

Public Safety Committee



AGENDA - REGULAR MEETING

OSWEGO COUNTY, NEW YORK

Date/ Time: May 1, 2023 at 11:00 a.m.

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

COMMITTEE MEMBERS:

Marc Greco, Chair	Legislator, 24 th District
Richard Kline, Vice Chair	Legislator, 12 th District
Frank Bombardo	Legislator, 7 th District
Frank Castiglia	Legislator, 25 th District
Mary Ellen Chesbro	Legislator, 10 th District
Laurie Mangano	Legislator, 17 th District
Herbert Yerdon	Legislator, 2 th District
Nathan Emmons	Legislator, 15 th District

CALL TO ORDER:

- Pledge of Allegiance

APPROVAL OF MINUTES:

- Approval of the Minutes for the Public Safety Committee's regular meeting on April 3, 2023

RESOLUTIONS:

- PS-1** Resolution Authorizing the Reclassification of One Position in the District Attorney's Office
- PS-2** Resolution Authorizing the Reclassification of One Position in the Public Defender's Office
- PS-3** Resolution Authorizing Budget Modification Sheriff's Office Transfer from Insurance Recovery (Treasurer's Office) To Automotive Supplies and Repair (Road Division)
- PS-4** Resolution Authorizing Budget Modification Sheriff's Office for Purchase of a Full Body Scanner
- PS-5** Resolution Opposing S6282 Eliminating Probation Fees

COMMITTEE REVIEW & DECISIONS

- BID 23-EMO-003- DJI Matrice 300 RTK and Accessories

REPORTING DEPARTMENTS:

- EMS Department Updates
 - Report

- EMO Department Updates
 - Report
- Probation Department Updates
 - Report
- Fire Coordinator
 - Report
- Oswego County 911
- Search & Rescue

ADJOURNMENT:

Public Safety Committee

DRAFT



MINUTES - REGULAR MEETING

OSWEGO COUNTY, NEW YORK

Date/ Time: Tuesday, April 3 at 11 a.m.

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

COMMITTEE MEMBERS:

Marc Greco, Chair	Legislator, 24 th District	Present
Richard Kline, Vice Chair	Legislator, 12 th District	Present
Frank Bombardo	Legislator, 7 th District	Present
Frank Castiglia	Legislator, 25 th District	Present
Mary Ellen Chesbro	Legislator, 10 th District	Present
Laurie Mangano	Legislator, 17 th District	Excused
Herbert Yerdon	Legislator, 2 th District	Present
Nathan Emmons	Legislator, 15 th District	Excused

STAFF AND GUESTS:

David Hall	Holly Carpenter	Renee Fox	Nate Degear
Cathleen Palmitesso	Greg Oakes	Noelle Salmonsens	Kevin Pooley
Kevin Pooley	Phil Church	John Toomey	Terry Bennet

CALL TO ORDER:

A Regular Meeting of the Public Safety Committee was called to order at 11 a.m. by Committee Chairman Marc Greco 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 Kline

Second: Legislator Bombardo

Vote: Unanimous, motion carried

The minutes for the Public Safety Committee's Regular Meeting on March 2, 2023 were approved

RESOLUTIONS:

PS-1 Resolution Authorizing Budget Modification for the Emergency Management Office to Accept Funding from the Department of Homeland Security and Emergency Services (DHSES) For FEMA-4480-DR-NY Hazard Mitigation Grant Program

Motion to approve: Legislator Kline

Second: Legislator H. Yerdon

Vote: Unanimous, motion carried

- PS-2** Resolution Awarding Professional Services Contract –RFP 23-EMO-002 – Hazard Mitigation Plan
Motion to approve: Legislator Kline
Second: Legislator H. Yerdon
Vote: Unanimous, motion carried
- PS-3** Resolution Authorizing the Oswego County Emergency Management Office to Accept Funding from the Walmart Community Grant Program
Motion to approve: Legislator Kline
Second: Legislator Chesbro
Vote: Unanimous, motion carried
- PS-4** Resolution Authorizing the Reclassification of One Position in the District Attorney's Office – Assistant DA to Senior ADA
Motion to approve: Legislator H. Yerdon
Second: Legislator Bombardo
Vote: Unanimous, motion carried
- PS-5** Resolution Authorizing the Reclassification of One Position in the District Attorney's Office – Paralegal to Sr. Typist
Motion to approve: Legislator Kline
Second: Legislator H. Yerdon
Vote: Unanimous, motion carried
- PS-6** Resolution Authorizing Budget Modification District Attorney's Office – Additional Hours
Motion to approve: Legislator Kline
Second: Legislator H. Yerdon
Vote: Unanimous, motion carried

COMMITTEE REVIEW & DECISIONS:

Committee made recommendation to Finance and Personnel to approve DA Office request to set salary

REPORTING DEPARTMENTS:

EMO/EMS

Nate Dreger EMS Coordinator provided a report included in the packet and a verbal EMS update.
Renee Fox provided a report included in the packet and a verbal update.

Sheriff's

Undersheriff John Toomey provided a verbal update.

E911

Director Kevin Pooley provided a verbal update

Probation

Director David Hall provides a report

ADJOURNMENT:

Motion to adjourn at 12:01 p.m.: Legislator Kline

Second: Legislator H. Yerdon

Vote: Unanimous, motion carried

DRAFT

Matthew Reitz
Deputy Clerk of the Legislature

RESOLUTION NO.

May 11, 2023

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

By Legislator Marc Greco:

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

WHEREAS, the District Attorney has identified the need to better reflect the duties of the personnel who perform key administrative responsibilities of the Department to continue to ensure the delivery of efficient and effective services.

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

RESOLVED, that position 116524704, Typist, Grade 3, County of Oswego Office Personnel Unit (COOP), be reclassified to a Senior Typist, Grade 5, 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:

INFORMATIONAL MEMORANDUM

Subject: Request for authorization to reclassify the Typist position (COOP Grade 3) to Senior Typist (COOP Grade 5) within the District Attorney's Office.

