

# Government, Courts & Consumer Affairs Committee



## AGENDA - REGULAR MEETING

OSWEGO COUNTY, NEW YORK

**Date/ Time:** Monday, April 1, 2024 at 9:00 a.m.

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

### COMMITTEE MEMBERS:

David Holst, Chair	Legislator, 4 <sup>th</sup> District
Michael Yerdon, Vice Chair	Legislator, 1 <sup>st</sup> District
Edward Gilson	Legislator, 3 <sup>rd</sup> District
James Scanlon	Legislator, 16 <sup>th</sup> District
Robert Wilmott	Legislator, 18 <sup>th</sup> District
Noelle Salmonsens	Legislator, 21 <sup>st</sup> District
Charles Burger	Legislator, 17 <sup>th</sup> 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 March 4, 2024.

### RESOLUTIONS:

- GC-1 Resolution Appointing Certain Individuals to the Oswego County Land Bank Corporation Board of Directors
- GC-2 A Resolution Adopting County of Oswego Local Law Number 1 of 2024, Entitled a Local Law Creating the Department of Information Technology for the County of Oswego
- GC-3 Resolution Authorizing the Reclassification of one Position in the County Clerk's Office
- GC-4 Resolution Authorizing increase in Witness Fees for the Public Defender's Office
- GC-5 Resolution Appointing Members to the Oswego County Water Agency

### COMMITTEE REVIEW & DECISIONS:

- None

### REPORTING DEPARTMENTS:

- County Clerk Department Updates
- Board of Elections

- Strategic Initiative Department Updates
- Real Property Department Updates
- Public Defender Department Updates
- Assigned Council Department Updates

#### **EXECUTIVE SESSION:**

- Tax Property Matters

#### **ADJOURNMENT:**

# Government, Courts & Consumer Affairs Committee DRAFT



## MINUTES - REGULAR MEETING

OSWEGO COUNTY, NEW YORK

**Date/ Time:** Monday, March 4, 2024 at 9:00 a.m.

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

### COMMITTEE MEMBERS:

David Holst, Chair	Legislator, 4 <sup>th</sup> District	Present
Michael Yerdon, Vice Chair	Legislator, 1 <sup>st</sup> District	Present
Edward Gilson	Legislator, 3rd District	Present
Noelle Salmonsens	Legislator, 21 <sup>st</sup> District	Present
James Scanlon	Legislator, 16 <sup>th</sup> District	Present
Robert Wilmott	Legislator, 18 <sup>th</sup> District	Excused
Charles Burger	Legislator, 17 <sup>th</sup> District	Present

### STAFF AND GUESTS:

Paul House	Frank Castiglia	Terry Wilbur	Louis Lombardi
Veronica Turner	Savannah Wyckoff	Dave Turner	Richard Mitchel
Rachel Dator	Phil Church	Greg Powlin	Jamie Comstock
Betsy Saunders	Nancy Belcher	Matthew Bacon	Corey Rutherford

### CALL TO ORDER:

The Regular meeting of the Government, Courts, and Consumer Affairs Committee was called to order at 9:05 a.m. by Chair David Holst with Deputy Clerk of the Legislature present. The meeting commenced with the Pledge of Allegiance.

### APPROVAL OF MINUTES:

**Motion to Approve February 5, 2024, meeting minutes:** Legislator M. Yerdon

**Second:** Legislator Gilson

**Vote:** Unanimous, motion carried

The minutes for the Government, Courts & Consumer Affairs Committee's Regular Meeting on February 5, 2024, are approved.

