

Infrastructure, Facilities and Technology Committee



AGENDA - REGULAR MEETING

OSWEGO COUNTY, NEW YORK

Date/ Time: Tuesday, February 6, 2024, at 3:00pm

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

COMMITTEE MEMBERS:

Paul House, Chair	Legislator, 8 th District
Stephen Walpole, Vice Chair	Legislator, 14 th District
David Holst	Legislator, 4 th District
Linda Lockwood	Legislator, 11 th District
John Martino	Legislator, 6 th District
Marie Schadt	Legislator, 18 th District
Patrick Twiss	Legislator, 13 th District
Robert Wilmott	Legislator, 18 th District
Michael Yerdon	Legislator, 1 st District

CALL TO ORDER:

Pledge of Allegiance

APPROVAL OF MINUTES:

Approval of minutes for the Infrastructure, Facilities and Technology Committee's regular meeting on December 5, 2023.

RESOLUTIONS:

- IT-1** Resolution Authorizing Budget Modification With the Highway Department to Transfer Funds from Insurance Recovery Fund into Highway Expense
- IT-2** Resolution Authorizing the Deletion of One Position in the Highway Department
- IT-3** Resolution Authorizing and Establishing an Additional Hours Account Line For the Department of Highway
- IT-4** Resolution Establishing Capital Project Number 0124 – The Department of Highway Equipment 2024
- IT-5** Resolution Amending Resolution Number 415 Dated December 14, 2023, Capital Project Number 0423 to Number E0423
- IT-6** Resolution Authorizing Budgetary Modification Department of Solid Waste Landfill and Transfer Stations- Other Equipment to Additional Hours Account
- IT-7** Resolution Authorizing Budgetary Modification – Buildings and Grounds – Increasing Capital Project Number C0323 Oswego County Flooring

COMMITTEE REVIEW & DECISIONS:

- BID 23-HW-016-Motor Oils
- Add two Cell phone line to Preventative Health Division
- Add One Cell Phone line to Criminal Investigations Division

REPORTING DEPARTMENTS:

- Buildings and Grounds Department Updates
- Highway Department Updates
- Solid Waste Department Updates
- Airport Department Updates
- Central Services Department Updates

ADJOURNMENT:

Infrastructure, Facilities & Technology Committee

DRAFT



MINUTES - REGULAR MEETING

OSWEGO COUNTY, NEW YORK

Date/ Time: Tuesday, December 5, 2023 at 3:00pm

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

COMMITTEE MEMBERS:

Paul House, Chair	Legislator, 14 th District	Present
Stephen Walpole, Vice Chair	Legislator, 8 th District	Present
Patrick Twiss	Legislator, 13 th District	Excused
David Holst	Legislator, 4 th District	Present
Linda Lockwood	Legislator, 11 th District	Present
John Martino	Legislator, 6 th District	Present
Robert Wilmott	Legislator, 18 th District	Present
Michael Yerdon	Legislator, 1 st District	Present
Marie Schadt	Legislator, 19 th District	Excused

STAFF AND GUESTS:

Jim Weatherup	Brandon Schwerdt	Holly Carpenter	Shawn Walker
Mike Lutestanski II	Richard Mitchell	Matt Kitts	Greg Powlin
Savannah Wyckoff	Veronica Turner		

CALL TO ORDER:

A Regular Meeting of the Infrastructure Committee was called to order at 3:00 p.m. by Committee Chair Paul House with the Deputy Clerk Present. The meeting commenced with the Pledge of Allegiance.

APPROVAL OF MINUTES:

Motion to approve the meeting minutes: Legislator Holst

Second: Legislator Martino

Vote: Unanimous, motion carried

The minutes for the Infrastructure, Facilities & Technology Committee's regular meeting on October 31, 2023, and Special Meeting on November 8, 2023, were approved.

RESOLUTIONS:

IT-1 Resolution Authorizing Budgetary Modification Department of Solid Waste- Unappropriated Fund Balance to Landfill and Transfer Stations Other Equipment

Motion to approve: Legislator Lockwood

Second: Legislator Martino

Vote: Unanimous, motion carried

- IT-2** Resolution Awarding Professional Services Contract – RFP 23-HW-014 Design Services for CR 28 Bridge Over South Branch Grindstone Creek

Motion to approve: Legislator Holst

Second: Legislator Walpole

Vote: Unanimous, motion carried

- IT-3** Resolution Authorizing Budgetary Modification to Increase Capital Project No. B0521 County Route 28 Bridge Over South Branch Grindstone Creek

Motion to approve: Legislator Lockwood

Second: Legislator M. Yerdon

Vote: Unanimous, motion carried

- IT-4** Resolution Accepting a Grant Offer from and Authorizing the Execution of an agreement with New York State Department of Transportation Concerning the Oswego County Airport PIN Number 3904.04