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

Summary: With the continued progression of administrative duties, the opportunity exists to restructure operations. The individual in this position will continue to perform functions associated with the current Typist position while also taking on more complex duties that are associated with the position of Senior Typist. This promotion will help retain a valuable employee and is consistent with ensuring the continuation of the professional and efficient operations of the department.

Recommended Action To authorize the proposed reclassification of a Typist (position 116524704, COOP Grade 3) to a Senior Typist (COOP Grade 5) within the District Attorney's Office.

Fiscal Impact: This reclassification will have a minimal budgetary impact, as the employee currently makes \$16.03/hr as a Typist and will earn \$17.45/hr as a Senior Typist. This would result in an annual salary increase of approximately \$2,585.00.

The reclassification will have no impact on the 2023 budget as a Paralegal position at the office has been vacant throughout most of this year and was recently reclassified as a Senior Typist. That reclassification resulted in a significant recurring salary reduction / savings that exceeds the cost associated with this request.

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: District Attorney	DIVISION/UNIT (NUMBER): 1165
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: <u>0%</u> 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 #: 116524704
3. Present Salary/Hourly Rate: \$16.03	Grade: 3
4. Requested Title: Senior Typist	
5. Requested Salary: _____	
a. Bargaining Unit: <u>CO-OP</u>	Hourly Rate: <u>\$17.45</u> Grade: <u>5</u>
b. Management or OCPA – Salary Requested: _____	Grade: _____
6. Percent of Federal and/or State Reimbursement: <u>0%</u> Fringe Reimbursed: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
7. Justification of Need (use additional sheets as necessary): <i>In 2022, another Typist position was reclassified as a Senior Typist. Last month, a paralegal position that was vacated earlier this year was reclassified as a Senior Typist. This request will bring the job title / pay of the current Typist in line with other members of the office who are performing similar work. Additionally, this reclassification will permit the employee to perform additional work that is associated with the Senior Typist position, which is important to promote cross-training across positions and flexibility when other employees are absent and/or leave county employment.</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:		

RESOLUTION NO.

May 11, 2023

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

By Legislator Marc Greco:

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

WHEREAS, Position # 117111310 is currently classified as an Assistant Public Defender to defend clients accused of crimes in court, and

WHEREAS, the proposed restructuring within the office to provide social services to aid in the mission of representing clients in court has been reviewed by the Director of Human Resources with a recommendation to reclassify the position to the title of Public Defender Social Worker Specialist.

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

RESOLVED, that position # 117111310 , Assistant Public Defender, Grade 60, in the Management Personnel Compensation Plan be reclassified to Public Defender Social worker Specialist, Grade 40, in the OCPA Union, 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 Assistant Public Defender position (Grade 60), Management Personnel Compensation Plan, to Public Defender Social Worker Specialist position (Salary Grade 40), OCPA Union.
- Purpose:** Public Defender Office is a newly established office. In order for it to fulfill its mission, it is critical that a social worker be retained to address client's mental health, drug addiction and other needs. These issues are critical in representing clients before the courts and also aiding them in avoiding issues that drive them to crime in the future. The addition of a social worker will help the Public Defender's Office meet its goal of offering client's adequate representation before the courts.
- Summary:** The opportunity exists to better serve clients that are represented by the Public Defender's office in that many, if not most, have some mental health disorder or an underlying drug addiction that caused the person to commit crime. Addressing these issues should reduce the likelihood of the individual client re-offending.
- Recommendation:** To authorize the proposed modification of the Public Defender's budget to reclassify one Assistant Public Defender to a Public Defender Social Worker Specialist.
- Fiscal Impact:** There will be no fiscal impact as the proposed pay for the social worker is less than what has been budgeted for the Assistant Public Defender position that will be eliminated.

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT:

DIVISION/UNIT (NUMBER):

A. NEW POSITION REQUEST

1. Position Title Requested:

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

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

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

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

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

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

B. RECLASSIFICATION REQUEST

1. Present Title: Assistant Public Defender 2. Position #: 117111310

3. Present Salary/Hourly Rate: 72,969 Grade: 60

4. Requested Title: Public Defender Social Worker Specialist

5. Requested Salary: 54,769

a. Bargaining Unit: OCPA Union Hourly Rate: _____ Grade: _____

b. Management or OCPA – Salary Requested: 54,769 Grade: 40

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 a social worker to assess clients mental health, possible drug addiction and other social needs to help prepare for court an assist client to avoid situations where client may tend to re-offend. Currently, the office is not allocated for such a position. The office has sufficient staffing needs for assistant public defender and adding a social worker would add a capability that the office currently does not possess.

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

C. POSITION DELETION

1. Title to be Deleted:

2. Position #

3. Salary Savings:

4. Reason for Deletion:

7/23/19

-OVER-

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7/23/19

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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 70 Bunner Street, Oswego, NY
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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: Public Defender Social Worker Speci

PERCENT OF WORK TIME	
20	Assesses clients' needs, supports, strengths, and weaknesses in order to provide emotional support and referrals to community-based programs as needed;
20	Facilitates referrals and links clients to variety of community-based treatment programs (inpatient and outpatient, public and private);
20	Collaborates with probation/parole, court personnel, social service agencies and other service providers to establish treatment and services for clients;
10	Conducts evidence based psychosocial evaluations founded upon psychosocial interviews with clients and their families and available records;
10	Prepares written advocacy pieces in the form of memorandums to the Court or prosecutor, which assists staff attorneys in mitigating dispositions or sentences;
10	Reviews, catalogues and presents to staff attorneys information contained within medical, mental health, substance abuse and school records for their reference and use;
10	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 _____ years, with specialization in Masters degree social work
☒ Other 2 years, with specialization in LCSW, LMSW

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

Essential knowledge, skills and abilities: Thorough knowledge of mental health terminology and best practices; good knowledge of the human services system, including public and private agencies and organizations

Working knowledge of the criminal justice process; knowledge of social problems and social justice, particularly within the legal system; ability to effectively conduct counseling

Type of license or certificate required: NYS Department of Education license in social work or clinical social work

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.