### RESOLUTIONS:

**GC-1** A Resolution Fixing Time and Place for Public Hearing Relative to Proposed County of Oswego Local Law No. 1 of The Year 2024, Entitled "A Local Law Creating the Department of Information Technology for The County Of Oswego"

**Motion to approve:** Legislator Scanlon

**Second:** Legislator M. Yerdon

**Vote:** Unanimous, motion carried

- GC-2** A Resolution Requesting the Approval of the Commissioner of the New York State Department of Taxation and Finance Regarding Additional Mortgage Tax Monies to be Retained by the County Under Tax Law §262

**Motion to approve:** Legislator Gilson

**Second:** Legislator Salmonsens

**Vote:** Unanimous, motion carried

- GC-3** Resolution Appointing Acting Assigned Counsel Plan Administrator for The County of Oswego

**Motion to approve:** Legislator Scanlon

**Second:** Legislator M. Yerdon

**Vote:** Unanimous, motion carried

- GC-4** Resolution Appointing a Certain Individuals to the Oswego County Industrial Development Agency

**Motion to approve:** Legislator Scanlon

**Second:** Legislator M. Yerdon

**Vote:** Unanimous, motion carried

#### **COMMITTEE REVIEW AND DECISIONS:**

- None

#### **REPORTING DEPARTMENTS:**

- Jamie Comstock provided a Weights and Measures 2023 Annual Report department update
- Terry Wilbur provided a verbal Clerk Department Update.
- Dave Turner provided a Strategic Initiative Department Update
- Corey Metz provided a Real Property Department Update
- Louis Lombardi Provided a verbal update for the Public Defender's Office
- Rachel Dator provided a verbal update for the Assigned Council Office

#### **EXECUTIVE SESSION:**

- **Motion to enter executive session regarding proposed or pending litigation – Attis Ethanol**

**Fulton at 9:44 am:** Legislator Scanlon

**Second:** Legislator Salmonsens

**Vote:** Unanimous, motion carried

**Motion to Exit Executive Session at 10:00 am:** Legislator Gilson

**Second:** Legislator M. Yerdon

**Vote:** Unanimous, motion carried

#### **ADJOURNMENT:**

**Motion to adjourn at 10:01 a.m.:** Legislator Gilson

**Second:** Legislator Scanlon

**Vote:** Unanimous, motion carried

**DRAFT**

Raven Ahart

Deputy Clerk of the Legislature

Meeting Minutes

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**RESOLUTION NO.**

April 11, 2024

**RESOLUTION APPOINTING CERTAIN INDIVIDUALS TO THE OSWEGO  
COUNTY LAND BANK CORPORATION BOARD OF DIRECTORS**

By: Legislator David Holst:

WHEREAS, the County of Oswego has, heretofore, created a land bank corporation in accordance with the Land Bank Act; and

WHEREAS, the Oswego County Land Bank Corporation recently approved an amendment to their corporate by-laws regarding membership eligibility on the Board of Directors; and

WHEREAS, the Board of Directors is appointed by the Oswego County Legislature; and

WHEREAS, it is necessary to fill certain positions on the Board of Directors at the present time,

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

RESOLVED, that the following individuals be and are hereby appointed as members of the Board of Directors of the Oswego County Land Bank Corporation for a term ending 12/31/25:

Majority leader or designee from the County Legislature or County Resident:  
EDWARD GILSON

Minority leader or designee from the County Legislature or County Resident:  
FRANK CASTIGLIA

President of the Town Supervisors' Association of Oswego County or designee from the Association:  
TBD

All other directors:  
SHANE BROADWELL, CHAIR/PRESIDENT  
JIM DOWD, TREASURER  
DANIEL BREITWEG, SECRETARY  
PAUL STEWART  
MARTY WEBSTER  
MARK TESORIERO  
ANGELA CLEARY  
LINDA EGAN

and, it is further

RESOLVED, that the Clerk of the Legislature forward a copy of this resolution to the Secretary of the Oswego County Land Bank Corporation.

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

**YES:**

**NO:**

**ABSENT:**

**ABSTAIN:**

**RESOLUTION NO.**

April 11, 2024

**A RESOLUTION ADOPTING COUNTY OF OSWEGO LOCAL LAW NUMBER 1  
OF 2024, ENTITLED A LOCAL LAW CREATING THE DEPARTMENT OF  
INFORMATION TECHNOLOGY FOR THE COUNTY OF OSWEGO**

By Legislator David Holst:

WHEREAS, a public hearing was held on April 11, 2024, and all interested parties having had an opportunity to be heard; and

NOW, upon the recommendation of the Public Safety Committee of this body, be it

RESOLVED, that Local Law Number 1 of the year 2024 entitled "A LOCAL LAW CREATING THE DEPARTMENT OF INFORMATION TECHNOLOGY FOR THE COUNTY OF OSWEGO" be and is hereby adopted and enacted in its entirety.

