

**RESOLUTIONS OF THE OSWEGO COUNTY LEGISLATURE FOR  
DECEMBER 10, 2020**

OSWEGO COUNTY LEGISLATURE

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**RESOLUTION NO. 227**

**RESOLUTION FIXING THE TIME AND PLACE FOR THE 2021 ORGANIZATION MEETING**

By Legislator David Holst:

With the approval and recommendation of the Government, Courts and Consumer Affairs Committee of this body, be it

RESOLVED that the Oswego County Legislature shall organize the body and select a Chairman on Thursday, January 7, 2020 at 2:00 p.m. at the Chambers of the Oswego County Legislature in the County Office Building, 46 East Bridge Street, Oswego, New York 13126.

**ADOPTED BY ROLL CALL ON DECEMBER 10, 2020:**

**YES: 23      NO: 2      ABSENT: 0      ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE

**RESOLUTION NO. 228**

**RESOLUTION AUTHORIZING CHAIRMAN AND CLERK TO HANDLE ALL  
UNFINISHED BUSINESS THROUGH DECEMBER 31, 2020**

By Legislator David Holst:

Pursuant to the approval and recommendation of the Government, Courts and Consumer Affairs Committee of this body, be it

RESOLVED, that the Chairman and Clerk of the Oswego County Legislature be, and they hereby are, authorized to look after the interest of the County in all matters unfinished or in any matter which may arise which the County may be interested through the end of the calendar year 2020: Also to direct the prosecution and defense of all legal claims and proceedings in which the County may be interested and either of them are hereby authorized to verify any and all proceedings, affidavits or other papers in such actions or proceedings, to attend all highway and other meetings in which the County may be interested: Also to look after any legislation in which the County may be interested or which may affect the county.

**ADOPTED BY GENERAL CONSENT ON DECEMBER 10, 2020:**

**YES: 25      NO: 0      ABSENT: 0      ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE

**RESOLUTION NO. 229**

**RESOLUTION AUTHORIZING THE EXECUTION OF AN INTER-MUNICIPAL  
AGREEMENT BY AND BETWEEN THE COUNTY OF OSWEGO AND THE  
COUNTY OF ONONDAGA  
(Medical Examiner/Forensic Services)**

By Legislator Holst:

WHEREAS, the Oswego County Coroner's Office from time to time requires forensic and laboratory assistance in the course of performing its duties; and

WHEREAS, the Medical Examiner's Office for the County of Onondaga has sufficient medical personnel and laboratory capabilities to assist the Coroner of the County of Oswego; and

WHEREAS, the County of Onondaga has agreed to provide services to the County of Oswego on certain terms which promote inter-municipal cooperation and efficiency; and

WHEREAS, a written resolution is both necessary and desirable,

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

RESOLVED, that the Chair of the County Legislature be, and is hereby, authorized to execute the annexed agreement with the County of Onondaga.

**ADOPTED BY GENERAL CONSENT ON DECEMBER 10, 2020:**

**YES: 25      NO: 0      ABSENT: 0      ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE

DATE: November 16, 2020

TO: Gov't, Courts, and Consumer Affairs Committee  
Public Safety Legislative Committee Members

FROM: Gregory Oakes, District Attorney / County Coroner

### **INFORMATIONAL MEMO**

SUBJECT: Contract with Onondaga County for Medical Examiner Services

PURPOSE: To Provide for Medical Examiner Services

SUMMARY: The Oswego County Coroner's Office requires forensic and laboratory assistance to perform its statutory duty to determine the cause of death in certain violent, unusual, and other unattended deaths.

Since Oswego County does not have a Medical Examiner's Office, the Coroner's Office has traditionally contracted with the Onondaga County Medical Examiner's Office (Health Department) to perform forensic examination (autopsies) and other related services that are necessary to determine the cause of death.

The Coroner's Office is seeking the approval of a new contract / agreement with Onondaga County that would permit their Medical Examiner's Office to continue providing such services, for the period between 01/01/2020 to 12/31/2023. The contract / agreement is necessary because there is no other reasonable or cost-effective alternative for obtaining the covered services.

### **RECOMMENDED**

ACTION: It is respectfully recommended that the Government, Courts, and Consumer Affairs Committee, and/or the Public Safety Committee, approve the proposed contract / agreement between Onondaga and Oswego Counties related to services provided by the Medical Examiner's Office.

DEPARTMENT: Health

CONTRACT NO.

The County of Onondaga (County) and Oswego County (Contractor) at 39 Churchill Road, Oswego, New York 13126, understand and agree that:

#### TERM

The term of this agreement shall be January 1, 2020 through December 31, 2023.

This agreement may be terminated without cause, by Onondaga County or Oswego County, by either's giving written notice of termination to the other at least 30 days in advance of termination. This agreement may be terminated for cause, by Onondaga County, by Onondaga County's giving written or oral notice of termination to Oswego County at any time.

Except as is otherwise stated in this agreement, neither Onondaga County nor Oswego County shall have or make any claim for damages against the other for the other's terminating this agreement.

#### SCOPE OF SERVICES

The Onondaga County Medical Examiner's Office (OCMEO) will provide the following services upon request of the Oswego County Coroner's Office (OCCO), which may include the following:

- Autopsy services including basic toxicology and other non-specialized ancillary tests as deemed necessary by the OCMEO.
- The OCMEO has the right to limit the number of examinations performed if necessary. This may involve delay of examination or inability to accept a referral.
- Telephone consultation with OCMEO staff and on-call service.
- Testimony upon request including courtroom, deposition, affidavit, and interrogatories.
- The OCMEO will complete and sign the certification section of the death certificate.

#### OCCO RESPONSIBILITIES:

Case Reporting - OCCO will be responsible for reporting deaths referred to the OCMEO. Case reporting is to occur prior to decedent transport.

Notification of Next Of Kin - OCCO will be responsible for notifying the next of kin of the death. Next-of-Kin notification is to occur prior to decedent transport.

Transportation- OCCO shall be solely responsible for transportation of decedents and/ or specimens to and from the OCMEO at no cost to the OCMEO. A minimum of two transport staff is required for each decedent transport. This will both ensure the safety of those involved in the transfer and also that all decedents continue to be handled professionally and with dignity.

Identification - OCCO will submit a signed certificate of visual identification (see Exhibit A) and/or a statement of identification from the investigating law enforcement agency.

#### OCMEO RESPONSIBILITIES:

Cases Referred - The OCMEO shall be operationally responsible for the medicolegal analysis of cases referred to them and shall retain the option of screening all cases submitted for postmortem evaluation and determination of which various forensic pathology procedures and/or analysis should be completed.

Death Certification - The OCMEO shall complete and sign the certification section of the New York State Death Certificate and provide a copy of the preliminary autopsy summary.

Reports and other records - The OCMEO will release medical examiner reports and records as per OCMEO Release of Information policy Exhibit B and will comply with discovery under Article 245 Discovery of the New York State Criminal Procedure Law.