May 11, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION SHERIFF'S OFFICE
TRANSFER FROM INSURANCE RECOVERY (TREASURER'S OFFICE) TO
AUTOMOTIVE SUPPLIES AND REPAIR (ROAD DIVISION)**

By Legislator Marc Greco:

Upon recommendation of the Public Safety and Emergency 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:



ADMINISTRATION
(315) 349-3307
FAX (315) 349-3433
ROAD PATROL
(315) 349-3411
FAX (315) 349-3303
CRIMINAL INVESTIGATION
(315) 349-3318
FAX (315) 349-3317

DONALD R. HILTON
SHERIFF



JOHN F. TOOMEY
UNDERSHERIFF
MICHAEL R. BENJAMIN
JAIL ADMINISTRATOR

39 Churchill Road, Oswego, New York 13126-6613



CIVIL DIVISION
(315) 349-3302
FAX (315) 349-3373
1-800-562-7583
JAIL DIVISION
(315) 349-3300
FAX (315) 349-3349

INFORMATIONAL MEMORANDUM

DATE: April 25, 2023

SUBJECT: Vehicle Repair from the Insurance Recovery Fund

SUMMARY: A request is being made to transfer funds from the Insurance Recovery Fund (A1325.426800) in the amount of \$8087.09 into Automotive Supplies and Repair (A3110.544100) to repair one 2016 Ford Explorer that reportedly collided with a fallen tree in the roadway. Attached is a copy of the claim check sent from New York Municipal Insurance Reciprocal.

RECOMMENDED

ACTION: The Sheriff's Office respectfully requests your review and approval of this request.

Date: April 25, 2023

To

TOTAL AMOUNT

COUNTY TREASURER

DATE _____

DATE _____

COUNTY ADMINISTRATOR

DATE _____

RESOLUTION NO.

May 11, 2023

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION SHERIFF'S
OFFICE FOR PURCHASE OF A FULL BODY SCANNER**

By Legislator Marc Greco:

WHEREAS, Oswego County has received a grant offer for partial reimbursement upon the purchase of a full body scanner, and

WHEREAS, the Oswego County Sheriff's Office has a need for a full body scanner in its Corrections Division, and

WHEREAS, the total cost of the body scanner is \$162,000, and

WHEREAS, Assemblyman Will Barclay has made a \$100,000 grant available from DASNY;

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

RESOLVED, that the County Treasurer is hereby, authorized to transfer funds from Unappropriated Fund Balance to A3150 526000 TEK as shown on the attached budget modification request, and be it further

RESOLVED, that the County Treasurer is hereby, authorized to establish account A3150 433890 TEK – State Aid Other Public Safety as shown on the attached budget modification request, and be it further

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

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

YES:

NO:

ABSENT:

ABSTAIN:



ADMINISTRATION
(315) 349-3307
FAX (315) 349-3483
ROAD PATROL
(315) 349-3411
FAX (315) 349-3300
CRIMINAL INVESTIGATION
(315) 349-3318
FAX (315) 349-3317

OSWEGO COUNTY SHERIFF'S OFFICE



DONALD R. HILTON
SHERIFF

JOHN F. TOOMEY
UNDERSHERIFF
MICHAEL R. BENJAMIN
JAIL ADMINISTRATOR



CIVIL DIVISION
(315) 349-3302
FAX (315) 349-3373
1-800-582-7583
JAIL DIVISION
(315) 349-3300
FAX (315) 349-3345

39 Churchill Road, Oswego, New York 13126-6613

INFORMATIONAL MEMORANDUM

DATE: April 14, 2023

SUBJECT: Budget Modification Request to Accept Grant Funds – Dormitory Authority State of New York (DASNY) to fund and purchase TEK Full Body Scanner.

PURPOSE: To accept grant funds of \$100,000 from DASNY. This grant from DASNY will be used as a partial reimbursement toward the County purchase of a TEK Full Body Scanner. The Scanner would be housed in the Correctional Facility Booking area. The scanner will be utilized to conduct a full body non-contact inspection of all incoming individuals. This scan will detect contraband as well as record body temperatures. The Scanner will improve searches as well as reduce close contact between incoming individuals and Corrections Officers to help prevent the spread of COVID or other transmittable diseases.

SUMMARY: The Sheriff's Office requests permission to accept grant funds from DASNY in the amount of \$100,000 and allocate \$62,000 from fund balance.

ATTACHMENTS:

- Approval MEMO from DASNY
- Budget Modification
- Resolution authorizing Budgetary Modification: Sheriff's office Modification to accept DASNY funding to procure Full Body Scanner for Corrections.

RECOMMENDED ACTION: The Sheriff's Office recommends the approval of this budget modification accepting the grant funds described above and purchase the TEK Body Scanner.



DASNY

KATHY HOCHUL
Governor

ALFONSO L. CARNEY, JR.
Chair

REUBEN R. MCDANIEL, III
President & CEO

January 20, 2023

VIA EMAIL

Kate Davis
Director of Administrative Services
County of Oswego
46 E. Bridge Street
Oswego, New York 13126

Re: *State and Municipalities ("SAM")
Purchase of a Body Scanner
Project ID: 25684*

Dear Kate Davis:

As you know, the State has awarded the County of Oswego ("Grantee") a State and Municipalities ("SAM") grant for the above-referenced project in the amount of \$100,000.00 (the "Grant").

This letter outlines the documentation you will need to complete and return to DASNY in order to start the Grant Administration process.