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

**YES:**

**NO:**

**ABSENT:**

**ABSTAIN:**

**COUNTY OF OSWEGO  
LOCAL LAW NUMBER 1 OF 2024  
“A LOCAL LAW CREATING THE DEPARTMENT OF INFORMATION TECHNOLOGY  
FOR THE COUNTY OF OSWEGO”**

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

**SECTION 1: LEGISLATIVE INTENT AND PURPOSE**

The County of Oswego owns various public buildings and technology assets throughout the county, operates an E-911 Center and interoperable radio system as well as its own computer networks. Improvements to the county's systems and networks often involve all or multiple departments and interconnected systems, requiring coordination of vendors, county information technology resources, as well as adherence to organization-wide policies and procedures. This body hereby finds and determines that a single department tasked with general oversight of all technology assets owned, leased or utilized by the County of Oswego will promote governmental efficiency, optimize cybersecurity protection and result in cost savings to the county. The purpose of this enactment is to statutorily consolidate the various information technology related functions and duties heretofore performed by various departments of the County of Oswego a single county department except where otherwise required by law or state/federal regulation. The county changed the name of the Data Processing Department to the Department of Central Services by Resolution Number 265 of 1977. As technology and information needs are constantly evolving, as are heightened network and data security requirements, this body finds that a new department with increased powers and duties will best serve the County of Oswego and its residents in the information and technology arena.

**SECTION 2: DEPARTMENT OF INFORMATION TECHNOLOGY CREATED;  
DEPARTMENT OF CENTRAL SERVICES ABOLISHED**

Pursuant to the applicable provisions of the Municipal Home Rule Law, the Oswego County Department of Information Technology is hereby created. The Department of Information Technology shall be responsible for the oversight and operation of the County of Oswego's computer network, systems, hardware and software utilized by the county and its departments and other responsibilities as set forth herein. Upon passage of this enactment creating the Department of Technology, all functions, personnel, duties, agreements and assets of the Department of Central Services be, and are hereby, transferred to the Department of Technology to be supervised by the Director of Information Technology as provided for herein. The Department of Central Services is hereby abolished upon the creation of the Department of Information Technology. To the extent that state or federal regulations require oversight by the state or federal government, the Department of Information Technology shall assist county departments in the implementation and maintenance of those systems only where requested or required (e.g. DMV, NCIC, NYSPIN, e-Justice, CJIS and NYSBOE Cyber-Regulation).



### **SECTION 3. DIRECTOR OF THE DEPARTMENT OF INFORMATION TECHNOLOGY**

- A. The Department of Information Technology shall be under the supervision and direction of a Director of Information Technology who shall be appointed by the Oswego County Legislature for a fixed, two-year term to run with the term of the county legislature. The Director of Information Technology shall be responsible for the continuation and performance of all duties and functions heretofore assigned to, and performed by, the Director of Central Services in addition to those duties as enumerated in this Local Law. The Director shall report to the County Administrator as to the day-to-day operations of the department as provided for by Local Law number 6 of 1996, as amended.
- B. The salary of the Director of Information Technology shall be fixed by the Oswego County Legislature in accordance with the Management Compensation Plan. In addition, the Director of Information Technology shall be reimbursed actual and necessary expenses incurred in the performance of his or her official duties, upon the audit of same in the manner provided for by law and county policies.
- C. A vacancy in the position of Director of Information Technology shall be filled by the Oswego County Legislature for the unexpired term as prescribed by law. The position of Director of Information Technology shall be an unclassified position, as defined by the Civil Service Law of the State of New York with a term of office to run concurrently with that of the Oswego County Legislature. The Director of Information Technology shall holdover in office upon expiration of term with full authority to act until a successor is qualified and appointed.