Laboratory Specimens - Toxicology specimens will be retained for two years from submission for testing.

#### PROPERTY RIGHTS:

The original documentation for forensic examination, consultations and autopsies done by the OCMEO shall remain the property of Onondaga County. A copy of the official report of the cause and manner of death and laboratory studies shall be provided to OCCO for each case at no charge. The original x-rays, tissue blocks and microscopic slides, tissues retained, blood and body fluids, and photographs shall remain the property of Onondaga County. Access to this information shall be provided to OCCO. Recuts and/or reproductions shall be provided at cost.

#### COMPENSATION:

The OCMEO shall be reimbursed according to the OCMEO Fee Schedule Exhibit C for examinations, non-medical examiner case reviews and other case related services described below. The OCMEO reserves the right to adjust fees upon approval of the Onondaga County Legislature. In the event of such a change, OCCO will be notified in writing of the change and will be provided with the adopted fee schedule.

- a. On-call Service - Upon OCCO request, and for an additional fee as listed in the OCMEO Fee Schedule Exhibit C, the OCMEO can provide on-call coverage when OCCO is unavailable to cover death notifications and establish jurisdiction for referral. When the OCMEO covers on-call for OCCO, all death notifications are received directly from law enforcement and other agencies and the OCMEO will establish jurisdiction on behalf of OCCO. Any cases reported that the OCMEO determines does not fall under medical examiner jurisdiction will be charged as "non-medical examiner/case review".

- b. Criminal Testimony (OCMEO Professional Staff) - OCMEO professional staff will provide court testimony/ deposition when subpoenaed by the Oswego County District Attorney's (DA) Office. Testimony/deposition includes any time for case preparation, courtroom appearance, deposition, affidavit, interrogatories and travel and will be invoiced directly to the DA as stated in the OCMEO Fee Schedule Exhibit C.
- c. Criminal Testimony (Non-CFS Consultants/Subcontractors) - Testimony provided by OCMEO subcontractors and other professional consultants on contract for services with the OCMEO in the fields such as forensic pathology, forensic odontology, eye pathology, forensic anthropology, and neuropathology will work directly with the DA to determine an agreed upon fee for testimony services separate from the OCMEO Fee Schedule and will invoice the DA directly for payment of services. The OCMEO will not pay for such services.
- d. Specialized Testing/Consultations - The OCMEO medical examiner will use discretion and cost effectiveness in the use of specialized testing and consultations necessary to determine the cause and manner of death. This will be discussed with OCCO in advance, and upon mutual agreement, the OCMEO will proceed with use of such services. Specialized testing/consultations will be invoiced at cost.
- e. Toxicology Reference Laboratory testing – Analyses performed by a reference laboratory will be invoiced at cost.

#### DEFEND, INDEMNIFY, AND HOLD HARMLESS

Regarding the operations and responsibilities concerning this Agreement, Oswego County further covenants and agrees to indemnify, defend, and hold harmless the County of Onondaga, its officers, agents, and employees from and against any and all loss or expense that may arise by reason of liability for damage, injury or death, or for invasion of personal or property rights, of every name and nature, and whether casual or continuing trespass or nuisance, and any other claim for damages arising at law and equity alleged to have been caused or sustained in whole or in part by or because of any omission of duty, negligence, or wrongful act on the part of Oswego County, its employees, or agents.

Regarding the operations and responsibilities concerning this Agreement, Onondaga County further covenants and agrees to indemnify, defend, and hold harmless Oswego County, its officers, agents, and employees from and against any and all loss or expense that may arise by reason of liability for damage, injury or death, or for invasion of personal or property rights, or death, or for invasion of personal or property rights, or every name and nature, and whether casual or continuing trespass or nuisance, and any other claim for damages arising at law and equity alleged to have been caused or sustained in whole or in part by or because or any omission of duty, negligence or wrongful act on the part of Onondaga County, its employees, or agents.

## WORKERS' COMPENSATION AND DISABILITY BENEFITS

This agreement shall be void and of no effect unless Oswego County and other person or entity making or performing this agreement shall secure compensation for the benefit of, and keep insured during the life of this agreement, the employees engaged thereon, in compliance with the provisions of the New York State workers' compensation law.

Oswego County shall show, before this agreement may be made or performed, and at all times during the life of this agreement, that Oswego County, and other person or entity performing this agreement, is in compliance with the provisions of the New York State workers' compensation law, by Oswego County's delivering to Onondaga County's Department of Law that New York State Workers' Compensation Board (Board) form or State Insurance Fund (Fund) form described in one of the following subparagraphs numbered 1, 2, 3, or 4, and that Board form described in one of the following subparagraphs numbered 5, 6, or 7:

1. Board form C-105.2 (Fund form U-26.3, if the insurer is the State Insurance Fund), subscribed by the insurer, showing that Oswego County, and other person or entity making or performing this agreement, has secured compensation, as workers' compensation insurance, for the benefit of all employees, in compliance with the provisions of the New York State workers' compensation law.
2. Board form SI-12, completed by Board's self-insurance office and approved by Board's secretary, showing that Oswego County, and other person or entity making or performing this agreement, has secured compensation, as Board approved workers' compensation self-insurance, for the benefit of all employees, in compliance with the provisions of the New York State workers' compensation law.
3. Board form GSI-105.2, completed by the group self-insurance administrator, showing that Oswego County, and other person or entity making or performing this agreement, has secured compensation, by being a participant in a workers' compensation group self-insurance plan, for the benefit of all employees, in compliance with the provisions of the New York State workers' compensation law.
4. Board form CE-200 bearing an exemption certificate number issued by Board, showing that Oswego County, and other person or entity making or performing this agreement or the Work is not required to secure compensation for the benefit of all employees,

in compliance with the provisions of the New York State workers' compensation law.

5. Board form DB-120.1, subscribed by the insurer, showing that Oswego County, and other person or entity making or performing this agreement has secured the payment of disability benefits, as disability benefits insurance, for the benefit of all employees, in compliance with the provisions of the New York State workers' compensation law.

6. Board form DB-155, completed by Board's self-insurance office and approved by Board, showing that Oswego County, and other person or entity making or performing this agreement, has secured disability benefits, as Board approved disability benefits self-insurance, for the benefit of all employees, in compliance with the provisions of the New York State workers' compensation law.

7. Board form CE-200 bearing an exemption certificate number issued by Board, showing that Oswego County, and other person or entity making or performing this agreement is not required to secure disability benefits for the benefit of all employees, in compliance with the provisions of the New York State workers' compensation law.

#### ASSIGNMENT

Oswego County is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this agreement, or Oswego County's right, title, or interest in this agreement, or Oswego County's power to execute this agreement, to any other person or entity without the previous consent in writing of Onondaga County.