- ***Please return the completed documentation electronically, as described below within thirty (30) days. If you are not able to meet this timeframe, please send an email to callcenter@dasny.org with your requested timeline for submission.***
- *If the information is not returned in a timely manner, or documentation is incomplete, your Grant will be delayed as DASNY generally reserves the right to request updated documentation throughout the administrative process to ensure the required reviews are based on accurate information.*
- *If there are any changes to the contact information for the primary contact for your organization, the authorized officer contact information, or change in your organizational address – please email grants@dasny.org.*

Please also read the attached Frequently Asked Questions (FAQs) as it relates to the following requested documents and other questions that you may have regarding the Grant Process.

ALBANY (HEADQUARTERS): 515 Broadway, Albany, NY 12207 | 518-257-3000
BUFFALO: 6047 Transit Road, Suite 103 East Amherst, NY 14051 | 716-884-9780
NEW YORK CITY: 28 Liberty Street, Fl 55, New York, NY 10005 | 212-273-5000
ROCHESTER: 3495 Winton Place, Building C, Suite 1, Rochester, NY 14623 | 585-450-8400

DORMITORY AUTHORITY STATE OF NEW YORK
**WE FINANCE, DESIGN & BUILD
NEW YORK'S FUTURE.**
www.dasny.org



DASNY

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The following documents must be completed and returned to DASNY so the required reviews can be conducted and State approvals obtained:

- ☐ Completed Project Information Sheet signed by an authorized officer;
- ☐ Completed Grantee Certification signed by two (2) authorized officers;
- ☐ Completed Project Certification signed by an authorized officer;
- ☐ Completed and signed W-9;
- ☐ The Grantee Questionnaire (GQ) requested by DASNY expires after one (1) year;
 - o The GQ on file has expired or is about to expire. Please provide the names, titles and email addresses of two authorized officers so that a GQ may be sent out by the Processor that will be assigned to review your paperwork:
Authorized Officer #1: Name: _____ Title: _____
Email: _____ Phone: _____ Ext: _____
Authorized Officer #2: Name: _____ Title: _____
Email: _____ Phone: _____ Ext: _____
- ☐ Evidence of Site Control; and
- ☐ Financial documentation.

If your organization is a non-for-profit please also see the 'Prior to Final Approval' section in attached FAQs for information regarding the prequalification requirement through NY State Grants Gateway.

Grantees are also advised that grant-funded projects are subject to the State Environmental Quality Review Act (SEQRA) and State Historic Preservation Act (SHPA). Information regarding the SEQRA and SHPA process is included in the FAQs.

Should you have any questions concerning the enclosed documentation please either call (518) 257-3177 or email callcenter@dasny.org.

Sincerely,

Sarah D. Antonacci
Assistant Director, Grants Administration

GRANTEE CERTIFICATION
County of Oswego
Purchase of a Body Scanner
Project ID: 25684

WE HEREBY WARRANT, REPRESENT AND CERTIFY TO DASNY that:

- The County of Oswego (the "Grantee") has applied for a ("SAM") Grant in the amount of \$100,000.00 (the "Grant"). This Grant will be used for the Purchase of a Body Scanner (the "Project"). We understand that the Grant funds may be used only for certain community improvement purposes as set forth in the enabling legislation and that the Grant Disbursement Agreement (GDA) to be executed in connection with this Grant contains a provision that states that Grant funds may not be used to finance a program or project that will in any way promote or facilitate religious worship, instruction or proselytizing. We have been informed that this provision exists to ensure compliance with Federal and State law. Therefore, as Authorized Officers of the Grantee, we hereby certify the following in connection with the project to be financed by the Grant:
 - no religious purpose shall be advanced or promoted by the project or program funded by the Grant;
 - the project or program will provide no religious instruction or counseling, conduct no religious worship or services, engage in no religious proselytizing, and exert no other religious influence in the provision of services or the use of facilities or furnishings assisted in any way by public funds;
 - the project or program shall be open to all without regard to religion; and
 - the Grantee shall take affirmative steps to ensure that information is widely disseminated with respect to the following aspects of the project or program:
 - the project or program is publicly funded;
 - the project or program is open to all, regardless of religious affiliation; and
 - the project or program beneficiaries are not limited to any particular sect or group.
 - the Grantee shall exercise care to make sure the facilities and/or services to be supported in whole or in part by grant proceeds are available and accessible to all members of the public by ensuring project location(s) and/or service areas are in proximity to public transportation; sufficient parking; and by choosing project location(s) and/or service areas that do not restrict use to a certain subset of the population defined by religion;
- We understand that the State of New York, DASNY and other entities that may be involved in the Grant process are relying on the above information in making the determination whether to award the Grant to the Grantee.
- By signing this document, we certify that we are authorized officers for the Grantee and have the authority to submit this Certification.

Please sign and return this document to DASNY by either signing pen to paper and sending the pdf OR by typing your full name into signature line(s) below as indicated. Please return these documents to callcenter@dasny.org from the Grantee's organizational email address and retain the original copies for production to DASNY if requested. By providing electronic signature(s), the Grantee's designee will be providing validly binding legal documents, just the same as a pen-and-paper signature.

Authorized Officer (sign or type)

Printed Name (print or type)

Title (print or type)

Dated

Authorized Officer (sign or type)

Printed Name (print or type)

Title (print or type)

Dated

**PROJECT CERTIFICATE OF THE
County of Oswego
State and Municipalities (the "SAM")
For the Purchase of a Body Scanner
(Project ID: 25684)**

I, the undersigned, an Authorized Officer of County of Oswego (the "Grantee"), DO HEREBY CERTIFY that:

- All contractors and vendors retained to perform services in connection with the Purchase of a Body Scanner (the "Project") shall be authorized to do business in the State of New York and shall possess and maintain all professional licenses and/or certifications required to perform the tasks undertaken in connection with the Project.
- To the extent that SAM Grant proceeds are used to reimburse the Grantee for the cost of any portion of the Project noted above, the Grantee certifies that no other external funding source, including but not limited to, State or Federal restructuring loans, State or Federal grants, or grants, loans, or other funding from any other public or private source (currently or within the last six (6) years), will be used for substantially the same project costs at the same location as described in the Application or Project Information Sheet provided to DASNY.
- If the Project includes vehicle purchase(s), removable equipment, or furnishings including but not limited to, computer hardware and software, air conditioning units, lab equipment, security cameras, office furniture and telephone systems, the Grantee has or will develop, implement, and maintain an inventory system for tracking such items, and items will be installed, stored, or secured on property owned by and/or under the control of the Grantee; the Grantee has or will develop, implement, and maintain a usage policy for items in compliance with all State and Federal regulations or privacy laws, including use, retention, storage, or deletion of any data, images, or videos stemming from grant funded purchase of such items if applicable.
- The Grantee has informed DASNY via the Project Application, Project Information Sheet, or other correspondence if Grantee is a state related entity, or if the project location is owned by a state related entity. Furthermore, if the status of the Grantee or project location changes, the Grantee will inform DASNY of any changes that would impact the tax-exempt status of the Grant.
- The Grantee acknowledges that Grant proceeds cannot be utilized to pay for:
 - Deposits advance payments, or progress payments until work is completed, or goods received by Grantee;
 - to pay down long term debt;
 - internal labor costs;
 - rental or leased equipment, or equipment with an anticipated useful life of less than three (3) years;
 - stockpiled materials;
 - recurring software costs, including licensing or maintenance fees;
 - materials and/or services provided by another entity other than a licensed contractor or vendor.
- The Grantee will maintain accurate books and records through project completion/payout of the Grant as well as for six (6) years from the date the Project is completed and will make those books and records available to DASNY, its agents, officers and employees during the Grantee's business hours upon reasonable request.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20____.

By signing these documents, I certify that I am an authorized officer for the Grantee.

Please sign and return this document to DASNY by either signing pen to paper and sending the pdf OR by typing your full name into signature line(s) below as indicated. Please return these documents to callcenter@dasny.org from the Grantee's organizational email address and retain the original copies for production to DASNY if requested. By providing electronic signature(s), the Grantee's designee will be providing validly binding legal documents, just the same as a pen-and-paper signature.

By (sign or type): _____

Name (print or type): _____

Title (print or type): _____

COUNTY OF OSWEGO

ACCOUNT NUMBER			ACCOUNT NUMBER		
ORG	OBJECT	PROJ	ORG	OBJECT	PROJ
A	159900				
A3150	433890	TEK			
			A3150	526000	TEK
					This project to be partially funded through a transfer from
					Unappropriated Fund Balance
					And reimbursed at \$100,000 through DASNY
					TOTAL AMOUNT
					-

COMMITTEE SIGNATURES DATE

COMMITTEE SIGNATURES DATE

COUNTY TREASURER

COUNTY TREASURER

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

DEPARTMENT HEAD DATE

RESOLUTION NO.

May 11, 2023

RESOLUTION OPPOSING S6282 ELIMINATING PROBATION FEES

By Legislator Marc Greco:

WHEREAS, proposed New York State Senate bill S6282, which repeals/amends Section 257-C of the Executive Law, if adopted, will have a detrimental financial impact on county probation departments across the state; and

WHEREAS, under Section 257-C counties and the City of New York may adopt a local law requiring an administrative fee be paid by individuals sentenced to a period of probation upon conviction of any crime under Article 31 of the vehicle and traffic law; and

WHEREAS, such fee is paid to the local probation department that has the responsibility of supervising, monitoring, screening and testing the probationer, placing some of the cost of these activities on the offender, rather than making law abiding taxpayers responsible for the entire cost; and

WHEREAS, the proposed legislation repeals section 257-C of the Executive Law and prohibits any county or city from requiring any fees from convicted offenders sentenced to probation; and

WHEREAS, the proposed legislation removes financial responsibility for their own rehabilitation services from convicted offenders and places it unjustifiably on the backs of law abiding taxpayers; and

WHEREAS, county probation departments provide services that play a critical role in protecting community safety, rehabilitating offenders and reducing recidivism, and must be adequately funded to fulfill their mission; now, therefore, be it

RESOLVED, the Oswego County Legislature calls upon the Governor and New York State Legislature to reject S6282; and be it further

RESOLVED, that certified copies of this Resolution be sent by the Clerk of the Legislature to Governor Kathy Hochul, Senate Majority Leader Andrea Stewart-Cousins, Assembly Speaker Carl Heastie, Assembly Minority Leader Will Barclay, State Senators Mark Walczyk and John Mannion, and the New York State Association of Counties.

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

YES:

NO:

ABSENT:

ABSTAIN:



OSWEGO COUNTY PURCHASING
46 East Bridge Street, Oswego, NY 13126
Phone (315) 326-6051 Fax (315) 342-2468
Email: Purchasing@oswegocounty.com

TO: Public Safety Committee
FROM: Holly F. Carpenter, Purchasing Director
DATE: May 1, 2023
RE: BID Report

1. BID 23-EMO-003 – DJI Matrice 300 RTK and Accessories

Funding Source: EMO Drone Budget A3641-526000

Solicitation Process: **BID 23-EMO-003 – DJI Matrice 300 RTK and Accessories** was publicly advertised in the official newspaper, on Bidnet, and on the Oswego County website on March 8, 2023. It was also sent directly to the following vendors:

- Adorama
- DroneNerds
- UVT
- Advexure
- MTI
- B&H Photo

Number of responses: FIVE (5)

Who, by title, evaluated the bid/proposal: Cathleen Palmitesso, Director of Emergency Management and John McGraw, UAS Coordinator of Emergency Management, have evaluated the bids received and recommend approval to Unmanned Vehicle Technologies, LLC.