Motion to approve: Legislator Lockwood

Second: Legislator M. Yerdon

Vote: Unanimous, motion carried

- IT-5** Resolution Establishing Capital Project No. 0423 Oswego County Airport – Airport Fuel Trucks

Motion to approve: Legislator Walpole

Second: Legislator Martino

Vote: Unanimous, motion carried

COMMITTEE REVIEW & DECISIONS:

BID 23-HW-013 – Replacement of County Route 23 (Gayville Road) Bridge Over Scriba Creek

Motion to Table: Legislator Martino

Second: Legislator M. Yerdon

Vote: Unanimous, motion carried.

- Add two (2) cell phone lines to the Childrens with Special Needs Division

Motion to approve as a block: Legislator Lockwood

Second: Legislator Martino

Vote: Unanimous, motion carried

DEPARTMENT REPORTS:

- Matt Kitts provided a Buildings and Grounds Department Update.
- Shawn Walker provided a verbal Highway Department Update.
- Mike Lutestanski II provided a verbal Solid Waste Department Update.
- Brandon Schwerdt provided an Airport Department Update.
- Greg Powlin provided a Central Services Department Update.

ADJOURNMENT:

Motion to adjourn at 3:22 p.m.: Legislator Walpole

Second: Legislator M. Yerdon

Vote: Unanimous, motion carried

DRAFT

Raven Ahart
Deputy Clerk of the Legislature

RESOLUTION NO.

February 15, 2024

**RESOLUTION AUTHORIZING BUDGET MODIFICATION WITH THE
HIGHWAY DEPARTMENT TO TRANSFER FUNDS FROM INSURANCE
RECOVERY FUND INTO HIGHWAY EXPENSE**

By Legislator Paul House:

WHEREAS, in January a check for \$10,010.26 was deposited in account A1325.426800, Insurance Recovery Fund, for repairs to a Highway Paver that was in an accident on June 5, 2023; and

NOW, upon recommendation of the Infrastructure, Facilities and Technology Committee of this Legislature, and with the approval of the Finance and Personnel Committee, be it

RESOLVED, that the Treasurer is hereby authorized to transfer \$10,010.26 from account A1325.426800 (Insurance Recovery Fund) to DM5130.545400 (Highway Expense).

A1325.426800 to DM5130.545400

Total Authorization
\$10,010.26

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

YES:

NO:

ABSENT:

ABSTAIN:



COUNTY OF OSWEGO
HIGHWAY DEPARTMENT

31 Schaad Drive
Oswego NY 13126
(315) 349-8712 Fax (315) 349-8256

Shawn Walker, Highway Superintendent

Chris Baldwin, P.E., Highway Engineer

INFORMATIONAL MEMORANDUM

SUBJECT: Budget modification to transfer \$10,010.26 from account A1325.426800 (Insurance Recovery Fund) into account DM5130.545400 (Highway Expense)

PURPOSE: To recommend that the Infrastructure, Facilities and Technology Committee, the Finance and Personnel Committee and the Oswego County Legislature approve a budget modification to transfer these funds.

SUMMARY: The checks were for an insurance payment for the paver that was damaged in an accident on 6/5/23.

RECOMMENDED ACTION: The Infrastructure, Facilities and Technology Committee, the Finance and Personnel Committee recommends the Oswego County Legislature authorize that \$10,010.26 be transferred from account A1325.426800 (Insurance Recovery Fund) into account DM5130.545400 (Highway Expense).

Shawn Walker
Highway Superintendent

Date

COUNTY OF OSWEGO

ACCOUNT NUMBER			ACCOUNT NUMBER			DESCRIPTION	DOLLAR AMOUNT
ORG	OBJECT	PROJ	ORG	OBJECT	PROJ		
DM5130	545400					Highway Expense	10,010.26
			A1325	426800		Insurance Recovery	(10,010.26)

DEPARTMENT HEAD

DATE _____

COUNTY ADMINISTRATOR

DATE _____

***DIRECTOR OF HUMAN RESOURCES**

DATE _____

CHAIRPERSON

DATE _____

***If Personnel Services are impacted**

COUNTY TREASURER

DATE _____

RESOLUTION NO.

