

Government, Courts & Consumer Affairs Committee



AGENDA - REGULAR MEETING

OSWEGO COUNTY, NEW YORK

Date/ Time: Monday, February 27, 2023 at 9 a.m.

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

COMMITTEE MEMBERS:

David Holst, Chair	Legislator, 4 th District
Edward Gilson, Vice Chair	Legislator, 3 rd District
Noelle Salmonsens	Legislator, 21 st District
Michael Soloway	Legislator, 23 rd District
James Scanlon	Legislator, 16 th District
Robert Wilmott	Legislator, 18 th District
Michael Yerdon	Legislator, 1 st District

CALL TO ORDER:

- Pledge of Allegiance

APPROVAL OF MINUTES:

- Approval of Minutes for the Government, Courts and Consumer Affairs Committee's regular meeting on January 30, 2023 and special meeting on February 9, 2023

RESOLUTIONS:

- GC-1 Resolution Allocating Funds Made Available to the County of Oswego Through the American Rescue Plan Act to Certain Sub-Recipients and Beneficiaries
- GC-2 Resolution Authorizing Budget Modification County Clerk/Department of Motor Vehicles
- GC-3 Resolution Approving and Confirming the Sale and Transfer of Certain Foreclosed Tax Property Pursuant to RPTL§1166
- GC-4 Resolution Appointing Member to the County Board of Ethics
- GC-5 Reclassify Support Attorney in the Assigned Counsel Office to Full-Time

COMMITTEE REVIEW AND DECISIONS:

None

REPORTING DEPARTMENTS:

Department Reports

ADJOURNMENT:

RESOLUTION NO.

March 9, 2022

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

By Legislator David Holst:

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

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

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

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

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

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

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

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

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

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

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

YES:

NO:

ABSENT:

ABSTAIN:



David R. Turner
Director

**OSWEGO COUNTY
OFFICE OF STRATEGIC INITIATIVES**

**COUNTY BUILDING
46 EAST BRIDGE STREET
OSWEGO, NEW YORK 13126**

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

Kyle Boeckmann
Strategic Programs Specialist

Kasey Chewning-Kulick
Administrative Assistant

INFORMATIONAL MEMORANDUM

SUBJECT: ARPA funding request for consideration.

PURPOSE: Discuss and recommend project to Government Committee for funding.

SUMMARY: Projects included in this resolution have been reviewed for eligibility and subsequently considered by the Chairman's ARPA Taskforce. Suggestions from the Taskforce are identified on Schedule G attached to the Resolution. Not all were suggested to be considered at 100% of the applicant's request. Some requests from the "small business community" eligible under the general category of negative economic impacts have been suggested at 50% of the documented impact.

FISCAL IMPACT: Four projects suggested in this round total \$440,691.00.

RECOMMENDED ACTION: Projects should be funded by the Legislature once considered and approved by the respective jurisdictional committees including Finance & Personnel and eventually the Committee on Government, Courts & Consumer Affairs.

Schedule G- 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>
Cleveland Fire Department	They are seeking to cover costs they incurred when they updated the locker room and cleaning equipment to better protect against COVID transmission including non-porous surfaces, a gear and equipment dryer, more handwashing sinks and more space in the locker room. Included in the \$26,298 is \$10,000 for assistance in securing a new chief SUV.	Public Safety	\$ 26,298	\$ 16,298	
Oswego Town Sewer	Sewer Project of 27,000 linear feet of line with 3 pump stations, serving 176 dwellings in the area of Fred Haynes BLVD, Route 89 and Lake Ontario. Asking for \$450,000 to be able to finish the project, overall project cost is \$6,200,000. Town also including \$150,000 of own ARPA funding for project as well.	Infrastructure	\$ 450,000	\$ 250,000	
Fulton Fire Dept.	Upgrade to internal communication equipment and speakers inside the building that will allow members to stay separated due to COVID concerns so members do not need to be constantly congregated awaiting calls. Current system does not serve the entire building and at times members are separated from others for safety reasons and can not hear the messages. It is also at times not possible to hear the patient information, condition and other necessary details due to the age of the system in place being over 20 years old.	Public Safety	\$ 20,000	\$ 20,000	
Childrens Museum of Oswego (CMOO)	Original ask was for \$587,169 however after many conversations they are seeking \$154,393 for direct loss of revenue and increased cost of cleaning due to COVID. Full current ask amount has been verified through Tax records and profit loss statements.	EDP	\$ 154,393	\$ 154,393	
TOTALS			\$ 650,691	\$ 440,691	\$ -

RESOLUTION NO.