BID 23-EMO-003 – DJI Matrice 300 RTK and Accessories

Name of Company	Location	Grand Total	Required Documentation VRCS/NCC/VIS/RFC/SHC				
Adorama Inc.	42 W 18 th St New York, NY 10011	\$46,131.35	X	X	X	X	X
Aspire Group, LLC	75 Gless Ave. Belleville, NJ 07109	\$39,662.96 *Disqualified Bidder	X	X	X	N/A	X
Unmanned Vehicle Technologies, LLC.	1722 N College Ave. Suite D Fayetteville, AR 72703	\$45,947.00	X	X	X	N/A	X
Volatus Aerospace USA, Corp.	307 Oncida Way Milford, PA 18337	\$47,814.00	X	X	X	X	X
ZDAAS, LLC.	400 E. Pratt St. 8 th Fl Baltimore, Maryland 21202	\$49,651.25	X	X	X	X	X

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

Evaluation: Although Aspire Group, LLC. is listed as the lowest bidder, upon further investigation it was determined that they're not an authorized seller of DJI. Therefore, Unmanned Vehicle Technologies, LLC. is the lowest responsible bidder. There is no objection to the bidder.

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

OSWEGO COUNTY PURCHASING DEPARTMENT
BID COMPUTATION SHEET



OPENED: MARCH 28, 2023 BID 23-EMO-003 DJI MATRICE 300 RTK AND ACCESSORIES				ADORAMA, INC.		ASPIRE GROUP, LLC		UNMANNED VEHICLE TECHNOLOGIES, LLC.		VOLATUS AEROSPACE USA, CORP.		ZDAAS, LLC.	
Make	Model	Part #	Quantity	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST
DJI	Matrice 300RTK SP PLUS	CP.EN.00000221.SP	1	\$ 13,014.05	\$ 13,014.05	\$ 8,739.00	\$ 8,739.00	\$ 11,099.00	\$ 11,099.00	\$ 13,699.00	\$ 13,699.00	\$ 15,753.85	\$ 15,753.85
DJI	Zenmuse H20T Camera SP PLUS	CP.ZM.000000121.SP	1	\$ 9,879.05	\$ 9,879.05	\$ 9,240.00	\$ 9,240.00	\$ 10,399.00	\$ 10,399.00	\$ 10,399.00	\$ 10,399.00	\$ 11,958.85	\$ 11,958.85
DJI	Zenmuse H20N Camera (NA) SP Plus	CP.ZN.00000145.01	1	\$ 9,250.15	\$ 9,250.15	\$ 8,160.00	\$ 8,160.00	\$ 9,737.00	\$ 9,737.00	\$ 9,737.00	\$ 9,737.00	\$ 4,426.35	\$ 4,426.35
DJI	DJI TB60 Batteries	CP.EN.00000262.01	8	\$ 665.00	\$ 5,320.00	\$ 636.90	\$ 5,095.20	\$ 700.00	\$ 5,600.00	\$ 700.00	\$ 5,600.00	\$ 805.00	\$ 6,440.00
DJI	DJI Enterprise Smart Controller	CP.EN.00000210.01	1	\$ 1,187.50	\$ 1,187.50	\$ 1,116.00	\$ 1,116.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,437.50	\$ 1,437.50
DJI	DJI M300 Gimbal Despersers	YC.JG.MY000087.02	12	\$ 27.55	\$ 330.60	\$ 3.98	\$ 47.76	\$ 9.00	\$ 108.00	\$ 32.00	\$ 384.00	\$ 9.20	\$ 110.40
DJI	Matrice 300 CSM Radar	CP.EN.00000265.02	1	\$ 931.00	\$ 931.00	\$ 808.00	\$ 808.00	\$ 980.00	\$ 980.00	\$ 780.00	\$ 780.00	\$ 1,127.00	\$ 1,127.00
DJI	DJI B560 Intelligent Battery Charger	CP.EN.00000224.01	1	\$ 1,140.00	\$ 1,140.00	\$ 1,056.00	\$ 1,056.00	\$ 1,200.00	\$ 1,200.00	Included	Included	\$ 1,380.00	\$ 1,380.00
CYTOP	GL60 Plus Spotlight	GL60 PLL.S	1	\$ 1,699.00	\$ 1,699.00	\$ 1,963.00	\$ 1,963.00	\$ 2,000.00	\$ 2,000.00	\$ 2,140.00	\$ 2,140.00	\$ 2,586.35	\$ 2,586.35
CYTOP	Matrice 300 Loudspeaker	MP130 V2	1	\$ 1,881.00	\$ 1,881.00	\$ 1,758.00	\$ 1,758.00	\$ 1,650.00	\$ 1,650.00	\$ 1,800.00	\$ 1,800.00	\$ 2,298.85	\$ 2,298.85
CYTOP	Payload Drop System	TH4 V2 THROWING HOOK	1	\$ 800.00	\$ 800.00	\$ 810.00	\$ 810.00	\$ 999.00	\$ 999.00	\$ 1,100.00	\$ 1,100.00	\$ 1,068.35	\$ 1,068.35
GPC	Matrice 300 Case	GPC-DJI-M300	1	\$ 699.00	\$ 699.00	\$ 870.00	\$ 870.00	\$ 925.00	\$ 925.00	\$ 925.00	\$ 925.00	\$ 1,063.75	\$ 1,063.75
Grand Total					\$ 46,131.35		\$ 39,662.96		\$ 45,947.00		\$ 47,814.00		\$ 49,651.25



Oswego County EMS

200 North Second St., Fulton, NY 13069

(315) 591-9150 (office) (315) 591-9176 (fax)

Cathleen Palmitesso - Director of Emergency Management

Nate Degear, EMT - EMS Field Coordinator

Jordan Holliday, M.D. - Medical Director



Public Safety Committee Meeting- May 1st, 2023

EMS Coordinator Report

April 2023 Activities

1. EMS Education

- a. EMT Class in Fulton has been going very well, 12 individuals have signed up and are taking the course.
- b. AEMT Class in Mexico has been postponed with a proposed start date of June 26th
- c. Paperwork submitted to the state for a Menter EMT Academy starting on May 15th.
- d. Continuing to collaborate with Workforce NY on tuition assistance for EMT classes.