February 15, 2024

**RESOLUTION AUTHORIZING THE DELETION OF ONE POSITION
IN THE HIGHWAY DEPARTMENT**

By Legislator Paul House:

WHEREAS, due to advanced technology and office software and having the current staffed positions of two Senior Account Clerks and one Director of Administrative Services; and

WHEREAS, the department has identified a decreased need for a Senior Typist to perform certain duties; and

NOW, upon recommendation of the Infrastructure, Facilities and Technology Committee of this Legislature, and with the approval of the Finance and Personnel Committee, be it

RESOLVED, that position #501005201, Senior Typist, Grade 5, in the Oswego County Office Personnel Unit, be deleted; 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:



COUNTY OF OSWEGO
HIGHWAY DEPARTMENT

31 Schaad Drive
Oswego NY 13126
(315) 349-8712 Fax (315) 349-8256

Shawn Walker, Highway Superintendent

Chris Baldwin, P.E., Highway Engineer

SUBJECT: Authorization to modify the Highway Department's budget to delete one Senior Typist position.

BACKGROUND: The Highway office staff currently consists of two Senior Account Clerks, one Senior Typist and a Director of Administrative Services to Highway. With the advanced technology we have today, there is not a need for the Senior Typist position. After paying invoices, making invoices, and payroll through Munis and using Excel spreadsheets, the workload does not take as long.

FISCAL IMPACT: None.

RECOMMENDED ACTION: To authorize the proposed modification of the Highway Department's budget to delete one Senior Typist position, Grade 5, in the CSEA COOP Bargaining Unit.

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: Oswego County Highway **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: _____ 2. Position #: _____

3. Present Salary/Hourly Rate: _____ Grade: _____

4. Requested Title: _____

5. Requested Salary: _____

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

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

6. Percent of Federal and/or State Reimbursement: 0 Fringe Reimbursed: ☐ Yes ☐ No

7. Justification of Need (use additional sheets as necessary):

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

C. POSITION DELETION

1. Title to be Deleted: Senior Typist

2. Position # 501005201

3. Salary Savings: \$33,895

4. Reason for Deletion:

vacant position not needed at this time

RESOLUTION NO.

February 15, 2024

**RESOLUTION AUTHORIZING AND ESTABLISHING AN ADDITIONAL HOURS
ACCOUNT LINE FOR THE DEPARTMENT OF HIGHWAY**

By Legislator Paul House:

WHEREAS, the Highway Department would like to create an additional hour line for the Office Staff; and

WHEREAS, the Highway Department currently has position lines for 2 Senior Account Clerks and 1 Senior typist position. There is currently only a Senior Account Clerk position filled and the additional hours will help encourage the current Senior Account Clerk to stay and encourage anyone interested in the other Senior Account Clerk position at the Highway Department; and

WHEREAS, the Highway Department would like to dissolve the Senior Typist position and use the 2024 budgeted amount for the position to pay for the additional hours line; and

NOW, upon recommendation of the Infrastructure, Facilities and Technology Committee of this Legislature, and with the approval of the Finance and Personnel Committee, be it

RESOLVED, that the Treasurer is hereby authorized to transfer \$5,000 to D5010.514300 (Highway – Additional Hours) from D5010.511000 (Highway – Salaries and Wages).

D5010.5110 to D5010.514300

Total Authorization
\$5,000

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

YES:

NO:

ABSENT:

ABSTAIN:



COUNTY OF OSWEGO
HIGHWAY DEPARTMENT

31 Schaad Drive
Oswego NY 13126
(315) 349-8712 Fax (315) 349-8256

Shawn Walker, Highway Superintendent

Chris Baldwin, P.E., Highway Engineer

TO: Oswego County Legislators
FROM: Shawn Walker, Highway Superintendent
DATE: February 15, 2024
RE: Creating Additional Hours Line for Office Staff

SUBJECT: Authorization for creating additional hours line for the office staff.

BACKGROUND: The Highway Department currently has only one Senior Account Clerk and a Director of Administrative Services for Highway, for office staff. The Highway Department has two positions open, a Senior Typist and Senior Account Clerk. Currently the Highway is looking for another Senior Account Clerk and would like to dissolve the Senior Typist position and use the 2024 budgeted amount for that position line to pay for the additional hours of both Senior Account Clerks when needed.

FISCAL IMPACT: None.

RECOMMENDED ACTION: The Infrastructure, Facilities and Technology Committee, the Finance & Personnel Committee, and the Oswego County Legislature to authorize creating additional hours line for the Highway Office Staff.

Shawn Walker
Highway Superintendent

Date

**COUNTY OF OSWEGO
BUDGET MODIFICATION REQUEST**

[illegible]

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

RESOLUTION NO.

