

Economic Development & Planning Committee



AGENDA - REGULAR MEETING

OSWEGO COUNTY, NEW YORK

Date/ Time: Tuesday, March 5, 2024 at 9:00 a.m.

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

COMMITTEE MEMBERS:

Mary Ellen Chesbro, Chair	Legislator, 10 th District
Noelle Salmonsens, Vice Chair	Legislator, 21 st District
Paul House	Legislator, 8 th District
Edward Gilson	Legislator, 3 rd District
Paul Connolly	Legislator, 20 th District
Roy Reehil	Legislator, 5 th 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 6, 2024.

RESOLUTIONS:

- EP-1** Resolution Authorizing Budgetary Modification Capital Project No. 95- Department of Community Development, Tourism and Planning Public Transit Capital Funds- Mobility Management
- EP-2** Resolution Appointing members to the Oswego County Soil and Water Conservation District Board of Directors

COMMITTEE REVIEW AND DECISIONS:

- BID 24-CDTP-001- Fishing and Hunting Guide

REPORTING DEPARTMENTS:

- Promotion and Tourism Department Updates
- Planning and Community Development Department Updates
- Operation Oswego County Updates
- Workforce Development Department Updates

ADJOURNMENT:

Economic Development & Planning Committee

DRAFT



MINUTES - REGULAR MEETING

OSWEGO COUNTY, NEW YORK

Date/ Time: Tuesday, February 6, 2024 at 9:00 a.m.

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

COMMITTEE MEMBERS:

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

STAFF AND GUESTS:

Frank Castiglia	Tim Stahl	Daniel Breitweg	Savannah Wyckoff
Ausin Wheelock	Rachel Pierce	Dave Turner	Veronica Turner
Heather Snow	Holly Carpenter	Gary Toth	Gavin Nicoles
Kyle Perez			

CALL TO ORDER:

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

APPROVAL OF MINUTES:

Motion to approve meeting minutes from December 5, 2023: Legislator Gilson

Second: Legislator Reehil

Vote: Unanimous, motion carried

The minutes for the Economic Development & Planning Committee Regular Meeting on December 5, 2023, were approved.

RESOLUTIONS:

EP-1 Resolution Authorizing the Oswego County Office of Mobility Management to Accept Funding from the Alzheimer's Association (Central New York Chapter)

Motion to approve: Legislator Reehil

Second: Legislator Gilson

Vote: Unanimous, motion carried

EP-2 Resolution Awarding Professional Services Contract -- RFP 23-CDTP-005 Transit Software

Motion to amend resolution and proposer sheet to say "an annual fee": Legislator Reehil

Second: Legislator Schadt

Vote: Unanimous, motion carried

Motion to approve as amended: Legislator Reehil

Second: Legislator Schadt

Vote: Unanimous, motion carried

COMMITTEE REVIEW AND DECISIONS:

- None

REPORTING DEPARTMENTS:

- Daniel Breitweg provided a verbal Promotion and Tourism Department Update
- Heather Snow provided a Transportation update (see handout)
- Tim Stahl provided a Planning and Community Development Department Update
- Austin Wheelock provided an Operation Oswego County Department Update.
- Rachel Pierce provided a workforce Development Department update (See handout).
- Dave Turner provided a broadband update

ADJOURNMENT:

Motion to adjourn at 10:53 a.m.: Legislator Reehil

Second: Legislator House

Vote: Unanimous, motion carried

DRAFT

Raven Ahart
Deputy Clerk of the Legislature

RESOLUTION NO.

March 14, 2024

**RESOLUTION AUTHORIZING BUDGTARY MODIFICATION CAPITAL
PROJECT NO. 95- DEPARTMENT OF COMMUNITY DEVELOPMENT,
TOURISM AND PLANNING PUBLIC TRANSIT CAPITAL FUNDS- MOBILITY
MANAGEMENT**

By Legislator Mary Ellen Chesbro:

WHEREAS, the Department of Community Development, Tourism and Planning has received \$22,527.00 in New York State Department of Transportation (DOT) Funding in section 5311 capital funds; and

WHEREAS, a resolution is both necessary and desirable to transfer Department of Transportation (DOT) funds into Capital Project No. 95 for disbursement into public transit related expenditure accounts; and