#### INDEPENDENT CONTRACTOR

Oswego County is an independent contractor. Neither Oswego County, nor Oswego County's officers, employees, agents, or servants shall hold themselves out as, or claim to be, officers, employees, agents, or servants of Onondaga County.

#### CONFLICT OF INTEREST

At the time Oswego County submits a bid, or if no bid is submitted, prior to performing any services under this agreement, Oswego County shall deliver to Onondaga County's Department of Law, the attached affidavit certifying that Oswego County has no interest and will not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of services to Onondaga County. The affidavit shall further state that in rendering services to Onondaga County no persons having any such interest shall be employed by Oswego County. Oswego County assumes full responsibility for knowing whether Oswego County's

officers, employees, agents, or servants have any such interest and for certifying the absence of such conflict to Onondaga County.

During the course of performing services for Onondaga County, Oswego County shall disclose immediately to Onondaga County, by affidavit, every known or apparent conflict of interest and every ostensible or potential conflict of interest of Oswego County, Oswego County's officers, Oswego County's employees, Oswego County's agents, and Oswego County's servants. The duty to disclose is a continuing duty. Such disclosure is a material obligation of this agreement and Oswego County's failure to comply with these provisions affords Onondaga County the right to pursue any and all remedies for breach of agreement. In the event of an apparent or actual conflict of interest during the course of performance, Oswego County shall suspend all work and services, and Onondaga County's payments to Oswego County shall be suspended pending final approval by Onondaga County or Onondaga County's Board of Ethics. If the conflict cannot be resolved to the satisfaction of Onondaga County, Onondaga County may terminate the agreement by written notice. Nothing herein shall be construed as limiting or waiving Onondaga County's right to pursue damages or other remedies.

A conflict of interest includes any circumstance which might influence or appear to influence the judgment of Oswego County, and Oswego County shall disclose the same. Oswego County shall disclose further the acceptance of compensation, monetary or otherwise, from more than one (1) payor or party for services on the same project or related project. Oswego County shall disclose further the direct or indirect solicitation or acceptance of financial or other consideration from parties other than Onondaga County for work on the project to which this agreement pertains. If applicable, Oswego County shall disclose further the direct or indirect acquisition of any interest in the real estate which is the subject of the project, or in the immediate vicinity thereof. A conflict of interest of Oswego County's officers, Oswego County's employees, Oswego County's agents, or Oswego County's servants shall be deemed a conflict of interest of Oswego County, giving rise to the duty to disclose.

Oswego County shall not disclose any data, facts or information concerning services performed for Onondaga County or obtained while performing such services, except as authorized by Onondaga County in writing or as may be required by law.

#### LICENSES AND PERMITS

Oswego County shall obtain at Oswego County's own expense all licenses or permits required for Oswego County's services or work under this agreement, prior to the commencement of Oswego County's services or work.

#### APPROPRIATIONS

This agreement is executory only to the extent of the monies appropriated and available for the purpose of this agreement and no liability on account thereof shall be incurred by Onondaga County beyond monies appropriated and available for the purpose thereof.

### AGREEMENT MODIFICATIONS

This agreement represents the entire and integrated agreement between Onondaga County and Oswego County and supersedes all prior negotiations, representations or agreements either written or oral. This agreement may be amended only by a writing signed by Onondaga County and Oswego County.

### SEVERABILITY

If any term or provision of this agreement shall be held invalid or unenforceable, the remainder of this agreement shall not be affected thereby and every other term and provision of this agreement shall be valid and enforced to the fullest extent permitted by law.

### CLAUSES REQUIRED BY LAW

Each and every provision of law and clause required by law to be part of this agreement shall be deemed to be part of this agreement and to have been inserted in this agreement, and shall have the full force and effect of law.

### SUSPENSION AND DEBARMENT

Oswego County certifies that, except as noted, Oswego County and any person associated with Oswego County in the capacity of owner, partner, director, officer, or major stockholder is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency, and has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three years.

IN WITNESS WHEREOF, County and Contractor have executed the writing of this agreement on the dates hereafter written.

County of Onondaga

Dated: \_\_\_\_\_, 20\_\_

By: \_\_\_\_\_  
J. Ryan McMahon, II, County Executive  
RPO

Oswego County

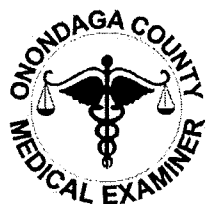
Dated: \_\_\_\_\_, 20\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
*Print Name and Title*

( )

Sworn to before me on this  
day of 20 .



**MEDICAL EXAMINER'S OFFICE**  
**ONONDAGA COUNTY HEALTH DEPARTMENT**  
**CENTER FOR FORENSIC SCIENCES**

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**CERTIFICATE OF VISUAL IDENTIFICATION**

Case File #: \_\_\_\_\_

To the Office of the Medical Examiner:

I declare it to be my opinion that the remains viewed by me are that of:

\_\_\_\_\_  
*Name of Decedent – Please verify correct spelling of name*

\_\_\_\_\_  
Age

\_\_\_\_\_  
Last Known Address

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Relationship to Decedent: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Remarks:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Positive identification verified by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Must be Forensic Investigator or Pathologist*

MEDICAL EXAMINER'S OFFICE  
100 ELIZABETH BLACKWELL ST.  
SYRACUSE, NEW YORK 13210

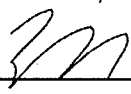


## POLICY/PROCEDURE MANUAL

Subject: Release of Information/ Materials  
Supersedes 10/28/15

Date: October 29, 2019

Page: 301.00

  
Carolyn H. Revercomb, MD, DABP, Chief Medical Examiner  
*Policy approved by County Law Department*

### POLICY:

It is the policy of this office to release copies of autopsy reports, other information and/or materials to those individuals and/or agencies that have the authority to receive such information. This office will comply with subpoenas and Court Orders provided for records.

### RATIONALE:

Information contained in the autopsy report and in the Medical Examiner's Office (MEO) records are of value and interest to a number individuals and/or agencies, however, autopsy and other MEO documents **are not public record**. Such individuals and/or agencies may include the next of kin, personal representatives, the legal counsel of the next of kin, district attorneys, treating physicians/health care facilities, and investigative law enforcement and child protective agencies with case responsibility. Additional agencies that are entitled to records according to NYS County Law Section 677 are Chairman of the Correction Medical Review Board, Commissioner of Correctional Services, Commissioner of Mental Health, Commissioner of the Office for Persons with Developmental Disabilities, Director of Mental Health information service, Chairman of the Commission on Quality of Care for the Mentally Disabled, Director of a Mental Hygiene facility, and the State Commissioner of Health.

### I. DEFINITIONS:

#### **A. AUTOPSY REPORT**

For the purposes of this policy, **the autopsy report** consists of the signed final report of the autopsy or external examination and the toxicology report. The toxicology report will not be released prior to completion of the autopsy report.

#### **B. PRELIMINARY FORENSIC AUTOPSY SUMMARY**

Consists of basic case demographic information and medical examiner comments regarding preliminary findings at autopsy and cause and manner of death.