February 15, 2024

**RESOLUTION ESTABLISHING CAPITAL PROJECT NUMBER 0124- THE
DEPARTMENT OF HIGHWAY EQUIPMENT 2024**

By Legislator Paul House:

WHEREAS, the Highway Department needs to purchase equipment for the 2024 year; and

WHEREAS, the equipment has been pre-approved and met the CHIPS specific qualifications for 2024-2025 CHIPS program; and

WHEREAS, the equipment will be 100% reimbursable through the CHIPS program; and

NOW, upon recommendation of the Infrastructure, Facilities and Technology Committee of this Legislature, and with the approval of the Finance and Personnel Committee, be it

RESOLVED, that the Treasurer is hereby authorized to transfer \$2,000,000 from Highway Appropriated Fund Balance and CHIPS Funding to Capital Project No. 0124 Mixplant Rehab.

Capital Project No. 0124
HIGHWAY EQUIPMENT 2024

Total Authorization
\$2,000,000

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

YES:

NO:

ABSENT:

ABSTAIN:



**COUNTY OF OSWEGO
HIGHWAY DEPARTMENT**

31 Schaad Drive
Oswego NY 13126
(315) 349-8712 Fax (315) 349-8256

Shawn Walker, Highway Superintendent

Chris Baldwin, P.E., Highway Engineer

TO: Oswego County Legislators
FROM: Shawn Walker, Highway Superintendent
DATE: February 15, 2024
RE: Establish CP# 0124 – Highway Equipment 2024

SUBJECT: To establish Capital Project# 0124 – Highway Equipment 2024.

BACKGROUND: Attached is a list of equipment the Highway Department needs to purchase. The Highway Department is seeking a total transfer of \$2,000,000 from the Highway Interfund balance. The equipment has been pre-approved and has met the CHIPS spec qualifications for 2024-2025 CHIPS program.

FISCAL IMPACT: None. The cost of the equipment will be eligible for 100% reimbursement through the CHIPS program.

RECOMMENDED ACTION: The Infrastructure, Facilities and Technology Committee, the Finance & Personnel Committee and the Oswego County Legislature authorize the \$2,000,000 for the purchase of equipment.

Shawn Walker
Highway Superintendent

Date



COUNTY OF OSWEGO
HIGHWAY DEPARTMENT

31 Schaad Drive
Oswego NY 13126
(315) 349-8712 Fax (315) 349-8256

Shawn Walker, Highway Superintendent

Chris Baldwin, P.E., Highway Engineer

Equipment to Purchase through CHIPS in 2024:

	<u>Total Estimated Cost</u>
(2) Live-Bottom Trailers	\$228,090
(1) Tri-Axle Dump Trailer	\$111,880
(1) Double-Drum Roller	\$22,706
(2) Brush Trucks	\$254,506
(2) Brush Chippers	\$193,479
(1) Small Plow / Spreader & Equipment	\$128,426
(2) 10-Wheel Dump Trucks	\$426,272
(2) Snowplows / Spreaders & Equipment	\$627,508
	<u>\$1,992,867</u>

COUNTY OF OSWEGO

BUDGET MODIFICATION

[illegible]

DEPARTMENT HEAD

DATE _____

COUNTY ADMINISTRATOR

DATE _____

***DIRECTOR OF HUMAN RESOURCES**

DATE _____

CHAIRPERSON

DATE _____

***If Personnel Services are impacted**

COUNTY TREASURER

DATE

RESOLUTION NO.

February 15, 2024

RESOLUTION AMENDING RESOLUTION NUMBER 415 DATED DECEMBER 14, 2023, CAPITAL PROJECT NUMBER 0423 to CAPITAL PROJECT NUMBER E0423

By Legislator Paul House:

WHEREAS, the Oswego County Airport has put forth a resolution to purchase Airport Fuel Trucks; and

WHEREAS, Capital Project Number 0423 has been established for this purchase through previous Resolution Number 415, dated December 3, 2023; and

WHEREAS, The Capital Project Number 0423 was previously assigned to Highway Department Equipment purchase on March 9, 2023, through Resolution Number 071. The Airport Fuel Truck project needs to be changed to Number E0423; and

NOW, upon recommendation of the Infrastructure, Facilities and Technology Committee of this Legislature, and with the Approval of the Finance and Personnel Committee; be it

RESOLVED, that the Treasurer is hereby authorized to change the Airport Fuel Truck Project number to Number E0423.

Airport Fuel Trucks

CP#E0423 - Airport Fuel Trucks

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

YES:

NO:

ABSENT:

ABSTAIN:

RESOLUTION NO.