2. Response

- a. Area hospitals continue to struggle with caseloads, however, are spending less time on DOH diversion than recent times.
- b. Psych/substance abuse cases are still high.
- c. Continued to monitor ambulance resources/coverage in the county.
- d. Continue to work as the liaison with county EMS providers and keep an open line of communication.
- e. Participated in a Harbor Fest tabletop exercise.

3. Meetings

- a. Bureau of EMS Agency Leadership calls
- b. Bureau of EMS Course Sponsor calls
- c. EMS Advisory Council meeting
- d. County EMS Continuous Quality Improvement
- e. Regional EMS Council
- f. County Wide EMS Leadership Meeting
- g. Oswego Health Monthly Meeting
- h. Mental Health/Substance Abuse assistance Meetings.
- i. Child Fatality Review Team



Public Safety Committee Report

EMO – April 2023

Planning/Grants/Response:

1. Continue to manage and administer various grants with our stakeholders.
2. Completed the 2023 State Homeland Security Planning grant application.
3. Continue planning meetings in preparation for the Mass Fatality Plan TTX in June.
4. Continue the planning efforts to implement WebEOC in the county as our incident management system. Vendor has been on-site to look at our program capabilities.
5. Continue with CEMP workshops to update the plan with our stakeholders.
6. Participated in the annual meeting with Eagle Creek Renewables for the Phoenix Dam Emergency Action Plan.
7. Participated in initial Public Health & Safety Team meeting regarding overdoses in the county.

Meetings/Webinars/Conferences/Exercises:

1. Attend the monthly National Weather Service (NWS) update.

Radiological Preparedness:

1. Radiological Emergency Preparedness emergency worker training sessions are ongoing with our partners.
2. EMO staff participated in an Ingestion Pathway Training Day provided by NYS Office of Emergency Management.
3. Continue to participate in planning meetings with NYS OEM, Constellation and FEMA for our two radiological exercises.
4. Provided training for our public information office in preparation for our radiological exercises.

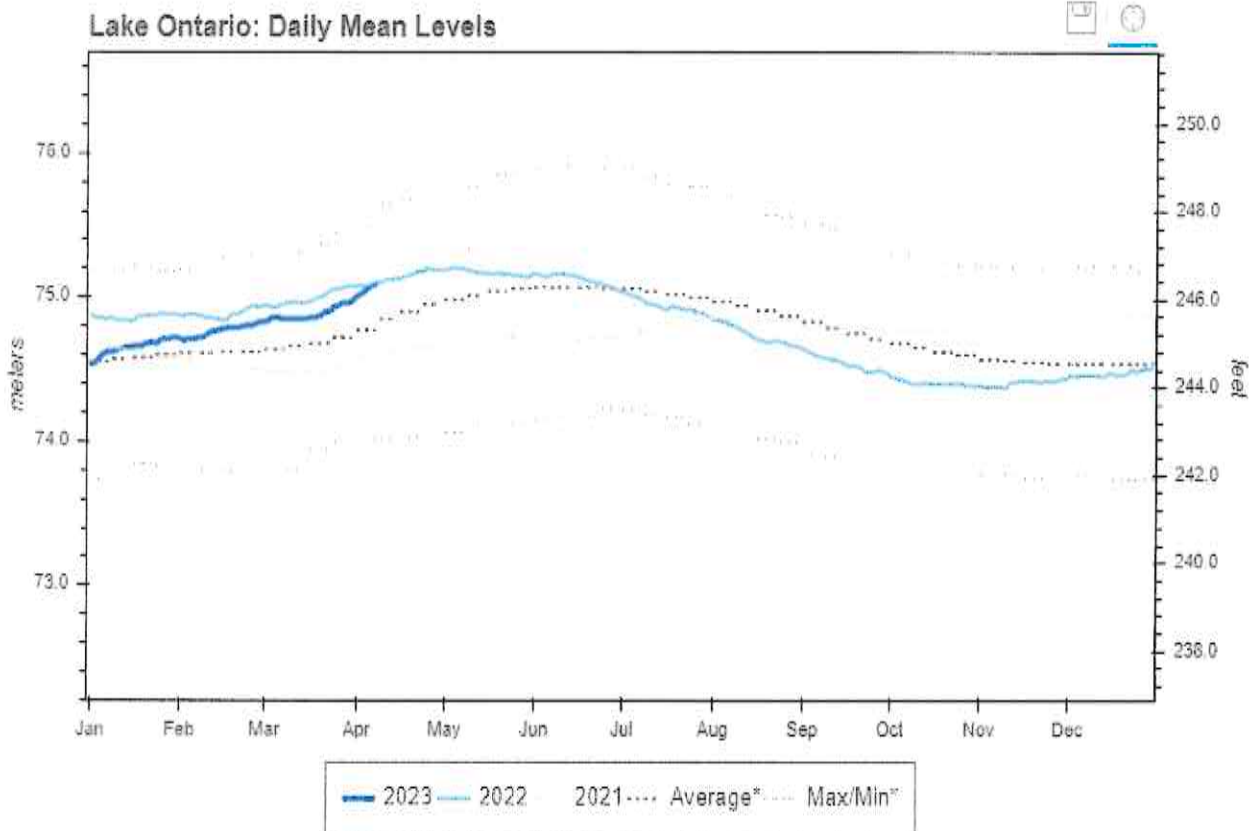
UAS (Unmanned Aircraft Systems) Activities:

1. Total flights through March 2023 - 91 missions (19 missions were County).
2. Bid for Matrice 300 awarded to Unmanned Vehicle Technology.
3. Received FAA waiver for 2 nautical mile beyond visual line of sight for public safety operations – big step in the larger picture for drone as a first responder.
4. Waiting on notification of FAA/NuAir Research grant opportunities.
5. Submitted grant for Project Lifesaver Program Enhancement with UAS capabilities.
6. Drone Safety Day is April 29th from 10am-2pm at the Oswego County Airport. Information is currently being worked on and will be promoted through the tourism office and on the County UAS website.
7. Next UAS meeting with county programs is May 18th, 2023.