### **SECTION 4. GENERAL POWERS AND DUTIES**

The Director of Information Technology shall supervise and assign professional, technical, and clerical personnel within the Department of Information Technology and shall be responsible for the day-to-day management and operation of the Department of Information Technology in accordance with sound management principles, the County Legislature's policies, and Civil Service law, and shall have the powers and duties necessary to carry out the functions of the office as set forth herein and such other responsibilities as may from time to time be imposed by resolution of the County Legislature. The Director of Information Technology's general powers and duties shall include, but not be limited to:

- A. Developing, managing, and submitting a departmental budget for approval by the County Administrator and County Legislature;
- B. Appointing, hiring, laying-off, suspending, disciplining and/or removing any person employed in the Department of Information Technology in accordance with Civil Service Law and/or collective bargaining unit agreements;
- C. Establishing and overseeing departmental policies and county computer use policies;
- D. Preparing statistical and other reports as required by the County Administrator or the County Legislature and any other appropriate entity;
- E. Assigning professional, technical and/or clerical personnel to assist in the department in its operations;

- F. Applying for, managing and administering state and federal grant funds pertaining to the Department of Information Technology;
- G. Reviewing and approving for purchase software and/or hardware solutions, including information technology consulting engagements, whether on premise or cloud-based, originating with and proposed by all other departments, supported by the Department of Information Technology and over which administrative authority of technology systems is established by this local law.
- H. With the consent of the County Legislature and Civil Service Officer, approving the establishment of positions with secondary technology support duties, in any other county department, and upon approval to have co-supervisory authority over such positions, including receiving periodic updates and final say on scope of duties, system access level and scope, and other technology-related duties, as determined by the Director of Information Technology.
- I. Preparing a proposed county-wide budget regarding all computer hardware costs, utility costs, maintenance and repair, network costs, software licenses and county telephones on an annual basis.
- J. Monitoring the need for improvement, maintenance, and repair of county technological assets and to report as needed to the appropriate committee of the County Legislature.
- K. Directing county computer equipment maintenance and repair programs for the county;
- L. Ensuring compliance with policies as established by the County Legislature, county administrative policies and New York State laws and regulations regarding county computer networks and other technology-related assets.
- M. Developing, delegating and/or approving the preparation of specifications of and the purchase of equipment, software, hardware, software licenses and materials consistent with county departmental needs, NYS General Municipal Law and the county's Procurement Policy.
- N. Assisting in the development and preparation of specifications for the solicitation of competitive bids or requests for proposals concerning the Department;
- O. To the extent allowed by law, preparing required reports and county departmental records and to maintain same in accordance with county policies;
- P. Planning and supervision, as necessary, of the county's computer network, software, telephone/VOIP, servers, and equipment whether by county employees or contractors and cooperate with consultants or state and federal support teams concerning same.
- Q. Planning and supervise the maintenance and repair of existing computer networks, phone systems and other technology-related assets on a day-to-day basis;
- R. Promulgating IT policies and procedures in accordance with best practices and consistent with county operations with the assistance of the County Administrator and/or County Attorney's Office as may be necessary in the following areas: breach notification procedures (NYS Technology Law); HIPAA, HIPAA HITECH protocols; overseeing and implementing data security, training and awareness for county officers and employees either independently and/or in conjunction with the Department of Human Resources or third parties; maintaining computer hardware, software and data inventories; reviewing and implementing contracts for IT services and service level agreements for county departments and offices; addressing and implementing malware protection; addressing and implementing patch management; implementing suitable access controls; overseeing online banking protocols in consultation with the County

- Treasurer to include credit card terminals; maintaining and designing the county's wireless network, firewalls and intrusion detection software; developing and reviewing internet, e-mail and computer use; password security; mobile devices and wireless security policies; implementing physical controls for the county's network; performing information technology contingency planning; performing an annual security self assessment of the county's networks; and recommending a baseline IT Security fundamentals and governance for county departments and employees;
- S. To appoint a Deputy Director to serve at the pleasure of the Director if and when said position is created by the County Legislature; and
  - T. Such other and further powers and duties as required by law or as required by the County Legislature.