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

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

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

RESOLVED, that a certified copy of this resolution be 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:



Tim Stahl
Director

OSWEGO COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT, TOURISM AND PLANNING

COUNTY BUILDING
46 EAST BRIDGE STREET
OSWEGO, NEW YORK 13126

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

Daniel Breitweg
Deputy Director

Donna B. Scanlon
Office of Community
Development Programs

Kelly Allen
Office of Housing Assistance

Heather Snow
Office of Mobility
Management

INFORMATIONAL MEMORANDUM

- SUBJECT:** Request modification to the budget lines established for Capital Project 95 Mobility Management.
- PURPOSE:** To accept from NYS DOT and subsequently disburse for appropriate public transit related expenditures, \$22,527 in Section 5311 capital funds.
- SUMMARY:** These are titled as “**additional available funds**” and have been authorized for mobility management services. In 2022, The state and federal governments require us to have an independent 3rd party “mobility manager” in order to receive rural transit funding. These funds will be utilized to reimburse the county for Mobility Management Services that were paid out for 2022.
- FISCAL IMPACT:** Our mobility management contractor in 2022 paid their respective share of the local match (10%) required to access the funds.
- RECOMMENDED ACTION:** The Community Development, Tourism and Planning department requests and recommends that the Oswego County Legislature authorize the acceptance and utilization of these funds.

**COUNTY OF OSWEGO
BUDGET MODIFICATION REQUEST**

ACCOUNT NUMBER			ACCOUNT NUMBER			DESCRIPTION	DOLLAR AMOUNT
ORG	OBJECT	PROJ	ORG	OBJECT	PROJ		
A8020	445890	95				Section 5311 Federal Aid	\$ (18,022.00)
A8020	435940	95				State Aid	(2,253.00)
A8020	427700	95				Local Share(from VTC)	\$ (2,252.00)
			A8020	529000	95	Project-Mobility Management	\$ 22,527.00
						Mass Transportation Cap Projects 5311 & ATC	
						2022 Mobility Mgt NYS DOT Contract C004132	

DEPARTMENT HEAD	DATE	COUNTY ADMINISTRATOR	DATE
*DIRECTOR OF HUMAN RESOURCES	DATE	CHAIRPERSON	DATE
*If Personnel Services are impacted		COUNTY TREASURER	DATE

RESOLUTION NO.

March 14, 2024

**RESOLUTION APPOINTING MEMBERS TO THE OSWEGO COUNTY
SOIL AND WATER CONSERVATION DISTRICT BOARD OF DIRECTORS**

By Legislator Mary Ellen Chesbro:

WHEREAS, Pursuant to Article 2 of the Soil and Water Conservation District Law and upon recommendation of the Economic Development and Planning Committee of this body, be it,

RESOLVED, that the following named person be, and hereby is, appointed as member of the Board of Directors of the Oswego County Soil and Water Conservation District for a term to expire as follows:

Linda Lockwood – Term to expire December 31, 2024
Mary Ellen Chesbro-Term to expire December 31, 2024
Saundra Tuori-Bell – Term to expire December 31, 2024

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

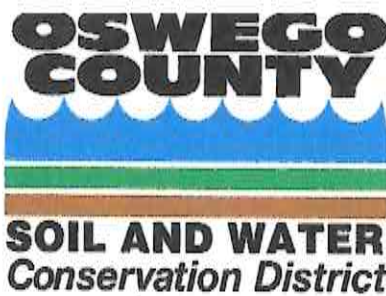
YES:

NO:

ABSENT:

ABSTAIN:

Oswego County Soil and Water
Conservation District
3105 State Route 3
Fulton, NY 13069



Phone: 315-592-9663
Fax: 315-592-9595
Web:
www.oswegosoilandwater.com

1/17/2024

Betsy Sherman-Saunders
Clerk of the Legislature
46 E Bridge Street
Oswego, NY 13126

Dear Betsy:

The Oswego County Soil and Water Conservation District Board of Directors would like to request that Linda Lockwood, Mary Ellen Chesbro and Sandy Tuori-Bell be reappointed to the board. This reappointment request is for a term beginning January 1, 2024. Please refer to the bios attached for further information. Feel free to contact me should any questions arise and thank you in advance for your attention to this matter.