February 15, 2024

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION DEPARTMENT
OF SOLID WASTE LANDFILL AND TRANSFER STATIONS- OTHER
EQUIPMENT TO ADDITIONAL HOURS ACCOUNT**

By Legislator Paul House:

WHEREAS, The Department of Solid Waste has experienced clerical staff turnover, during and after the pandemic, along with an increased workload, The Department does not want to add staff, the department would prefer to offer 5 additional hours per week to the current staff of three 35-hour employees, for a portion of 2024; and

NOW, upon recommendation of the Infrastructure, Facilities and Technology Committee of this body, with the approval of the Finance and Personnel Committee, be it

RESOLVED, that the County Treasurer be, and hereby is, authorized to transfer the funds from and to the accounts 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:



Oswego County Department of Solid Waste

Michael Lutestanski II, Director of Solid Waste Programs

TO: Legislator Paul House, Chairman
Infrastructure, Facilities and Technology Committee
Stephen Walpole, Chairman
Finance & Personnel Committee

FROM: Michael J. Lutestanski II, Director of Solid Waste Programs

RE: Budget Mod for Other Equipment to Additional Hours

DATE: Jan 23, 2024

The clerical work required for the Dept of Solid Waste, Landfills and Transfer stations suffered, through and after the covid pandemic. As the pandemic wound down, there was staff turnover, which in turn created some deficiencies in getting the daily/weekly/monthly workload accomplished. Going forward there is an increased workload as well, there are items in the Solid Waste Management Plan, and we are looking to ramp up an Organics/Composting program over the next year and half.

The department does not want to increase the headcount of the office staff, there are currently 3 35-hour positions. The department would prefer to offer 5 additional hours per week, for the 3 positions, for a portion of 2024. Going forward, the management team will monitor the workload, and determine if that will adequately cover the clerical needs of the department, or if we will have to adjust for 2025.

The Dept of Solid Waste requests a Budget Modification to transfer twenty four thousand dollars (\$18,000) per the attached budget mod, from other equipment CL8160 52600, to Additional Hours CL8160 514300, and Social Security CL8160 590308.

Feb-24

ACCOUNT NUMBER			ACCOUNT NUMBER			DESCRIPTION	DOLLAR AMOUNT
ORG	OBJECT	PROJ	ORG	OBJECT	PROJ		
CL8160	526000					Other Equipment	(18,000.00)
			CL8160	514300		Additional Hours	16,725.00
			CL8160	590308		Social Security	1,275.00
						Fund transfer to cover additional hours	

DEPARTMENT HEAD

DATE _____

COUNTY ADMINISTRATOR

DATE _____

***DIRECTOR OF HUMAN RESOURCES**

DATE _____

CHAIRPERSON

DATE _____

***If Personnel Services are impacted**

COUNTY TREASURER

DATE _____

RESOLUTION NO.

February 15, 2024

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION- BUILDINGS
AND GROUNDS- INCREASING CAPITAL PROJECT NUMBER C0323 –
OSWEGO COUNTY FLOORING**

By Legislator Paul House:

WHEREAS, this body has heretofore established Capital Project Number C0323 – County Flooring with a maximum authorization of \$67,508.84; and

WHEREAS, the Buildings and Grounds Superintendent has identified the need to increase the authorization of Capital Project Number C0323 – County Flooring by \$50,000; and

NOW, upon recommendation of the Infrastructure and Facilities Committee, of this body, and with the approval of the Finance and Personnel Committee; be it

RESOLVED, that the Treasurer is hereby authorized to transfer \$50,000 from Capital Reserve Number 21 – Building Renovations to Capital Project Number C0323 – County flooring and that the project is hereby authorized for the maximum expenditure of \$67,508.84; and be it further

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

Capital Project

CP # C0323 County Flooring

Total Authorization

\$ 67,508.84

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

YES:

NO:

ABSENT:

ABSTAIN:



Rick Doten
Superintendent

COUNTY OF OSWEGO
BUILDINGS & GROUNDS DEPARTMENT

111 East 11th Street
Oswego, N.Y. 13126

Phone: (315) 349-8233
Fax: (315) 342-2481

INFORMATIONAL MEMORANDUM

SUBJECT: To increase the authorization level of Capital Project # C 0323 County Flooring.

PURPOSE: To increase the authorization level of Capital Project # C 0323 by \$ 50,000 using funding from Building Renovations Reserves.

SUMMARY: After establishing this Capital Project, the Buildings and Grounds department is increasingly remodeling several offices in various County facilities including but not limited to the District Attorney area at the Public Safety Center. When an office reconfigured and remodeled the flooring needs to be replaced.

RECOMMENDED: I request transferring \$ 50,000 from Building Renovation Reserves to Capital Project # C 0323 – County Flooring.

ACTION: Transfer \$ 50,000 from the Buildings Renovation Reserve to Capitol Project # C 0323 – County Flooring, which will increase the authorization level to \$ 67,508.84.