#### **C. POSTMORTEM TEST RESULTS**

Test results and/or reports produced in the context of the death investigation to aid in the determination of the circumstances of death and assigning cause and manner of death and may be available if requested. These may include, but are not limited to, clinical and specialized laboratory results, neuropathology and other consultant reports, and DNA laboratory reports for identification of the decedent.

MEDICAL EXAMINER'S OFFICE  
100 ELIZABETH BLACKWELL ST.  
SYRACUSE, NEW YORK 13210




## POLICY/PROCEDURE MANUAL

Subject: Release of Information/ Materials

Supersedes 10/28/15

Date: October 29, 2019

Page: 301.01

  
Carolyn H. Revercomb, MD, DABP, Chief Medical Examiner  
*Policy approved by County Law Department*

### D. OTHER MEDICAL EXAMINER RECORDS

Medical examiner records (paper/electronic) including, but not limited to: Death investigation report(s), phone and meeting documentation (BEAST "Story"/Supplemental Contacts), chain of custody, BEAST forms, release of information documents and any other documents (paper/electronic) created or obtained in the usual course of business.

Third party records including (paper/electronic), but not limited to: antemortem medical records, hospital records, emergency medical services records, police reports, child protective services records, public health records (public health nursing, WIC) or criminalistics laboratory reports.

### E. PHYSICAL MATERIALS

Physical materials including, but not limited to, copies of suicide notes, images/ photographs, fingerprint(s), x-rays, microscopic slides and blood spot cards may be retained and/or prepared in the course of the MEO investigation. Requests for ANY of these physical materials must be evaluated by the Chief Medical Examiner or designee.

### F. LEGAL NEXT OF KIN

The legal next of kin (NOK)\* in descending order of authority:

1. Legal spouse/domestic partner of the decedent, whether estranged or separated, but *not* divorced.
2. Decedent's children (excluding step-children)
3. Parents of Decedent
4. Sibling of Decedent (including half-siblings)
5. Sibling of Decedent's Parents
6. Grandparents of Decedent
7. Issue of Grandparents of Decedent
8. Great-Grandparents of Decedent
9. Issue of Great-Grandparents of Decedent

\*In certain situations the legal NOK may request that a spokesperson serve as the contact. This spokesperson will have the same authority as the legal NOK.

MEDICAL EXAMINER'S OFFICE  
100 ELIZABETH BLACKWELL ST.  
SYRACUSE, NEW YORK 13210



## POLICY/PROCEDURE MANUAL

Subject: Release of Information/ Materials  
Supersedes 10/28/15

Date: October 29, 2019

Page: 301.02

  
Carolyn H. Revercomb, MD, DABP, Chief Medical Examiner  
Policy approved by County Law Department

### G. PERSONAL REPRESENTATIVES:

Personal representatives include executors, estate administrators, and legal guardians. Written documentation of their status as a personal representative must be provided, at which point they are of equal status to the legal NOK. The county attorney's office can be contacted for advice if it is unclear whether someone is a personal representative.

### H. WRITTEN REQUESTS:

Acceptable written request formats include email, electronic, letters and faxes with confirmation (letterhead, professional email, BEAST legal next of kin documentation, etc.) of the requestor's affiliation.

### I. RECORDS MANAGER:

**ONLY THE RECORDS MANAGER (RM) WILL BE ALLOWED TO RELEASE RECORDS AND OTHER CASE MATERIALS.** The RM and/or assigned clerical designee will verify the appropriateness of the request in compliance with this policy and track all requests in the BEAST database. Only copies or certified copies will be sent out, the original records are in the BEAST database with exception of all cases prior to January 1, 2010. If there is any question as to whether records and/or materials should be released to the requestor, the RM will notify the Chief Medical Examiner or his designee and/or will seek legal counsel from the County Attorney's Office. The RM will not release the toxicology report until the autopsy report is completed and special requests from district attorney offices to do so will also be reviewed by the Chief Medical Examiner.

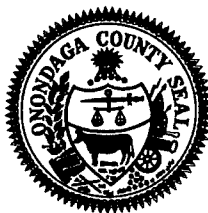
## II. CATEGORIES OF REQUESTORS AND CORRESPONDING REQUIREMENTS:

**NOTE:** This section refers to civil matters. In homicide cases, the District Attorney must provide written authorization for the MEO to release records.

### A. NEXT OF KIN / PERSONAL REPRESENTATIVES :

- Autopsy report: The NOK must sign an Authorization to Release Autopsy Records form.
- Preliminary Forensic Autopsy Summary: not releasable.
- Postmortem Test Results: releasable if requested in writing.
- Other Medical Examiner Records: releasable with a signed judicial subpoena.
- Physical Materials: releasable with Chief Medical Examiner approval. Blood spot cards not releasable directly to NOK but may be released to other entities (e.g. laboratories for paternity testing) upon written request.

MEDICAL EXAMINER'S OFFICE  
100 ELIZABETH BLACKWELL ST.  
SYRACUSE, NEW YORK 13210



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Policy approved by County Law Department

Fees: No fee for the autopsy report or postmortem test results. Charges for materials apply and should be billed by the laboratory directly to the NOK with the exception of requests for histology or film x-rays which must be paid prior to release of the materials.

### B. ATTORNEYS AND INSURANCE COMPANIES:

- Autopsy report: releasable with written authorization from the NOK.
- Preliminary Forensic Autopsy Summary: releasable with a signed judicial subpoena.
- Postmortem Test Results: releasable if requested with written authorization from the NOK.
- Other Medical Examiner Records: releasable with a signed judicial subpoena.
- Physical Materials: releasable if requested with written authorization from the NOK.

Fees: Charges apply for all of the above as listed in the current CFS Fee Schedule. The CFS Fee Schedule must be provided to the requestor and payment received before release. The case number and items requested should be noted on the check stub along with a copy and submitted to the Account Clerk II for processing.

### C. PHYSICIANS/ HEALTH CARE FACILITIES/ TISSUE RECOVERY AGENCIES:

Please note healthcare agencies include hospitals, physician groups, and nursing homes. All of the agencies in this section must be affiliated with the decedent.

- Autopsy report: releasable if requested in writing.
- Preliminary Forensic Autopsy Summary: releasable if requested in writing.
- Postmortem Test Results: releasable if requested in writing.
- Other Medical Examiner Records: not releasable.
- Physical Materials: not releasable.

Fees: No fee for the autopsy report or preliminary forensic autopsy summary. Copying fees apply for postmortem test results. The Tissue Recovery agency on contract is invoiced quarterly by the Account Clerk II and reports can be released prior to payment upon meeting the conditions above.