March 9, 2022

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

By Legislator David Holst:

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

RESOLVED, that the County Treasurer be, and he hereby is, To create the following accounts : Revenue A1411.412555.EZPAS with a budget of \$2,500.00 and Expense A1411.543800.EZPAS with a budget of \$2,100.00

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

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

YES:

NO:

ABSENT:

ABSTAIN:



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

MATHEW F BACON
DEPUTY CLERK

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

NANCY L. BELCHER
DEPUTY CLERK OF
OPERATIONS

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

Date: February 16, 2023

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

From: Terry M Wilbur County Clerk

Informational Memorandum

Subject: Sale and tracking of E-Z Pass Tags

Purpose: To set up accounts for the purchase and subsequent sale of E-Z Pass Tags in the County Clerk's Office as well as all DMV offices. These Accounts should be set up as A1411.412555.EZPAS as a revenue account with a budget of \$2500.00 and A1411.543800.EZPAS as an expense account with a budget of \$2100.00

Summary: These new accounts will assure easier tracking for the Ez-Pass Tags that we sell. The County Clerk's office is set to make a profit of \$4.00 for each tag sold.

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

RESOLUTION NO.

March 9, 2022

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

By Legislator David Holst:

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 2022 tax, unless otherwise stated:

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

2/13/2022

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.

Co. Prop#	SWIS	Town	Parcel ID#	Deed To Owner 1	Deed to Owner 2	Property Address	Assessed Owner 1	Assessed Owner 2
2021-26-02	2601	v/o Cleveland	313.13-06-01	Town of Constantia		12 Divison St	Eric Koester	
2021-54-03	5489	Schroappell	257.00-01-20	Burdick Nelson N Sr	Nelson N Burdick Rev Living Trust, Est	806 Co Rt 54	Burdick Nelson N Sr	Nelson N Burdick Rev Living Trust, Est
2022-34-07	3489	Mexico	171.00-01-07.2	Chant Cory	Chant Sara	4904 State Route 3	Chant Cory	Chant Sara
2022-46-04	4689	Parish	209.00-01-11.01	Shirley Keith		1681 County Route 11	Shirley Joan P	
2020-38-08	3800	New Haven	096-00-03-19.22	Abbott Raymond		812 County Route 1	Abbott Raymond	

RESOLUTION NO.

March 9, 2023

RESOLUTION APPOINTING MEMBER TO THE COUNTY BOARD OF ETHICS

By Legislator David Holst:

WHEREAS, on December 13, 1990, the Oswego County Legislature adopted Local Law #4 of 1990 entitled "Oswego County Ethics and Disclosure Law", and

WHEREAS, Local Law #4 of 1990 created the Oswego County Board of Ethics, and

WHEREAS, the term of office has expired for a member of the Board, and

WHEREAS, it is necessary to fill said vacancy so that the Board may function,

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

RESOLVED, that the following individuals be re-appointed to the Oswego County Board of Ethics for a three-year term running from the expiration of the former term and ending as follows:

John G. Fitzgibbons - Term to Expire (2/1/26)
Robert Nicholson, J.S.C. (2/1/25)

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

YES: NO: ABSENT: ABSTAIN:

RESOLUTION NO.