**COUNTY OF OSWEGO
BUDGET MODIFICATION REQUEST**

[illegible]

DEPARTMENT HEAD	DATE
<div> <div>*DIRECTOR OF HUMAN RESOURCES</div> <div>DATE</div> </div>	
<div> <div>*If Personnel Services are impacted</div> </div>	



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

TO: Infrastructure, Facilities and Technology Committee
FROM: Holly F. Carpenter, Purchasing Director
DATE: February 6, 2024
RE: BID Report

1. BID 23-HW-016-Motor Oils

Funding Source: Operating budget

Solicitation Process: **BID 23-HW-016-Motor Oils** was publicly advertised in the official newspaper, on Bidnet, and on the Oswego County website on December 5, 2023. It was also sent directly to the following vendors:

- Americhem International
- Grainger
- L.F. Powers
- Naughton Energy
- Philadelphia Wholesale Distributors, Inc
- PPC Lubricants
- Restek
- Superior Lubricants

Number of responses: Three (3)

Who, by title, evaluated the bid/proposal : Shawn Walker with Oswego County Highway Department, has evaluated the bids received and recommend approval to Superior Lubricants.

BID 23-HW-016 – MOTOR OILS

Name of Company	Location	Total Cost	Required Documentation VRCS/NCC/VIS/RFC/SHC				
Safety Kleen Systems, Inc	42 Longwater Drive Norwell, MA 02061	\$282,755.61	X	X	X	N/A	X
Superior Lubricants	32 Ward Road North Tonawanda, NY 14120	\$281,460.08	X	X	X	N/A	X
United Auto Supply	1200 State Fair Boulevard Syracuse, NY 13209	\$382,570.90	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: Superior Lubricants 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.