### D. LAW ENFORCEMENT/OFFICIAL INVESTIGATING AGENCIES:

Please note this does not include Child Protective Services (see E. below)

- Autopsy report: automatically sent to the law enforcement/official (LEA) upon completion if assigned an account in the BEAST webprelog website. LEA's are automatically notified by email from the BEAST database when the report is completed and can access reports online using the BEAST webprelog website

MEDICAL EXAMINER'S OFFICE  
100 ELIZABETH BLACKWELL ST.  
SYRACUSE, NEW YORK 13210



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Otherwise, releasable if requested in writing.

- Preliminary Forensic Autopsy Summary: Automatically forwarded by front desk staff to the investigating law enforcement agency upon completion.
- Postmortem Test Results: releasable if requested in writing.
- Other Medical Examiner Records: releasable with a signed judicial subpoena.
- Physical Materials: releasable if requested in writing.

Fees: No charges apply.

### **E. CHILD PROTECTIVE SERVICES:**

- Autopsy report: releasable if requested in writing.
- Preliminary Forensic Autopsy Summary: releasable if requested in writing.
- Postmortem Test Results: releasable with a written request.
- Other Medical Examiner Records: releasable with a written request with the exception of third party records that are releasable with a signed judicial subpoena.
- Physical Materials: releasable with a signed judicial subpoena.

Fees: No charges apply.

### **F. DISTRICT ATTORNEY OFFICES:**

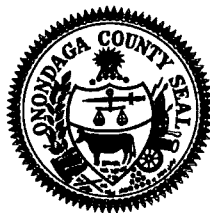
- Autopsy report: releasable if requested in writing. Certified copies available upon request.
- Preliminary Forensic Autopsy Summary: releasable if requested in writing.
- Postmortem Test Results: releasable if requested in writing.
- Other Medical Examiner Records: releasable with a signed judicial subpoena.
- Physical Materials: releasable if requested in writing.

Fees: No charges apply with the exception of physical materials for an outside county district attorney's office.

### **G. CORONER AND MEDICAL EXAMINER OFFICES:**

- Autopsy report: automatically sent to the coroner/medical examiner upon completion. Cayuga, Madison and Oswego counties are automatically notified by email from the BEAST database when the report is completed and can access reports online using the BEAST web prelog website. Otherwise, releasable if requested in writing.
- Preliminary Forensic Autopsy Summary: Automatically sent by front desk staff upon completion.

MEDICAL EXAMINER'S OFFICE  
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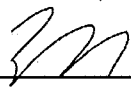


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Carolyn H. Revercomb, MD, DABP, Chief Medical Examiner  
Policy approved by County Law Department

- Postmortem Test Results: releasable if requested in writing.
- Other Medical Examiner Records: releasable with a signed judicial subpoena.
- Physical Materials: releasable if requested in writing.

Fees: No charges with the exception of physical materials.

### H. NEW YORK STATE FACILITIES/ INSTITUTIONS:

Note: New York State facilities include correctional facilities and any facility operated, licensed or certified by any agency within the department of mental hygiene, the office of children and family services, the department of health or the state education department.

- Autopsy report: automatically sent upon completion.
- Preliminary Forensic Autopsy Summary: releasable if requested in writing.
- Postmortem Test Results: releasable if requested in writing.
- Other Medical Examiner Records: releasable with a written request with the exception of third party records that are releasable with a signed judicial subpoena.
- Physical Materials: releasable if requested in writing.

Fees: No charges.

### III. SUBPOENAS:

**A. JUDICIAL SUBPOENAS (COURT ORDERS):** The County Attorney's Office should be consulted on all judicial subpoena requests. A certified copy of the autopsy report, preliminary forensic autopsy summary and/or specific physical materials will be provided to the court upon receipt as described in the subpoena. If the judicial subpoena requests all records in any form in possession of the MEO then release records as defined in I. Definitions A – D. Note this does not include physical materials such as photographs (see Definition of E. Physical Materials).

Fees: Charges apply to civil cases.

**B. NON-JUDICIAL SUBPOENAS:** Subpoenas for autopsy reports or MEO case file material signed only by attorneys will not be honored without a signed authorization by the next of kin. Subpoenas may be issued by defense, plaintiff, and District Attorneys requesting the appearance of MEO staff personnel for court trial or deposition. If the MEO staff person is considered a material witness, then the usual county established witness fee will be paid to the Onondaga County Health Department. If the MEO staff person is considered an expert witness, then the current CFS Fee Schedule will be used to bill the party that subpoenas the staff person's appearance in the case of civil

MEDICAL EXAMINER'S OFFICE  
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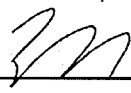


## POLICY/PROCEDURE MANUAL

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Carolyn H. Revercomb, MD, DABP, Chief Medical Examiner  
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court and depositions, or out of county criminal court and grand jury. The Onondaga County District Attorney's Office may subpoena MEO staff as material or expert witnesses and will not be billed for services as they are another county agency.

#### IV. SPECIAL CONSIDERATIONS:

- A. HOMICIDES:** In **ALL** homicide cases, the District Attorney's Office (with legal jurisdiction for the potential prosecution) will be contacted to authorize release of the autopsy report or any aforementioned materials to which the person is entitled (under II. Categories of Requestors and Corresponding Requirements). If the District Attorney's Office agrees with the release, this will be documented in writing by the District Attorney's Office prior to any such release.

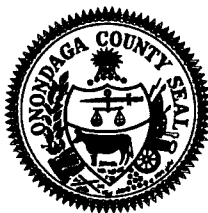
If the District Attorney's Office (with legal jurisdiction) disagrees with the release, this will also be documented in writing. The MEO will then contact the County Attorney's Office to seek legal opinion concerning the release in each specific case. The County requires MEO compliance with Section 677 of NYS County Law.

Law enforcement agencies having jurisdiction or investigative responsibility in the case of the decedent and Coroners/Medical Examiners with jurisdiction shall be provided the autopsy report and/or copies of photographs without the approval of the District Attorney's Office.

The District Attorney's Office is responsible for discovery of records to the defense in criminal matters. If defense counsel provides a Court Order, the MEO will consult with the Onondaga County Attorney's Office.

- B. UNDETERMINED CASES:** Requests for information on all cases with an undetermined **manner** of death will be reviewed by the case medical examiner to decide if the case should be handled as a homicide.
- C. PENDING CASES:** Some cases are not concluded on the day of autopsy but require further testing and/or investigation to come to an accurate determination of the cause and manner of death. These are listed as pending further studies/pending investigation on the original death certificate. These autopsy reports are considered incomplete and will not be sent out to any requesting authority until the death certificate has been amended and the reports reviewed and signed by the medical examiner.
- D. UNFINISHED REPORTS:** No reports will be released on **any** unsigned/ unreviewed autopsy reports to any requesting authority. **Only final signed autopsy reports can be released.** If in the course of a criminal or civil investigation, a draft copy of the

MEDICAL EXAMINER'S OFFICE  
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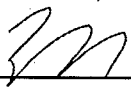


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*Policy approved by County Law Department*

autopsy report is needed for the purpose of testimony by the medical examiner, this will be clearly marked as such, and used only as a brief reference tool for recollection of the details of the case prior to testimony and not brought or turned over to the court.