Great Lake Level Conditions and Forecast

1. Current Water Level as of April 13 (IJC) 246.46 ft.
1. Average Water Level for April 16-23 (IJC) 245.73 ft.
2. Forecast Water Level Range for May 12 (IJC) 246.65-247.70 ft.

Lake Ontario Lake St. Lawrence Lake St. Louis Montreal Harbour



**OSWEGO COUNTY
PROBATION DEPARTMENT**

Public Safety Center
39 Churchill Road
Oswego, New York 13126
Phone: (315) 349-3477

DIRECTOR
David L. Hall

SUPERVISORS
Margaret A. Fitzgibbons
Shannon M. Perkins
Karen J. Smith
Chrystal L. Thompson

PUBLIC SAFETY COMMITTEE REPORT

May 1, 2023

Supervision

- As of 4/18/23, the department had 651 individuals under some level of supervision/monitoring (Criminal Court, Family Court, and Juvenile Intake).

Investigations

- 87 investigations were assigned in March 2023 (Presentence, Pre-Plea, Predisposition and Pre-Transfer).

Electronic Monitoring

- As of 4/18/23, the department had 17 individuals under electronic monitoring. This number, which varies month to month, includes individuals under Pre-Trial Release, Probation Supervision and Predisposition (Family Court).

Pre-Trial Release

- As of 4/18/23, the department was monitoring 76 individuals on Pre-Trial Release.

Grant Programs

- The department is continuing to provide the Interactive Journaling curriculum to incarcerated individuals by utilizing the CBI grant we have been awarded by DCJS the past several years.
- The department has developed a women's specific caseload and will be providing support programming based on another grant awarded by DCJS.

Restitution/DWI Fees

- In March 2023, the department collected \$21,451.00 in restitution (\$1,265.01 in surcharge).

- In March 2023, the department collected \$5,420.00 in DWI supervision fees.

Special Services

- The department currently has 9 officers who are qualified to carry a firearm full time. Special Services Officers execute Violation of Probation warrants and conduct unannounced home visits with probationers.
- As of 4/18/23, the department had 50 active VOP warrants.

Staffing

- The department presently has a Director, 4 Supervisors, 7 Senior Probation Officers, 16 Probation Officers, 3 Probation Assistants, an Administrative Secretary, a Principal Account Clerk, an Account Clerk, 2 Typists and 2 Sr. Typists.
- Two officers recently completed the Basic Course for Peace Officers (BCPO) training in Cayuga County. They still need to complete Fundamentals of Probation Practice training, which should occur this fall. One officer graduated from the Correction's Academy on 4/11/23, and after completing some additional training internally, will be added to the department's Special Service's Unit.

Alternatives to Incarceration (ATI)

- The department receives State funding for the Enhanced Pre-Trial Release program. As such, DCJS requires that a local planning group meet on a regular basis to review the ATI plan and delivery of ATI services. This board met 3/15/23 and is scheduled to meet next on 6/7/23.

Supervision and Treatment Services for Juveniles Program (STSJP)

- Probation is the county's lead agency for STSJP. The 2022-2023 plan was approved and provides state funding for probation supervision/intake services and a school program operated by the Youth Bureau.

Victim Impact Panel (VIP)

- The department works in conjunction with STOP DWI to provide the Victim Impact Panel. The next VIP is scheduled for 4/26/23.

Decision Points

- The department has several Probation Officers trained in this evidenced-based program which teaches new ways to think and introduces coping strategies to criminally involved individuals.



LOUIS R. LOMBARDI
PUBLIC DEFENDER

**OSWEGO COUNTY
PUBLIC DEFENDER'S OFFICE**

COUNTY BUILDING
70 BUNNER STREET
OSWEGO, NEW YORK 13126
(315) 349-3201
www.oswegocounty.com

Date: April 18, 2023

To: Members of the Finance and Public Safety Committees

From: Louis R. Lombardi
Public Defender

Re: Request to Set Salary for Investigator in the Public Defender's Office

Summary: The position of Investigator in the the Public Defender's Office is a newly created position within the Public Defender's Office and the county of Oswego.

An external candidate has been selected for the position who will be an asset to the office through effective management of responsibilities and operations. The candidate has more than thirty years of professional experience working in law enforcement within the county of Oswego. The candidate also has extensive experience as an investigator both as to internal issues and for crimes, including major crimes. The candidate has training and field knowledge in the use of polygraphs and forensics along with other techniques in modern investigations.

I respectfully request that a starting salary of \$63,569.00 (Management Plan, SG 40, Step 10) be set for this position and candidate appointment.



LOUIS R. LOMBARDI
PUBLIC DEFENDER

**OSWEGO COUNTY
PUBLIC DEFENDER'S OFFICE**

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70 BUNNER STREET
OSWEGO, NEW YORK 13126
(315) 349-3201
www.oswegocounty.com

Date: April 18, 2023

To: Members of the Finance and Public Safety Committees

From: Louis R. Lombardi
Public Defender

Re: Request to Set Salary for Secretary to the Public Defender

Summary: The position of Secretary to the Public Defender is a newly created position within the Public Defender's Office and the county of Oswego.

An external candidate has been selected for the position who will be an asset to the office through effective management of responsibilities and operations. The candidate has more than fifteen years of professional experience working in the Jefferson County Clerk's Office. The candidate has assumed ever increasing responsibilities within that clerk's office working now as the Deputy County Clerk.

I respectfully request that a starting salary of \$56,837.00 (Management Plan, SG 30, Step 14) be set for this position and candidate appointment.