#### **SECTION 5. LIMITATION OF POWERS; TERM**

Nothing contained herein shall be construed to give the Department of Information Technology authority over the operation of any existing departments, officers, and functions of the County, other than those offices, officers and functions specifically enumerated herein. Nor shall the Department of Information Technology have any authority over programs maintained by public or private agencies not under the jurisdiction of the County of Oswego. The final determination as to the establishment or manner of operation of the Department of Information Technology operations, the funding thereof and the extent of county participation, if any, in each matter shall be made by the Oswego County Legislature with the advice of the County Administrator.

#### **SECTION 6. SEVERABILITY**

If any part of this Local Law or the application thereof to any person or circumstance should be adjudged to be invalid by any Court of competent jurisdiction, such judgment shall be confined in its operation to the application, part or provision of this Local Law directly involved in the controversy in which such judgment shall have been rendered and shall not affect or impair the validity of the rest and remainder of this Local Law or the application thereof to other persons or circumstances and the Oswego County Legislature hereby declares that it would have passed this Local Law or the remainder of it had such invalid application or provision been apparent.

#### **SECTION 7: SEQRA DETERMINATION**

The County Legislature, being the State Environmental Quality Review Act (SEQRA) lead agency, hereby finds and determines that this local law constitutes a Type II action pursuant to Section 617.5(c)(26) and/or (33) of Title 6 of the New York Code of Rules and Regulations (6 NYCRR) and within the meaning of Section 8-0109(2) of the New York State Environmental Conservation Law as constituting routine or continuing agency administration and management, not including new programs or major reordering of priorities that may affect the environment and adoption of regulations, policies, procedures and local legislative decisions in connection with any action under 617.5. The Clerk of the Legislature is hereby directed to circulate any appropriate SEQRA notices of determination of non-applicability or non-significance as, may be necessary, in accordance with this local law.

## **SECTION 8: EFFECTIVE DATE**

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

**RESOLUTION NO.**

April 11, 2024

**RESOLUTION AUTHORIZING THE RECLASSIFICATION OF ONE POSITION IN  
THE COUNTY CLERK'S OFFICE**

By Legislator David Holst:

WHEREAS, a review of workload, staffing, and constituent services has been conducted; and

WHEREAS, the County Clerk has identified the need to better reflect the duties of the personnel who perform key administrative responsibilities of the Department in order to continue to ensure the delivery of efficient and effective services; and

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

RESOLVED, that position #141121204, Senior Motor Vehicle Clerk, Grade 6, CSEA Bargaining Unit, be reclassified to a Principal Motor Vehicle Clerk, Grade 9, in the same CSEA Bargaining Unit; and be it further

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

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

**YES:**

**NO:**

**ABSENT:**

**ABSTAIN:**





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

**MATHEW F BACON**  
**DEPUTY CLERK**  
**DIANE PAROW**  
**DEPUTY CLERK OF MOTOR**  
**VEHICLES**

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

**NANCY L. BELCHER**  
**DEPUTY CLERK OF**  
**OPERATIONS**

Date: April 11, 2024

To: Members of the Finance and Personnel Legislative Committee

From: Terry M. Wilbur, County Clerk

**Informational Memorandum**

**Subject:** Request for authorization to reclassify one position in the County Clerk's Office.

**Purpose:** To streamline duties in both the County Clerk's Office along with Department of Motor Vehicles we have reevaluated the job duties of the Senior Account Clerk. As a result, it has become apparent that we need to move some daily and weekly accounting duties to Motor Vehicle. This has led to the request for a Principal Motor Vehicle Clerk.

**Summary:** With the County Clerk's Office focusing on better serving our constituents along with helping modernize the office this reclass is needed to meet the new demands for our department. The position of Principal Motor Vehicle Clerk is going to rectify a couple of issues that I have seen arise since becoming County Clerk. Not only is this going to put into place more continuity on the accounting side it is going to make sure we have better customer service and knowledge base for our Motor Vehicle Clerk's. The Principal Motor Vehicle Clerk not only will help with the daily and weekly accounting/reporting at all three Motor Vehicles it will also be a position that will help with our continuing education program for our Motor Vehicle Clerk's. This position will also work as a floating supervisor should an absence occur in the supervisor position in any of the motor vehicle offices.