### V. VERBAL RELEASE OF INFORMATION:

A. **NON-HOMICIDES:** Any person (with the exception of attorneys and insurance companies) entitled to the autopsy report may be told verbally the cause and manner of death and details of the examination. The NOK may designate a family representative to act as spokesperson due to the emotions of the immediate tragedy. This must be clearly relayed to the MEO and documented in the Forensic Investigator's report or in the database phone log. Attorneys and insurance companies may not receive verbal information unless they provide a written release for the records signed by the next of kin.

B. **HOMICIDES:** The release of verbal information on homicides will be limited usually to the cause and manner of death and must have the approval of the District Attorney having jurisdiction involving the criminal act and the investigating law enforcement agency.

This approval may be documented in the database. The Medical Examiner with case responsibility must also provide approval.

C. **PENDING CASES:** If homicide is being considered as a potential choice of manner of death, the policy on HOMICIDES as stated above will be followed.

D. **PRESS/MEDIA:** See Media and Public Relations policy #111.



# ONONDAGA COUNTY HEALTH DEPARTMENT MEDICAL EXAMINER'S OFFICE 2020 FEE SCHEDULE

<u>Description</u>	<u>Fee</u>
<b>Examinations</b> (includes toxicology and other non-specialized laboratory testing as indicated)	
Autopsy Examination.....	\$2,900/case
External Examination.....	\$1,800/case
Special Cases (listed below).....	\$3,900/case
Bariatric (BMI greater than or equal to 40)	
Homicide	
Initially Pending Manner of Death (age less than or equal to 3 years)	
Infectious (Biohazard)	
Exhumations	
Repeat autopsies	
Suspected Hazardous material	
Skeletal Examinations	
Human remains .....	\$3,000/case
Non-human remains .....	\$ 300/case
Prisoner/Inmate Autopsy Examination .....	\$4,500/case
Private Autopsy Examination .....	\$5,000/case

**Specialized Testing and Consultations**..... At Cost  
 Eye Pathology, DNA Testing, Molecular / Genetic Testing, Mass Fatality Incident

**Non-Medical Examiner/Case Review** .....\$ 400/case

**On-Call Service\*** .....\$ 800/date scheduled

*\*On-call service may be requested when an outside county coroner/medical examiner is unable to cover death notifications. The OCMEO will receive all death notifications directly from law enforcement and other agencies to establish jurisdiction on behalf of the county requesting the service. Each date scheduled, regardless of the number of hours covered, will be charged at the flat rate above.*

For all instances listed below in which there is an hourly fee, the amount of time spent on a particular service shall be billed in half-hour increments.

## Case Review / Consultation

Initial Forensic Pathologist Case Review/Consultation* .....	\$ 900/case
Forensic Pathologist Case Review/Consultation, additional hours...	\$ 450/ hour
Forensic Investigator Case Review/Consultation .....	\$ 300/ hour
Forensic Chemist Case Review/Consultation .....	\$ 350/ hour
Toxicologist Case Review/Consultation.....	\$ 400/ hour

*\*Initial case review requires written authorization from the legal next of kin and a \$900, non-refundable payment at the time of consultation payable to the Onondaga County Health Department. Initial payment includes up to two (2) hours case review / consultation. Additional time is billed at the current hourly rate.*

**Criminal Testimony**

Forensic Pathologist Testimony/Deposition .....	\$ 450/hour
Forensic Investigator Testimony/Deposition .....	\$ 300/ hour
Forensic Autopsy Technician Testimony/Deposition .....	\$ 300/ hour
Toxicologist Testimony/Deposition .....	\$ 400/ hour
Forensic Chemist Testimony/Deposition .....	\$ 350/ hour
Non-CFS Consultants .....	Invoice Directly

**Civil Testimony**

Forensic Pathologist Testimony/Deposition .....	\$ 600/ hour
Forensic Investigator Testimony/Deposition .....	\$ 450/ hour
Forensic Autopsy Technician Testimony/Deposition .....	\$ 450/ hour
Toxicologist Testimony/Deposition .....	\$ 550/ hour
Forensic Chemist Testimony/Deposition .....	\$ 500/ hour
Non-CFS Consultants .....	Invoice Directly

**Scene Investigation**

Forensic Investigator Scene Response.....	\$ 250/ hour
Pathologist and Forensic Investigator Scene Response .....	\$ 450/ hour

**Travel Expenses**

Travel Time (portal to portal) .....	\$ 150/ hour
Mileage (current IRS rate), parking, tolls, meals, lodging .....	At cost

**Reports/ Other Records: Subject to legal restrictions**

Autopsy/Examination Report (includes toxicology) .....	\$ 60/hard copy report
Archived Report (older than 5 years) .....	\$ 150/report

Additional rush charges will be billed at actual cost. Payment may be required before service is provided.

**Imaging/ Histology/ X-rays**

Autopsy and Scene Investigation Images CD.....	\$ 25/disk
Microscopic Slide Recuts .....	\$ 35/slide
Microscopic Slide Special Stains .....	At cost
Microscopic Digital Images .....	\$ 5/image
X-ray Film Copies .....	\$ 30/film
X-ray Digital Images .....	\$ 20/CD
Prints – 35 mm slide .....	\$ 15/slide

**Toxicology\***

Driving Under Influence – Alcohol/Drugs.....	\$ 400/case
Driving Under Influence – Alcohol.....	\$ 150/case
Driving Under Influence – Drugs .....	\$ 350/case
Comprehensive Drug-Facilitated Sexual Assault .....	\$ 400/case
Post-mortem Toxicology (no pathology examination).....	\$ 450/case
Post-mortem Toxicology (with pathology examination).....	Included in exam fee

\*Analyses performed by reference laboratories will be billed at actual cost.

**RESOLUTION NO. 230**

**RESOLUTION AUTHORIZING THE CHAIRMAN OF THE OSWEGO COUNTY  
LEGISLATURE TO ENTER INTO AN AGREEMENT WITH NEW YORK STATE  
FOR THE 2021 STOP-DWI PROGRAM**

By Legislator Terry Wilbur:

WHEREAS, the County of Oswego operates a STOP-DWI Program in cooperation with the New York State Department of Motor Vehicles; and

WHEREAS, Oswego County has participated in this program in the past and is now prepared to sign the agreement for the Program Year 2021.

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

RESOLVED, that the Chairman of the Oswego County Legislature be, and hereby is, authorized to execute the agreement as filed with the Clerk of the Legislature for the 2021 STOP-DWI Program.