March 9, 2023

**RECLASSIFY SUPPORT ATTORNEY IN THE ASSIGNED COUNSEL OFFICE TO
FULL-TIME**

By Legislator Marc Greco:

WHEREAS, the position of the Support Attorney in the Assigned Counsel Office is currently part-time and the needs of the office have increased and require that this position be reclassified to full-time; and

WHEREAS, the duties and requirements of the new classification are in line with similar County Grade 60 positions; and

WHEREAS, the County employee currently in this position has been in this position since 2020; and

WHEREAS, New York State through the Office of Indigent Legal Services will fund the salary and fringe at 100% for this reclassified position.

RESOLVED, that the position of the Support Attorney in the Assigned Counsel Office shall be reclassified from part-time to full-time effective immediately and shall be classified as a Grade 60 position at Step 17.

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

YES:

NO:

ABSENT:

ABSTAIN:

OSWEGO COUNTY ASSIGNED COUNSEL PLAN

**70 Bunner Street
Oswego, New York 13126
Telephone: (315) 349-8575
assignedcounsel@oswegocounty.com**

MEMORANDUM

To: Laurie Mangano, Chair Finance & Personnel
From: Sara E. Davis, Esq.
Date: February 10, 2023
RE: Resolution to Reclassify Support Attorney

The Support Attorney position was filled in 2020. Since that time the responsibilities and work load of the Assigned Counsel office have increased dramatically. The time demands for the grants and associated work that the Administrator handles have almost doubled, requiring that work that used to be handled by the Administrator are now being assigned to the Support Attorney. Significantly, the Data Officer duties required by ILS that have been the responsibility of the Administrator are now being shifted to the Support Attorney as have the responsibilities of maintaining and addressing issues relative to the online voucher system. These two tasks alone require a minimum of one and half extra days per week.

ILS is also requiring certain quality improvement measures to be taken in the Assigned Counsel office, to include screening of all felony cases at their inception and monitoring and mandating experts and investigators to be utilized. This work is being assigned to the Support Attorney on top of current duties and the shifting of the Data Officer and online voucher program supervision.

ILS has approved a budget that would cover the costs of the Support Attorney to be reclassified to full time, to include all fringe, so that the net cost to County is zero. The ILS budget approved a salary of \$113,300 plus fringe, well above the requested salary of \$92,597.

It is crucial for the functioning of the Assigned Counsel that this position be reclassified as full time.

	A	B	C
1	WM-14e (8/18)	Juris #	35
2			
3	Section 10. Particulars of Civil Proceedings or Prosecutions		
4	Offense	Name of Establishment	Occurrences
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Director's Notes (Each cell below is set to allow multiple lines of text. The spreadsheet will automatically wrap the text at the end of each line to keep it in the cell. Please do not use the enter key at the end of each line.)

Oswego County is continuing its agreement with Cortland County for the use of their prover.

Section 8. Commodities (Net Weight Compliance)

Type of Package	# Pkgs in Lots	# Pkgs Measured	# Lots	# of Lots Failed
Packed In-Store	505	120	6	1
Packed Out-of-Store	0	0	0	0
Test Purchases		0		0
# test purchases made ^			# violations ^	

Section 9. Collection of Device Inspection Fees

Does your jurisdiction collect device inspection fees (Y/N)?

If yes:

How much did you issue in fees?

Do you collect for all device types (Yes/No)?

If no, please attach a copy of your fee schedule to this report.

Section 9.a. Pricing Accuracy

Type of Inspection	# Inspections	# Items Checked	# Ocharges	# Ucharges	# Insp Fail	% Fail
Complaint - Individual Items	0	0	0	0	0	#DIV/0!
Audit Inspections	0	0	0	0	0	#DIV/0!
Full Inspections	0	0	0	0	0	#DIV/0!
Reinspections - Audit or Full	0	0	0	0	0	#DIV/0!

