
						so we can continue with our Security Deposit	
						Assistance/Landlord Incentive Program.	
TOTAL AMOUNT							\$0.00

DATE _____

DATE _____

DATE _____

DATE _____

RESOLUTION NO.

April 13, 2023

**RESOLUTION ACCEPTING NYS GRANT C1002101 INFRASTRUCTURE
FEASIBILITY STUDY AND ESTABLISHING CAPITAL PROJECT No. 0523**

By Legislator Tim Stahl:

WHEREAS, in 2017, this body adopted an Economic Advancement Plan and the recommendations within that plan, and

WHEREAS, the lack of adequate water and wastewater infrastructure was identified in that plan as an impediment to future growth, and

WHEREAS, NYS has awarded Oswego County \$60,000 in matching funds for the completion of a feasibility study that will gather the data necessary for consideration of a county-wide infrastructure entity, and

WHEREAS, matching funds (\$60,000) are available in the County's Economic Development and Efficiency Fund to establish this Project at \$120,000, and

WHEREAS, this body acknowledged essential infrastructure as a priority for investment through Resolution #190 of 2022, then therefore be it and it is hereby

RESOLVED, that the Chairman of the legislature is authorized to execute any-and-all documents that may be necessary to accept and disburse these grant funds, and be it also

RESOLVED, that this initiative shall be known as Capital Project #0523 and funded with an amount not to exceed \$60,000 (sixty thousand dollars) local share, and be it also

RESOLVED that the County Treasurer be, and he hereby is authorized to establish the lines necessary to dedicate the funds necessary to establish this project, and be it further

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

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

YES: NO: ABSENT: ABSTAIN:



David R. Turner
Director

**OSWEGO COUNTY DEPARTMENT OF COMMUNITY
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*Office of Community
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Kelly Allen
Office of Housing Assistance

INFORMATIONAL MEMORANDUM

SUBJECT: Establish Capital Project #0523 and authorize the Chairman and the Treasurer to execute documents that may be necessary to do so.

PURPOSE: Establish a Capital Project to contract for the completion of a county-wide water and wastewater infrastructure inventory and analysis.

SUMMARY: This action establishes a capital project for the purpose understanding all of the existing municipal water and wastewater infrastructure assets. It will also help advise us on the options (pro/cons) for potentially establishing a county-wide infrastructure authority or some other similar entity. This is critical information for us as we plan for the future growth of Oswego County.

FISCAL IMPACT: We are requesting \$60,000 from the Economic Development and Efficiency Fund to match \$60,000 in grant funds from NYS.

RECOMMENDED ACTION: Approval of this action.

**COUNTY OF OSWEGO
BUDGET MODIFICATION REQUEST**

ACCOUNT NUMBER			ACCOUNT NUMBER			DESCRIPTION	DOLLAR AMOUNT
ORG	OBJECT	PROJ	ORG	OBJECT	PROJ		
H	437150	0523				CP#0523 NYS Dept of State Grant C1002101	(60,000.00)
H	450310	0523				CP#0523 Interfund Transfer	(60,000.00)
			H	529000	0523	CP#0523 Establish Infrastructure Feasibility Study	120,000.00
A1010	543700	DEVEF				Consulting - Economic Development and Efficiency Fund	(60,000.00)
			A9901	599014		Interfund Transfer	60,000.00
TOTAL AMOUNT							-

COMMITTEE SIGNATURES DATE

COUNTY TREASURER DATE

PERSONNEL DIRECTOR DATE

COUNTY ADMINISTRATOR DATE

DEPARTMENT HEAD DATE

RESOLUTION NO.

April 13, 2023

**RESOLUTION ESTABLISHING THE OFFICE OF MOBILITY MANAGEMENT
AND ESTABLISHING ASSOCIATED POSITION**

By Legislator Tim Stahl:

WHEREAS, Oswego County solicited proposals for Mobility Management Services to serve people, transportation providers and human service agencies through coordination, service analysis and development and the promotion of effective, collaborative solutions to meet the transportation needs of all people; and

WHEREAS, funding from Mobility Management Services is provided through the Federal Transit Administration (FTA) Section 5311 grant program, administered by the Oswego County Department of Community Development, Tourism, and Planning.