**ADOPTED BY GENERAL CONSENT ON DECEMBER 10, 2020:**

**YES: 25      NO: 0      ABSENT: 0      ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE



COUNTY: OSWEGO

Name: Robert J Lighthall

Title: STOP-DWI Coordinator

Phone number: (315)349-8304

Email address: Robert.Lighthall@OswegoCounty.com

Additional comments:

Next

COMPONENT	TOTALS
I. Enforcement	\$ 2,000.00
II. Prosecution	\$ 80,117.00
III. Court Related	
IV. Probation	\$ 2,000.00
V. Rehabilitation	\$ 10,000.00
VI. Public Information/Education	\$ 4,500.00
VII. Administration	\$ 91,883.00
<b>TOTAL STOP-DWI BUDGET</b>	<b>\$ 190,500.00</b>

Subtotal Estimated Fine Revenues for year 2021: \$ 183,500.00

Enter Amount of Rollover/Fund Balance:

Subtotal Other Source(s) of Revenue\*: \$ 7,000.00

**Total Estimated Revenues:** \$ 190,500.00

Are you planning to use any of your Rollover?

YES ☐

NO ☒

\* List other sources of revenue.

Oswego County DWI Victim Impact Panel attendance fees: Expected revenue of \$7,000.

Oswego County STOP-DWI Expenses exceed Revenues each year. These expenses are covered by the county general fund to balance the budget.

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## BUDGET SUMMARY of LAW ENFORCEMENT

### (i) PERSONAL SERVICES

<b>Funded Position(s):</b> List Job Title, Agency, Full or Part Time Status	<b>Percent Full Time Equivalent</b>	<b>Total</b>
_____	_____ %	_____
_____	_____ %	_____
_____	_____ %	_____
_____	_____ %	_____
Overtime Funding		\$ 2,000.00
Fringes		
<b>Total Personal Services (Subtotal (A) on next page)</b>		<b>\$ 2,000.00</b>

### (ii) OTHER THAN PERSONAL SERVICES

Equipment (Subtotal (B) on next page)	_____
Vehicle	_____
Vehicle Maintenance	_____
Supplies	_____
Training/Travel	_____
Overhead: Office Rent, Telephone, and Utilities	_____
Indirect Cost Charge(s)	_____
Contractual Services	_____
<i>Must describe in detail below the contractor and services to be provided</i>	_____
<b>Total Other Than Personal Services</b>	<b>\$ 0.00</b>
<b>TOTAL LAW ENFORCEMENT BUDGET (i) + (ii)</b>	<b>\$ 2,000.00</b>

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**\*\*Subtotal (B) is the equipment amount for each agency**

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### **ENFORCEMENT ACTIVITY BUDGET (Description)**

Describe in detail / explain vehicle purchase, including the name of the agency that will be obtaining the vehicle:

Describe in detail / list the equipment to be purchased:

Describe in detail / explain Contractual Services:

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### ENFORCEMENT ACTIVITY BUDGET (Description), Cont'd

Describe in detail / explain "other" items listed:

Please provide specific detail of the activities that will be funded in this area.

The enforcement area of the Oswego County STOP DWI Program has been greatly strained of recent due to a drastic reduction in the number of arrests and changes in various state laws. Cooperation levels with County and other local agencies improved with the implementation of multi-agency High Visibility Checkpoints. Discussions and review of the situation with local law enforcement officials indicates a drastic increase in Penal Law investigations and arrests, thus less time spent on Vehicle and Traffic Law enforcement.

The Oswego County STOP-DWI Plan is written with minimal funds allocated for police agencies. Our budget is based on austerity to being responsive in the required components of a balanced program. As we progress through the 2020 and 2021 budget years, we will monitor income and expenses to maintain a cost-effective program.

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## BUDGET SUMMARY of PROSECUTION

### (i) PERSONAL SERVICES

<b>Funded Position(s):</b>	<b>Percent Full Time</b>	<b>Total</b>
List Job Title, Agency, Full or Part Time Status	Equivalent	
Assist DA, Oswego County DA, PT	100 %	\$ 33,205.00
Assist DA, Oswego County DA, PT	100 %	\$ 33,205.00
	%	
	%	
Overtime Funding		
Fringes		\$ 13,707.00
<b>Total Personal Services</b>		<b>\$ 80,117.00</b>

### (ii) OTHER THAN PERSONAL SERVICES

Equipment	
Supplies and Materials	
Training/Travel	
Contractual Services	
Other (describe in detail below)	
<b>Total Other Than Personal Services</b>	<b>\$ 0.00</b>
<b>TOTAL PROSECUTION BUDGET (i) + (ii)</b>	<b>\$ 80,117.00</b>

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### **PROSECUTION ACTIVITY BUDGET (Description)**

Describe in detail / list the equipment to be purchased:

Describe in detail / explain Contractual Services:

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**PROSECUTION ACTIVITY BUDGET (Description), Cont'd**

Describe in detail / explain "other" items listed:

Please provide specific detail of the activities that will be funded in this area.

The funding of two Part-Time Assistant District Attorneys has increased the efforts of this office to offer swift and timely prosecutions of impaired drivers.

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### BUDGET SUMMARY of COURT RELATED

#### (i) PERSONAL SERVICES

<b>Funded Position(s):</b>	<b>Percent Full Time</b>	
<b>List Job Title, Agency, Full or Part Time Status</b>	<b>Equivalent</b>	<b>Total</b>
_____	_____ %	_____
_____	_____ %	_____
_____	_____ %	_____
_____	_____ %	_____
Overtime Funding		_____
Fringes		_____
<b>Total Personal Services</b>		<b>\$ 0.00</b>

#### (ii) OTHER THAN PERSONAL SERVICES

Equipment	_____
Supplies and Materials	_____
Training/Travel	_____
Contractual Services	_____
Other (describe in detail below)	_____
<b>Total Other Than Personal Services</b>	<b>\$ 0.00</b>
<b>TOTAL COURT BUDGET (i) + (ii)</b>	<b>\$ 0.00</b>

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**COURT RELATED ACTIVITY BUDGET (Description)**

Describe in detail / list the equipment to be purchased:

Describe in detail / explain Contractual Services:

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**COURT RELATED ACTIVITY BUDGET (Description), Cont'd**

Describe in detail / explain "other" items listed:

Please provide specific detail of the activities that will be funded in this area.

Although Oswego County STOP-DWI looks to work with the local, city, and county courts, no STOP-DWI funds are allocated toward these activities.

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### **BUDGET SUMMARY of PROBATION**

#### **(i) PERSONAL SERVICES**

<b>Funded Position(s):</b>	<b>Percent Full Time</b>	
<b>List Job Title, Agency, Full or Part Time Status</b>	<b>Equivalent</b>	<b>Total</b>
	%	
	%	
	%	
	%	
Overtime Funding		
Fringes		
<b>Total Personal Services</b>		<b>\$ 0.00</b>

#### **(ii) OTHER THAN PERSONAL SERVICES**

Equipment	
Supplies and Materials	<b>\$ 2,000.00</b>
Training/Travel	
Contractual Services	
Other (describe in detail below)	
<b>Total Other Than Personal Services</b>	<b>\$ 2,000.00</b>
<b>TOTAL PROBATION BUDGET (i) + (ii)</b>	<b>\$ 2,000.00</b>

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**PROBATION ACTIVITY BUDGET (Description)**

Describe in detail / list the equipment to be purchased:

Describe in detail / explain Contractual Services:

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## **PROBATION ACTIVITY BUDGET (Description), Cont'd**

Describe in detail / explain "other" items listed:

Please provide specific detail of the activities that will be funded in this area.