Sincerely,

A handwritten signature in black ink that reads "Joe Chairvolotti". The signature is written in a cursive style with a long horizontal line extending from the end.

Joe Chairvolotti
District Manager

**Oswego County Soil and Water Conservation District Board of Directors
January 17, 2024**

Bio for Linda Lockwood, Legislator

Term: 1 year

Term Expires: 12/31/2024

Linda Lockwood has been involved in politics for more than 20 years and is currently an Oswego County Legislator for District 11 as well as the vice chairperson of the Legislature. Legislator Lockwood has been an active member on the Oswego County Soil and Water Conservation District Board of Directors since 2008 and is currently serving as the vice chairperson.

Bio for Mary Ellen Chesbro, Legislator

Term: 1 year

Term Expires: 12/31/2024

Mary Ellen Chesbro is an Oswego County Legislator for District 10 and has been an active member on the Oswego County Soil and Water Conservation District Board of Directors since 2020. Legislator Chesbro is also very involved in the agriculture community and operates a hay and beef farm with her husband Earl.

Bio for Sandra Tuori-Bell, Member-at-Large

Term: 3 years

Term Expires: 12/31/2026

Sandra Tuori-Bell was born and raised in Syracuse, NY and currently resides in Constantia, NY with her husband Mark. She was employed with Onondaga County Department of Water Environment Protection for several years before retiring in January 2012. As a Sanitary Engineer 3/Pretreatment Program Coordinator she supervised a staff of 5 engineers, 2 technicians and 1 office assistant responsible for ensuring that Onondaga County's industries were compliant with local, state and federal environmental regulations. She received a Bachelor of Science degree in Biology and Chemistry from SUNY Environmental Science and Forestry in Syracuse, NY and did post-graduate work at Syracuse University School of Management MBA Program. Sandra began her career as a Materials Scientist/Chemist at Carrier Air Conditioning and worked briefly at Miller Brewing Company as a chemist before her employment with Onondaga County. She has worked part-time since retirement as a track and field coach, field hockey coach, tutor and substitute for BOCES and as a Program Assistant for Finger Lakes-Lake Ontario Water Protection Alliance (FLOWPA). Mrs. Tuori-Bell has served on the Oswego County Soil and Water Board of Directors since 2015.



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

TO: Economic Development and Planning Committee
FROM: Holly F. Carpenter, Purchasing Director
DATE: March 5, 2024
RE: BID Report

BID 24-CDTP-001 – Fishing and Hunting Guide

Funding Source: 2024 marketing budget – advertising line

Solicitation Process: BID 24-CDTP- 001 – Fishing and Hunting Guide was publicly advertised in the official newspaper, on Bidnet, and on the Oswego County website on October 5, 2023. It was also sent directly to the following fifteen (15) vendors:

ACLS	Cooley Group	Dupli	Enterprise Sales
Freeport Press	Gotham Color	Oswego Printing	PGS Print
Phoenix Graphics	Port City Copy	PROforma	QMC Group
Speedway Press	Upstate Printing	Villanti and Sons	

Number of responses: Three (3)

Who, by title, evaluated the bid/proposal: David Owens – Marketing & Design Specialist, and Daniel Breitweg – Deputy Director, have evaluated the bids received and recommend approval to The Freeport Press.

Name of Company	Location	Total Cost	Required Documentation VRCS/NCC/VIS/RFC/SHC				
Concept Print	40 Lydeckerst Nyack, NY 10960	\$79,419.00	X	X	X	X	X
Cooley Group	6320 Fly Road., Suite 107 East Syracuse, NY 13057	\$119,214.50	X	X	X	N/A	X
The Freeport Press, Inc.	2127 Reiser Ave. SE New Philadelphia, OH 44663	\$67,477.00	X	X	X	N/A	X

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

Evaluation: Freeport Press 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.



BID COMPUTATION SHEET

OPENED: FEBRUARY 13, 2024 2:30 PM

BID 24-CDTP-001 FISHING AND HUNTING GUIDE

ITEM	Concept Print Nyack, NY 10960	Cooley Group, Inc East Syracuse, NY 13057	The Freeport Press, Inc New Philadelphia, OH 44663		
	\$79,419.00	\$119,214.50 - Freight Included	\$67,477.00		
TOTAL COST					