**Recommended**

**Action:** To authorize the proposed reclassification of the Senior Motor Vehicle position (CSEA Grade 6) to Principal Motor Vehicle Clerk (CSEA Grade 9) within the County Clerk's Office.

**Fiscal Impact:** The most recent individual to hold this position was paid \$19.46/hr as a Senior Motor Vehicle Clerk. The proposed change would start the Principal Account Clerk at \$22.26/hr. The annual salary difference \$5,096.00 which will be absorbed from vacancies in line 1411-511000.

# POSITION REQUEST/DELETE BUDGET FORM

**DEPARTMENT:** County Clerk

**DIVISION/UNIT (NUMBER):** 1411

## 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: Sr Motor Vehicle Clerk 2. Position #: 141121204

3. Present Salary/Hourly Rate: \$19.46 Grade: 6

4. Requested Title: Principle Motor Vehicle Clerk

5. Requested Salary: \_\_\_\_\_

a. Bargaining Unit: CSEA Hourly Rate: \$22.26 Grade: 9

b. Management or OCPA – Salary Requested: \_\_\_\_\_ Grade: \_\_\_\_\_

6. Percent of Federal and/or State Reimbursement: \_\_\_\_\_ Fringe Reimbursed: ☐ Yes ☒ No

7. Justification of Need (use additional sheets as necessary): *The job duties for this position align more closely with that of a Principle Motor Vehicle Clerk compared to a Senior Motor Clerk. Currently this position is tasked with balancing daily deposits, going to the bank, overseeing motor vehicle clerks. The new position would also take over all training to keep up with new york state requirments, daily ledger entries for tracking of all sales tax, weekly balancing and transfer of money to the state. tracking and reconciling bad checks. Overseeing all dealer transactions, recruitment and lianson with all auto dealers. backup for all payroll duties. This postion requires a higher level of accounting and fiscal knowledge in relation to motor vehicle transactions.*

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

<b>C. POSITION DELETION</b>	
1. Title to be Deleted:	
2. Position #	3. Salary Savings:
4. Reason for Deletion:	



**Civil Service Law: Section 22. Certification for positions.** Before any new positions in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such position reclassified only with the title approved and certified by the commission.

**OSWEGO COUNTY HUMAN RESOURCES  
DEPARTMENT**

**NEW POSITION DUTIES STATEMENT**

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit. Forward two typed copies to this office.

<b>1. DEPARTMENTS/SCHOOL DISTRICT/TOWN OR VILLAGE</b> County Clerk	<b>DIVISION, UNIT, OR WORK SECTION</b>	<b>LOCATION OF POSITION</b>
<b>2. DESCRIPTION OF DUTIES:</b> 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.  <b>Title requested:</b> <i>Principle Motor Vehicle Clerk</i>		
<b>PERCENT OF WORK TIME</b>		
5%	<i>unlocking and locking of office,work stations and desk drawers, setting up of drawers for clerks at the beginning and end of work day.</i>	
15%	<i>Balancing of daily deposits for all motor vehicle clerks,running all reports and reconciling all paperwork with New York State . taking deposits to the bank.</i>	
10%	<i>Empty and take care of DMV daily envelopes from all three dmv offices, sort and track DMV sales tax documents, lock reports, deposit slips Tracking and collecting of bad checks, reconciling ledger and sending to the state if uncollectable..</i>	
10%	<i>Daily ledger entries for tracking of sales tax, reconcile with state sales tax account, transfer sales tax money and motor vehicle fees to the state weekly and receipt county portion</i>	
25%	<i>Oversee all training for motor vehicle employees reagarding New York State requirments, county work procedure's and job functions</i>	
20%	<i>Oversee all auto dealer transaction and is a dedicated contact for all dealers. Has constant contact with auto dealerships to maintain good customer service and actively recruits new dealerships for increase business.</i>	
5%	<i>Oversee all corporate fleet accounts, issues checks and maintains checkbook, keeps in contant contact to maintain good customer service</i>	
5%	<i>Acts as a floater for senior motor vehhicle clerks, runs and oversees office in their absense,, answers general questions and needs of motor vehicle clerks.</i>	
2%	<i>Inventory all license plates and verify with plate report. Account for all plates to the state.Recieves and sorts license plates and pre numbered stickers and documents., Inventory and orders all office supplies</i>	
3%	<i>Acts as backup to Deputy of Motor vehicles for timesheets and payroll entering. Acts as a general backup for all duties of the Deputy of Motor vehicles in her absence..</i>	
<b>(Attach additional sheets if more space is needed)</b>		