Ocharges = Overcharges

Ucharges = Undercharges

Section 6. Devices

Device Type	Total # in Juris	Results of Prescribed Tests						Prescribed Devices not Tested	Other Tests Rechecks Complaints
		Test Correct		Test Incorrect			Incorrect Visual		
		#	%	(+)	(-)	Other			
Computing Scale	323	307	95.9	0	8	5	7	3	12
Pre-Pack Scale	38	37	97.4	0	1	0	3	0	0
Customer Scale	12	12	100.0	0	0	0	0	0	0
Vehicle Scale	41	31	79.5	1	0	7	0	2	17
Monorail Scale	1	0	0.0	0	0	0	0	1	0
Prescription Scale	21	20	95.2	1	0	0	0	0	1
Hopper/Batch/Tank Scale	4	4	100.0	0	0	0	0	0	0
Platform Scale	62	53	88.3	1	1	5	0	2	6
Livestock Scale	0	0	0.0	0	0	0	0	0	0
Miscellaneous Scale	41	39	100.0	0	0	0	0	2	0
Petroleum Pump	992	953	97.5	17	5	2	44	15	20
Petroleum Meter VTM	17	11	64.7	4	2	0	0	0	6
Other Meter	1	0	0.0	1	0	0	0	0	1
Rack Meter	12	0	0.0	0	0	0	0	12	0
Liquid Measure	0	0	0.0	0	0	0	0	0	0
Volumetric Measure	0	0	0.0	0	0	0	0	0	0
Weights Pharmacy	198	191	100.0	0	0	0	0	7	0
Weights Other	0	0	0.0	0	0	0	0	0	0
Linear Measure	10	9	90.0	1	0	0	0	0	0
Linear Measuring Device	3	3	100.0	0	0	0	0	0	0
Timing Device	47	42	97.7	0	0	1	1	4	0
Taximeter	0	0	0.0	0	0	0	0	0	0
Miscellaneous Device	50	50	100.0	0	0	0	0	0	0
LPG Meters	0	0	0.0	0	0	0	0	0	0
Non-Commercial Devices									1
Milk Tanks 20% (from Sect 3)	7	0	0.0	0	0	0	0	0	0

Section 7. Device Test Summary

Automatically summed from data above

Total Scales	543	503	94.4	3	10	17	10	10	36
Total Liquid Meas. Devices	1029	964	96.9	22	7	2	44	27	27
Total Weights	198	191	100.0	0	0	0	0	7	0
Total Linear Measures	13	12	92.3	1	0	0	0	0	0
Total Miscellaneous Devices	97	92	98.9	0	0	1	1	4	0
Total All Devices	1880	1762	96.5	26	17	20	55	48	63

Classification Devices	1635
Civil Service Class	A

* Rows 24, 25, 28, 31 and 32 are not counted in Civil Service classification

STATE OF NEW YORK
DEPARTMENT OF AGRICULTURE AND MARKETS
BUREAU OF WEIGHTS AND MEASURES
10B AIRLINE DRIVE
ALBANY, NEW YORK 12235

2022

ANNUAL REPORT OF DIRECTOR OF WEIGHTS AND MEASURES
(In compliance with Section 181.3 of the Agriculture and Markets Law)

County/City Date

I,
Director of Weights and Measures for the County/City of
do hereby respectfully submit the following report as required by Section 181.3 of the Agriculture and Markets Law for the Calendar year 2022.

Program Name	<input type="text" value="Department of Weights & Measures"/>	Telephone	<input type="text" value="315-349-8247"/>
Street Address	<input type="text" value="46 East Bridge Street"/>	Fax	<input type="text" value="315-349-8237"/>
City, State Zip	<input type="text" value="Oswego NY 13126"/>	Cell	<input type="text" value="315-529-0433"/>
Email Address	<input type="text" value="jamie.comstock@oswegocounty.com"/>		
Web Address	<input type="text"/>		

Director's Original Date of Appointment Salary per year

Appointment Status: Director Fraction FTE in W&M
(Non-Competitive, Permanent Competitive, or Provisional Competitive)

Total W&M Program Budget Total Budget

No. of W&M Inspection Staff No. of W&M Clerical Staff
(Do not include Director)

No. of Other Staff (Consumer Affairs, etc) Classification Devices
Civil Service Class
"A" or "B"

Program responsibilities under Local Law (other than W&M Article 16):

Mark with "X" in box where appropriate

- | | |
|--------------------------|--|
| <input type="checkbox"/> | A. General Consumer Affairs |
| <input type="checkbox"/> | B. Item Pricing |
| <input type="checkbox"/> | C. Pricing Accuracy (Scanner Accuracy) |
| <input type="checkbox"/> | D. Device Repairman Registration |
| <input type="checkbox"/> | E. Home Repairman Licensing |

Other (list)

F.