TY KLEEN

SUPERIOR LUBRICANTS

UNITED AUTO SUPPLY

ITEM #	UNIT PRICE	TOTAL PRICE	PRODUCT	APPROX ANNUAL USAGE	MFG	PRODUCT #	UNIT OF PURCHASE	UNIT PRICE	TOTAL PRICE
A. MOTOR OIL									
CON	\$576.86	\$8,076.04	SAEHD15W40	14-DRUMS	Max Performance	02233000D	55 GALLON DRUM	\$550.00	\$7,700.00
TER	\$9.95	\$99,500.00	SAEHD15W40	10,000- GALLONS	Max Performance	02233000B	BULK PER GALLON	\$9.80	\$98,000.00
CON	\$560.69	\$560.69	SAE10W	1-DRUM	Max Performance	0220500D	55 GALLON DRUM	\$525.00	\$525.00
CON	\$470.53	\$4,705.30	SAE5W30	10-DRUMS	Max Performance	0117000D	55 GALLON DRUM	\$473.00	\$4,730.00
TER	\$8.56	\$8,560.00	SAE5W30	1,000- GALLONS	Max Performance	0117000B	BULK PER GALLON	\$7.30	\$7,300.00
B. GEAR LUBRICANTS									
AIL	\$65.51	\$65.51	SAE80W90	1-PAIL	Max Performance	0551500P	35 LB PAIL	\$65.00	\$65.00
DRUM	\$214.08	\$2,568.68	SAE80W90	12-DRUMS	Max Performance	0551500K	120 LB DRUM	\$225.00	\$2,700.00
DRUM	\$735.84	\$8,830.68	SAE80W90	12-DRUMS	Max Performance	0551500D	400 LB DRUM	\$670.00	\$8,040.00
CON			STRAIGHT 90	1 PAIL	Tuxton	T9090P	35 GALLON PAIL	\$55.00	\$55.00
DRUM			STRAIGHT 90	1-DRUM	Tuxton	T9090D	120 LB DRUM	\$200.00	\$200.00
DRUM			STRAIGHT 90	1-DRUM	Gulf	332100D	400 LB DRUM	\$600.00	\$600.00
C. GEAR LUBRICANTS (synthetic)									
AIL	\$95.14	\$95.14	SAE75W90	1-PAIL	Max Performance	0552000P	35 LB PAIL	\$95.00	\$95.00
DRUM	\$341.85	\$4,102.20	SAE75W90	12-DRUMS	Max Performance	0552000K	120 LB DRUM	\$340.00	\$4,080.00
DRUM	\$1,030.90	\$12,370.80	SAE75W90	12-DRUMS	Max Performance	0552000D	400LB DRUM	\$995.00	\$11,940.00
D. TRANSMISSION DRIVE TRAIN OILS									
CON	\$680.64	\$4,083.84	SAE GRADE 30	6-DRUMS	Max Performance	0551100D	55 GALLON DRUM	\$590.00	\$3,540.00
CON	\$700.00	\$1,400.00	SAE GRADE 50	2-DRUMS	Max Performance	0551200D	55 GALLON DRUM	\$700.00	\$1,400.00
CON	\$1,118.32	\$4,473.52	SAE GRADE 50 SYNTHETIC	4-DRUMS	Max Performance	0552500D	55 GALLON DRUM	\$1,200.00	\$4,800.00
E. AUTOMATIC TRANS FLUID									
CON	\$521.10	\$21,886.20	TRANS. FLUID	42-DRUMS	Max Performance	0550000D	55 GALLON DRUM	\$520.00	\$21,840.00
F. HYDRAULIC TRANS. FLUID									
CON	\$528.06	\$22,177.68	TRANS. FLUID	42-DRUMS	Max Performance	0552800D	55 GALLON DRUM	\$520.00	\$21,840.00
TER	\$9.60	\$57,600.00	TRANS. FLUID	6,000- GALLON	Max Performance	0552800B	BULK PER GALLON	\$8.60	\$51,600.00
G. GREASE									
50 EA)	\$68.24	\$68.24	1-CASE	1-CASE	Gulf	343013C	1-CA (50 EA)	4.70/tube	\$235.00
1 PAIL	\$231.37	\$231.37	1-PAIL	1-PAIL	Gulf	343013P	35 LB PAIL	\$120.00	\$120.00
	\$785.29	\$1,566.58	2-DRUMS	2-DRUMS	Gulf	343013K	120lb	\$396.54	\$793.08
	\$2,510.97	\$5,021.94	2-DRUMS	2-DRUMS	Gulf	343013D	55/400lb	\$1,202.00	\$2,404.00
H. GREASE HI TEMP									
ES/CS.	\$46.29	\$1,388.70	30-CS (TUBES)	30-CS (TUBES)	Gulf	344015C40	50 TUBES/CS.	4.50/tube	\$6,750.00
I. EPO GREASE									
			1-DRUM	1-DRUM	Moystik	65521000K	120 LBS DRUMS	\$363.00	\$363.00
J. SYNTHETIC TRANSMISSION FLUID									
FLUID			120- GALLONS	120- GALLONS	Citgo	622686001PL	(5) GALLONS- PAIL	\$180.00	\$4,320.00
CON	\$1,198.50	\$3,595.50	3-DRUMS	3-DRUMS	Citgo	622686001DR	55 GALLON DRUM	\$1,700.00	\$5,100.00
K. GREASE HI TEMP									
ES/CS.	\$46.29	\$1,388.70	30-CS (TUBES)	30-CS (TUBES)	Gulf	344015C40	50 TUBES/CS.	4.50/tube	\$6,750.00
L. EPO GREASE									
			1-DRUM	1-DRUM	Moystik	65521000K	120 LBS DRUMS	\$363.00	\$363.00
J. SYNTHETIC TRANSMISSION FLUID									
FLUID			120- GALLONS	120- GALLONS	Citgo	622686001PL	(5) GALLONS- PAIL	\$180.00	\$4,320.00
CON	\$1,198.50	\$3,595.50	3-DRUMS	3-DRUMS	Citgo	622686001DR	55 GALLON DRUM	\$1,700.00	\$5,100.00