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

NAME	TITLE	TYPE OF SUPERVISION
Nancy Belcher	Dep. Co. Clerk of Operations	Direct
Diane Parow	Dep. Co. Clerk of Motor Vehicles	Direct

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

NAME	TITLE	TYPE OF SUPERVISION
numerous	Sr. Motor Vehicle Clerk	Direct
numerous	Motor Vehicle Clerk	Direct

**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 4 years  
☐ College \_\_\_\_\_ years, with specialization in \_\_\_\_\_  
☐ Other \_\_\_\_\_ years, with specialization in \_\_\_\_\_

Experience (list amount and type): *Clerical*

Essential knowledge, skills and abilities:

Type of license or certificate required:

**7. The above statements are accurate and complete.**

Date:

Title:

Signature:

**CERTIFICATE OF OSWEGO COUNTY PERSONNEL OFFICER**

**8. In accordance with the provisions of Civil Service Law (Section 22), the Oswego County Personnel Officer certifies that the appropriate civil service title for the position described is:**

POSITION CLASS TITLE:

JURISDICTIONAL CLASS:

Date:

Signature:

**PART-TIME/TEMPORARY BUDGET REQUEST FORM**

**DEPARTMENT:**

**DIVISION/UNIT (NUMBER):**

1. Please provide the following information for positions which you intend to employ on a part-time/temporary basis:

<b>TITLE</b>	<b>POSITION NUMBER</b>	<b>HOURS/ WEEK</b>	<b>HOURLY RATE</b>	<b>NO. WEEKS</b>	<b>JUSTIFY THE NEED FOR EACH TITLE</b>	<b>DOLLARS REQUESTED</b>

(Add pages as needed.)

-OVER-

**PART-TIME/TEMPORARY BUDGET REQUEST FORM**

2. Total Part-time/Temporary dollars requested for next year:	\$
3. Total Part-time/Temporary dollars budgeted in current year:	\$
4. Complete a "New Position Duties Statement" (p. 3). This is required only if this is a new position or title requested.	

# OTHER HOURS BUDGET REQUEST FORM

DEPARTMENT: \_\_\_\_\_

DIVISION/UNIT (NUMBER): \_\_\_\_\_

CATEGORY:	AMT IN CURRENT BUDGET:	AMT BUDGETED NEXT YEAR:	POSITIONS AFFECTED:	JUSTIFICATION:
Retention & Recruitment Incentive (511000)				
Overtime (512000)				
Shift Differential (514100)				
Vacation Buy Back (514200)				
Additional Hours (514300)				
Holiday Premium (514400)				
Call Time (514500)				
207-C Wages (514600)				

**RESOLUTION NO.**

April 11, 2024

**RESOLUTION AUTHORIZING INCREASE IN WITNESS FEES FOR THE  
PUBLIC DEFENDER'S OFFICE**

By Legislator David Holst:

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

WHEREAS, the Public Defender's Office does not have sufficient funds to cover witness fees for representation and courtroom trials of the indigent accused of crimes; and

WHEREAS, the proposed addition \$50,000.00 for witness would assist the office in its mission of representing indigent clients so a competent defense can be raised during litigation and ultimately trial; and this request having been reviewed by the County Administrator with a recommendation to provide such funding; and

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

RESOLVED, that the requested funding of \$50,000.00 be approved for witness fees in the Public Defender's Office; and be it further

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

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

**YES:**

**NO:**

**ABSENT:**

**ABSTAIN:**



LOUIS R. LOMBARDI  
PUBLIC DEFENDER

## OSWEGO COUNTY PUBLIC DEFENDER'S OFFICE

COUNTY BUILDING  
44 E. BRIDGE STREET, SUITE 301  
OSWEGO, NEW YORK 13126  
(315) 746-4210  
[www.oswegocounty.com](http://www.oswegocounty.com)

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**TO:** Philip Church, County Administrator  
**FROM:** Louis R. Lombardi, Public Defender  
**DATE:** 03/04/2024  
**RE:** Budget Modification – Witness Fees

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### INFORMATIONAL MEMORANDUM

**SUBJECT:**

Budget Modification to move funds from Salaries & Wages to Witness Fees.