Fraction time W&M

[illegible]

Salary

[illegible]

Title

[illegible]

Oswego

Jurisdiction# 35

Section 1. Workload (estimated)

Work Category	Hours Worked	Percentage of Total
Weighing Devices Inspected and Tested	561.6	33.1
Gasoline Pumps Inspected and Tested	295.1	17.4
All Other Commercial Device Inspections	73.7	4.3
Non-Mandated Tests and Requests	3.5	0.2
Petroleum Quality Program	145.9	8.6
Package Control	5.3	0.3
Complaints	55.8	3.3
Civil Penalty and Court Hearings	0	0.0
Administration (records, reports, scheduling)	305.8	18.0
Public Relations	4.7	0.3
Other	244.6	14.4
Pricing Accuracy	0	0.0
Totals	1696	100%

Section 2. Establishments

Establishment Type	Number in Jurisdiction	Number of Inspections	w/Diesel In Juris.
Supermarket	17	26	
Food Store/Deli	13	11	
Farm/Produce	19	17	
Fish/Butcher	7	6	
Candy/Nut	2	2	
Bakery	0	0	
Drug	19	19	
Hardware	15	15	
Gas Station	4	4	1
Gas Station Store	60	118	50
Marina	8	9	
Airport	1	1	
Variety/Multiple	0	0	
Fuel Oil Dealer	5	7	
LPG Dealer	3	3	
Proc/Ware/Manuf	22	32	
Asphalt/Salvage	9	11	
Fabric/Sewing	0	0	
Feed & Fertilizer	4	5	
Other	24	23	
Non-Commercial Estab.	2	2	
Total	234	311	

Section 3. Farm Milk Tanks

Category	#
Total in Jurisdiction	36
New Calibrations	0
Recalibrations	0
Rechecks	0
No. Against Producer	0
No. Against Receiver	0

Section 4. Petroleum Quality

Product		
Gasoline - Laboratory	128	Samples
Gasoline - Screened	0	Samples
Diesel Fuel	17	Samples
Investigations	2	Cases

Section 5. Complaints

Type	# Received	# Resolved or Referred
Devices	1	1
Shortweight	1	1
Gasoline	1	1
LPG	0	0
Fuel Oil	0	0
Firewood	0	0
Other	2	1
Pricing Accuracy	0	0
Total	5	4

Basic Instructions for Calendar Year Report 2022

The spreadsheet is preprogrammed and locked to prevent changes to the format, calculation formulas, column headings and row names. You may make entries in only the cells set up to receive your data. Some cells are programmed to do the calculations for you such as totals at the bottom of columns of data, %time in Table 1, %correct in Table 6, and all the summary values in Table 7.

Please be sure to put your jurisdiction number in cell G3 on page three of the spreadsheet. This populates your jurisdiction number in a large number of places in the spreadsheet so we can retrieve your information electronically.

Do not put \$ in front of money entries in Table 9 (Fees) or Table 10 (Penalties). The spreadsheet will do that automatically.

To move to the appropriate page of the report, click on one of the tabs at the bottom left of the screen labeled Instructions, Page 1, Page 2, etc. The page numbers follow the hard copy form (WM-14).

When entering long text entries, place the cursor in the leftmost cell and type the whole entry in that cell. The system will automatically display the text across the other cells.

You may send the narrative information I requested on the Director Notes page of the worksheet, as a Text document or on a separate paper document

You may also send the penalty information in Table 10 as a separate text file, Word file, or printed document.

If you have questions, please call Steve Timar at (845-437-5150) or Mike Smith at (315-728-4121).