ITEM #	UNIT PRICE	TOTAL PRICE	PRODUCT	APPROX ANNUAL USAGE	MFG	PRODUCT #	UNIT OF PURCHASE	UNIT PRICE	TOTAL PRICE
A. MOTOR OIL									
CON	\$576.86	\$8,076.04	SAEHD15W40	14-DRUMS	Max Performance	02233000D	55 GALLON DRUM	\$550.00	\$7,700.00
TER	\$9.95	\$99,500.00	SAEHD15W40	10,000- GALLONS	Max Performance	02233000B	BULK PER GALLON	\$9.80	\$98,000.00
CON	\$560.69	\$560.69	SAE10W	1-DRUM	Max Performance	0220500D	55 GALLON DRUM	\$525.00	\$525.00
CON	\$470.53	\$4,705.30	SAE5W30	10-DRUMS	Max Performance	0117000D	55 GALLON DRUM	\$473.00	\$4,730.00
TER	\$8.56	\$8,560.00	SAE5W30	1,000- GALLONS	Max Performance	0117000B	BULK PER GALLON	\$7.30	\$7,300.00
B. GEAR LUBRICANTS									
AIL	\$65.51	\$65.51	SAE80W90	1-PAIL	Max Performance	0551500P	35 LB PAIL	\$65.00	\$65.00
DRUM	\$214.08	\$2,568.68	SAE80W90	12-DRUMS	Max Performance	0551500K	120 LB DRUM	\$225.00	\$2,700.00
DRUM	\$735.84	\$8,830.68	SAE80W90	12-DRUMS	Max Performance	0551500D	400 LB DRUM	\$670.00	\$8,040.00
CON			STRAIGHT 90	1 PAIL	Tuxton	T9090P	35 GALLON PAIL	\$55.00	\$55.00
DRUM			STRAIGHT 90	1-DRUM	Tuxton	T9090D	120 LB DRUM	\$200.00	\$200.00
DRUM			STRAIGHT 90	1-DRUM	Gulf	332100D	400 LB DRUM	\$600.00	\$600.00
C. GEAR LUBRICANTS (synthetic)									
AIL	\$95.14	\$95.14	SAE75W90	1-PAIL	Max Performance	0552000P	35 LB PAIL	\$95.00	\$95.00
DRUM	\$341.85	\$4,102.20	SAE75W90	12-DRUMS	Max Performance	0552000K	120 LB DRUM	\$340.00	\$4,080.00
DRUM	\$1,030.90	\$12,370.80	SAE75W90	12-DRUMS	Max Performance	0552000D	400LB DRUM	\$995.00	\$11,940.00
D. TRANSMISSION DRIVE TRAIN OILS									
CON	\$680.64	\$4,083.84	SAE GRADE 30	6-DRUMS	Max Performance	0551100D	55 GALLON DRUM	\$590.00	\$3,540.00
CON	\$700.00	\$1,400.00	SAE GRADE 50	2-DRUMS	Max Performance	0551200D	55 GALLON DRUM	\$700.00	\$1,400.00
CON	\$1,118.32	\$4,473.52	SAE GRADE 50 SYNTHETIC	4-DRUMS	Max Performance	0552500D	55 GALLON DRUM	\$1,200.00	\$4,800.00
E. AUTOMATIC TRANS FLUID									
CON	\$521.10	\$21,886.20	TRANS. FLUID	42-DRUMS	Max Performance	0550000D	55 GALLON DRUM	\$520.00	\$21,840.00
F. HYDRAULIC TRANS. FLUID									
CON	\$528.06	\$22,177.68	TRANS. FLUID	42-DRUMS	Max Performance	0552800D	55 GALLON DRUM	\$520.00	\$21,840.00
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	\$785.29	\$1,566.58	2-DRUMS	2-DRUMS	Gulf	343013K	120lb	\$396.54	\$793.08
	\$2,510.97	\$5,021.94	2-DRUMS	2-DRUMS	Gulf	343013D	55/400lb	\$1,202.00	\$2,404.00
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FLUID			120- GALLONS	120- GALLONS	Citgo	622686001PL	(5) GALLONS- PAIL	\$180.00	\$4,320.00
CON	\$1,198.50	\$3,595.50	3-DRUMS	3-DRUMS	Citgo	622686001DR	55 GALLON DRUM	\$1,700.00	\$5,100.00

**INFORMATIONAL MEMORANDUM**

Subject: Request to add cell phone lines

Purpose: Add two (2) cell phone lines to the Preventive Health division

Summary: Preventive Health staff make home visits to Maternal Child Health (MCH) clients. The homes are often in remote areas of Oswego County. Many of these families are in conflict and have one or more members suffering from addiction. Having a cell phone in these circumstances contributes to the safety of staff. Additionally, many clients of the MCH, Lead, Communicable Disease, and Immunization programs are only reachable via text message and having a county-issued phone versus using a personal phone ensures safety and privacy for staff. The use of cell phones in Preventive has greatly improved the ability to reach and communicate with potential clients in order to offer and provide needed services, improving and increasing Preventive program services. County-issued cell phones are requested due to positions that have been recently filled.

The Health Department would like to add two (2) lines to the Preventive Health division.

Justification: Improving communication will increase the quality of service provision to clients and the safety of staff, resulting in retention of both clients and staff.

Recommended

Action: Requesting the Infrastructure, Facilities, and Technology Committee to approve and recommend adding 2 cell phones for usage in the Health Department, as described above.

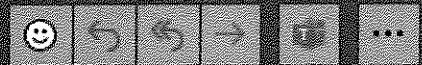
New Cell Phone for CID

AB

Andy Bucher

To: Greg Powlin

Cc: Matt Saltalamachia



Mon 2:17 PM

Greg,

Matt Salatalamachia was recently promoted to Investigator, and we would like for him to have a cell phone. He will need this due to the nature of his job. Some common tasks and responsibilities of Investigators are to be on-call, talk to victims, witnesses, and suspects, text, utilize social media to communicate, receive information relative to major incidents, etc.

Thank you,

Lieutenant Andrew J. Bucher
Criminal Investigations Division
Oswego County Sheriff's Office
39 Churchill Rd
Oswego, NY 13126
Phone: (315) 349-3340
Fax: (315) 349-3317