**BACKGROUND:**

The Public Defender's Office represents indigent individuals within the County of Oswego. To provide our clients with an adequate defense, expert witnesses and professional evaluations are necessary.

**FISCAL IMPACT:**

Increase the Witness Fees account by \$50,000.00 with funds currently allocated to Salaries & Wages. There will be no net county impact for 2024 as this funding is already allocated to the PD office, and there are several vacant positions. The costs associated with Witness Fees are reimbursed by NYS Indigent Legal Services.

**RECOMMENDATION:**

Approve this budget modification moving \$50,000 from Salaries & Wages (A1171.511000), allocating it to the Witness Fees expense account (A1171.543200).

**COUNTY OF OSWEGO  
BUDGET MODIFICATION REQUEST**

[illegible]

3/4/2024

COUNTY ADMINISTRATOR	DATE
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*DIRECTOR OF HUMAN RESOURCES	DATE
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CHAIRPERSON	DATE
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**\*If Personnel Services are impacted**

COUNTY TREASURER



**RESOLUTION NO.**

April 11, 2024

**RESOLUTION APPOINTING MEMBERS TO THE  
OSWEGO COUNTY WATER AGENCY**

By Legislator Holst:

WHEREAS, the County of Oswego has, heretofore, established an Oswego County Water Agency under County Law §251; and

WHEREAS, the terms of the members previously appointed have lapsed; and

WHEREAS, the Oswego County Legislature has sole charge over all matters relating to the membership of such agency, including, but not limited to, numbers, method of selection, tenure, qualifications and compensation; and

WHEREAS, this body wishes to appoint new members to the agency; and

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

RESOLVED, the following individuals be and are hereby appointed to the Oswego County Water Agency:

Names of appointees

for an indefinite term to serve at the pleasure of this body; and, it is further

RESOLVED, that the agency shall have powers as follows: the agency may assemble data relating to: (1) the water resources available to the county, both within and without; (2) the number and location of private wells within the county, the contaminants present in the water supply in the county's private wells, ("contaminants" shall mean those substances found in amounts or concentrations which violate federal, state or local laws, guidelines or rules and regulations relating to drinking water or which may pose a risk to public health), the extent of contamination of the water supply in the county's private wells, and the availability of appropriate treatment technologies for the contaminants found to be present, or which are reasonably expected to be found, currently or in the future, in the water supply in the county's private wells; (3) the sewage collection, conveyance, treatment and disposal problems of the county, (4) the problems of collection, conveyance and disposal of storm water and other waters, (5) or any measures reasonably related to lake protection and rehabilitation, including surveys of sources of degradation, treatment of aquatic nuisances, and the elimination or alleviation of such problems and the possibility of developing and utilizing existing facilities to make them available to the several municipalities and other political subdivisions within the county, and may employ such engineering, legal, professional and other assistance as from time to time may be needed, and may incur such

other expenses as may be necessary within the amounts made available therefor by budget appropriations; and, it is further

RESOLVED, that, when authorized by this body, the agency may also apply for and expend state aid for comprehensive studies and reports pursuant to section 17-1901 (Comprehensive Studies; State aid) of the environmental conservation law and comprehensive water studies and reports pursuant to title thirteen of article fifteen of the environmental conservation law; and, it is further

RESOLVED, that where the agency has sufficient engineering and technical staff available, the county legislature may authorize the agency to render engineering and related technical services to municipalities located within the county pursuant to written contract on terms and conditions to be agreed upon by the agency and the municipality.

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

**YES:**

**NO:**

**ABSENT:**

**ABSTAIN:**