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

RESOLVED, that the Office of Mobility Management be and is hereby created and established; and be it further

RESOLVED, that the Director of Mobility Management be and is hereby responsible for the day-to-day oversight and management of the Office of Mobility Management, to include the power of appointment of department staff, supervision of staff and termination of department personnel in accordance with Civil Service Law and any applicable collective bargaining agreements pertaining to department employees; and be it further

RESOLVED, that position, Director of Mobility Management, Grade 50, in the Management Personnel Compensation Plan be created; and be it further

RESOLVED, that _____ of _____ is appointed Director of Mobility Management at Grade 50, Step ____, for a term to coincide with the term of this Legislature; 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:

POSITION CLASS TITLE:**DIRECTOR OF MOBILITY MANAGEMENT (DRAFT)****JURISDICTIONAL CLASS:**

Pending Jurisdictional Classification

CIVIL DIVISION:

County

AUTHORIZATION:

Oswego County Personnel Officer

March 2023

POSITION CLASS DEFINITION:

Essential nature of work, degrees of difficulty and responsibility.

This department-head position is responsible for the administration of the Office of Mobility Management and involves a diverse range of functions to improve the overall mobility for the general public through coordinated transportation efforts. The primary functions of this position include, but are not limited to, researching and identifying coordinated transportation expansion and funding opportunities, grant writing, and the administration of local, state and federal grants for the County's Public Transportation Program.

The work is performed under the general direction of the Economic Development and Planning Committee of the County Legislature with wide latitude allowed for the exercise of independent judgment in carrying out the details of the work. This position does related work as required.

PRIMARY WORK ACTIVITIES:

Typical activities characteristic of the class.

- Prepares administration of the County's public transportation system to include all fixed routes, connector routes, dial-a-ride, non-emergency medical transportation, seasonal routes;
- Develops an informational and outreach program for current transportation services and mobility options through, public speaking and media presentations, including development of outreach materials and a marketing plan;
- Promotes and facilitates access to transportation services, including the integration and coordination for individuals with disabilities, older adults and low-income individuals;
- Develops the operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and manages eligibility requirements and arrangements among programs;
- Updates the County's Coordinated Public Transit Human Services Transportation Plan;
- Develops and plans for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems to include vehicle scheduling, dispatching and monitoring, and cost and billing tracking;
- Maintains liaison with officials, industry and community leaders involved with transportation planning and services;
- Ensures that all mobility providers meet minimum safety standards for vehicles in NYS and that NYS DOT policies and procedures are administered correctly;
- Assists the County Legislative Transportation Advisory Committee by overseeing and implementing data and information needed for NYSDOT Black Cat record keeping system;
- Compiles and provides bi-monthly reports;
- Assists in the record keeping and purchasing of transportation vehicles and related equipment;
- Prepares and administers grant applications for transportation projects/studies, by way of local, state, and federal funding sources;
- Prepares and conducts oral and graphic presentations to inform legislative bodies, governing boards and general public concerning public transportation activities and information;
- Provides advice and assistance to various boards, organizations and elected officials regarding public transportation plans, projects, programs, and related regulatory implications;
- Keeps up to date on new developments in transportation planning and management, including sources of funding available to the county, and current legislation and programs;
- Meets and assists businesses and human services agencies located both inside and outside of the County to encourage the use of the County's public transportation system;

DIRECTOR OF MOBILITY MANAGEMENT (DRAFT)

PRIMARY WORK ACTIVITIES (Continued):

- Composes transportation portion of annual budget;
- Attends meetings with public officials, civic leaders and various other individuals interested in transportation planning matters, including meetings held evenings and weekends;
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Summary of full performance level characteristics.

GOOD KNOWLEDGE OF: community development and revitalization practices and procedures; state and federal transportation programs; economics; program management, reporting, and communications; public relation methods and techniques; geography of the County; basic research methods and techniques; real property and community development terminology.

THOROUGH KNOWLEDGE OF: governmental structure and resources, principles and practices of supervision.

ABILITY TO: prepare and present moderately complex reports effectively; establish and maintain effective working relationships with civic leaders, public officials, the general public and work associates; perform grant applications activities, including research, analysis, writing and administering of grants; perform research activities, to analyze data acquired during research activities, and to prepare narrative reports of research data and conclusions; express ideas clearly both orally and in writing; read, understand, and apply program regulatory materials; prepare written materials; conduct program administrative duties with a detail-oriented approach.

MINIMUM QUALIFICATIONS:

Education, specialized background, training and experience.

- (A) Possession of a bachelor's degree or higher in transportation, planning, business administration, or closely related field; **OR**
- (B) Possession of an associate's degree in transportation, planning, business administration, or closely related field and two (2) years of paraprofessional or professional level work experience, or its part-time equivalent, in municipal, community or regional planning, transportation planning and analysis, or business administration; **OR**
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Your degree or credit hours must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credit hours were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You may contact the Human Resources Department for a list of acceptable companies who provide this service. You must pay the required evaluation fee.

SPECIAL REQUIREMENT:

Possession of a valid New York State driver's license appropriate to the vehicles operated or otherwise demonstrate their ability to meet the transportation needs of the position.

Schedule H- Proposed Local Disbursements of ARPA Funds

<u>Project Name/Applicant</u>	<u>Project Description</u>	<u>Jurisdictional Committee</u>	<u>Request</u>	<u>Task Force Suggestion</u>	<u>Jurisdictional Committee</u>
Oswego Harbor Festivals Inc.	Application in the amount of \$965,833- Verified loss of revenue through profit Loss Statements. Inability to hold event for 2 years resulted in minimal income. Received \$7,765 in PPP so amount eligible for is \$958,064.	EDP	\$ 965,833	\$ 60,000	
Young Mens Christian Association of Oswego INC	Application in the amount of strictly lost revenue. \$156,776. This amount is left AFTER all covid grants are removed from amount eligible.	EDP	\$ 156,776	\$ 150,000	
Integrated Community Planning of Oswego County Inc.	Yatesville is a community partnership between Yatesville, Oswego County, OCO, OCFS, Shineman Foundation. These organizations will have board members on the alliance. Program is taken from a program in Onondaga that was successful and will facilitate childcare programs and ideas through work with health care facilities, education institutions, Community organizations and local governments. The funding will secure a full time coordinator for the alliance who will maintain and operate the alliance at the direction of the executive committee whose members are listed above. This person will be responsible for ensure all goals and outcomes are being met. This person will also conduct grant writing to ensure future viability. ARPA ask is 71% of total project with in kind work making up the remaining 29%. Position is for two years from the date the program starts and will be self-sustaining after that.	Human Services	\$ 121,290	\$ 121,290	
Lacona Cable Trail VFW Post #8534	Seeking \$30,000 to recoup lost revenue due to the COVID pandemic. Amount verified through certified profit loss statements. They have demonstrated losses of greater than the amount they are asking. Inability to hold events and fundraisers.	EDP	\$ 30,000	\$ 30,000	
Village of Pulaski	Pulaski Arches Project- The village of Pulaski was told by their insurance carrier they either need to demolish or reinforce the arches that are above a park walkway in the village. They have received multiple quotes for the work. They are seeking \$150,000 for a project with a cost estimated to be between \$500,000 and \$600,000. Qualification falls under the ability to renovate, improve, and rehab public parks and spaces as a benefit to the community as it related to being outdoors during COVID. Th project is also within a qualified census tract.	Infrastructure	\$ 150,000	\$ 150,000	
Midway Drive in Theatre	Seeking \$191,267 from lost revenue during the covid time frame. This is the amount left AFTER all covid related loans were removed from eligibility. included in this amount is \$12,000 for Paypal fees as they were required by law to use contactless ticketing and were charged a fee every time one was purchased through paypal.	EDP	\$ 191,267	\$ 90,000	
Tonia Enterprises Inc. DBA InVogue Salon and Spa	Asking \$30,549 for a multitude of costs and increases. They are seeking to renovate their air filtration system which will have a multi faceted utilization, it will better protect clients and workers from airborne pathogens and also meet industry standards for chemical smells and things related to products used in the shop. The cost of the renovation for this is \$15,500.	EDP	\$ 30,549	\$ 15,500	
TOTALS			\$ 1,645,715	\$ 616,790	