Since January 2005, a Victim Impact Panel has been presented through the combined efforts of STOP-DWI, and Oswego County Probation. Approximately 20 to 30 offenders attend each monthly panel. This program will continue to be closely monitored in 2021. Following each session offenders are requested to complete a short survey and by far, most offender surveys have been very positive.

The Oswego County Probation Department oversees the county-wide Ignition Interlock Program (Leandra's Law). The Oswego County STOP-DWI Program works closely with the Oswego County Probation Dept. in monitoring and improving the plan. The IID Program will continued to be carefully monitored throughout 2021.

The Oswego County STOP-DWI Program worked with the Oswego County Probation Department for plans to develop a new criterion for probation officers to be able to offer EtG tests for alcohol in 2016. This form of testing provides an extended timeframe of detecting alcohol consumption even when the subject does not register a BAC. We see potential of this program addressing recidivism by better identifying offenders of probationary terms.

### BUDGET SUMMARY of REHABILITATION

#### (i) PERSONAL SERVICES

Funded Position(s): List Job Title, Agency, Full or Part Time Status	Percent Full Time Equivalent	Total
	%	
	%	
	%	
	%	
Overtime Funding		
Fringes		
<b>Total Personal Services</b>		<b>\$ 0.00</b>

#### (ii) OTHER THAN PERSONAL SERVICES

Equipment	
Supplies and Materials	
Training/Travel	
Contractual Services	\$ 10,000.00
Other (describe in detail below)	
<b>Total Other Than Personal Services</b>	<b>\$ 10,000.00</b>
<b>TOTAL REHABILITATION BUDGET (i) + (ii)</b>	<b>\$ 10,000.00</b>

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## REHABILITATION ACTIVITY BUDGET (Description)

Describe in detail / list the equipment to be purchased:

Describe in detail / explain Contractual Services:

In 2000 Oswego County STOP-DWI, the Office of District Attorney and "COCOAA", County of Oswego Council on Alcoholism and Addictions, completed a study of underage persons arrested with alcohol related driving offenses. The results of this study indicated that in any given year approximately 11 to 12% of all drivers charged with alcohol related driving offenses were between the ages of 16 through 20. Recognizing that as a group, these drivers were at very high risk of becoming repeat offenders an educational program was developed and implemented. This educational program, titled "PROJECT U-TURN" is mandatory for all between the ages of 16 through 20, who have been charged with an alcohol related driving offense.

The curriculum consists of 6 hours of instruction, presented by trained Alcohol Educators at "COCOAA". STOP-DWI staff includes a segment using the Fatal Vision Alcohol Impairment Activities as an added feature of Project U-Turn to demonstrate the effects of alcohol impairment. It should be noted that this curriculum was locally developed and focused directly on the age group at risk, in this case ages 16 through 20. Through agreement with the District Attorney this program must be completed before any Court Disposition is considered. The Program began in September 2000 and currently is presented monthly. Oswego County also has an active "Victims Impact Panel".

The Project U-Turn program's (one year) repeat offender level is now less than 1%. Project U-Turn was nominated in August 2012 to participate in the Federal "SAMSHA" Service To Science Program. In addition, Project U-Turn was presented at the 2002 Fall Traffic Safety Conference in Rochester, N.Y. and again at the 2007 Traffic Safety Conference in Lake Placid, N.Y. During the spring of 2003 the curriculum used with this program was certified by the New York State OASAS Office and to date continues to be an approved curriculum.

Project U-Turn was also honored at the 2005 NYS Traffic Safety Conference and received the "L/Richard Novelli" Award for Educational Excellence. Project U-Turn was presented to other county STOP-DWI Coordinators at their 2013 Mid-year meeting.

**REHABILITATION ACTIVITY BUDGET (Description), Cont'd**

Describe in detail / explain "other" items listed:

Please provide specific detail of the activities that will be funded in this area.

**Previous**

**Next**

## BUDGET SUMMARY of PUBLIC INFORMATION/EDUCATION

### (i) PERSONAL SERVICES

<b>Funded Position(s):</b> List Job Title, Agency, Full or Part Time Status	<b>Percent Full Time</b> <b>Equivalent</b>	<b>Total</b>
	%	
	%	
	%	
	%	
Overtime Funding		
Fringes		
<b>Total Personal Services</b>		<b>\$ 0.00</b>

### (ii) OTHER THAN PERSONAL SERVICES

Equipment	
Supplies and Materials	\$ 2,500.00
Training/Travel	\$ 1,500.00
Contractual Services	
Other (describe in detail below)	\$ 500.00
<b>Total Other Than Personal Services</b>	<b>\$ 4,500.00</b>
<b>TOTAL PUBLIC INFORMATION/EDUCATION BUDGET (i) + (ii)</b>	<b>\$ 4,500.00</b>

[Previous](#)

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**PUBLIC INFORMATION/EDUCATION ACTIVITY BUDGET (Description)**

Describe in detail / list the equipment to be purchased:

Describe in detail / explain Contractual Services:

**Previous**

**Next**

## PUBLIC INFORMATION/EDUCATION ACTIVITY BUDGET (Description), Cont'd

Describe in detail / explain "other" items listed:

STOP-DWI and a coalition of area Public Safety agencies have presented "MOCK DWI" crash scenarios at local High Schools. Law enforcement plays an important role in this message during the 'crash' investigation, death notification, and court arraignment portions. Police presence was inconsistent due to officers leaving for real emergencies. STOP-DWI has been funding agencies' police overtime to provide one officer guaranteed. Most provide several others but they may get called away.

The Oswego County STOP-DWI 2021 Plan includes limited funding for advertising. These funds are intended for possible media advertising supplementing media releases and promotion of our message.

Please provide specific detail of the activities that will be funded in this area.

STOP DWI staff has operated public information and education booths at the public health fairs, corporate safety fairs, the Oswego County Fair, and Harborfest in Oswego.

Since the spring of 2006, STOP-DWI and a coalition of area Public Safety agencies have presented "MOCK DWI" crash scenarios at local High Schools. This presentation as developed not only contains the "Crash" but includes Rescue, Police field sobriety testing and arrest, County Coroner's Office, Accident Reconstruction, Death Notification, Defendant Arraignment and lastly the Funeral itself. During 2019 we managed to take this presentation to 5 area High Schools and were well received by School Officials, Parents and Students. Of the 9 school districts in Oswego County, 7 present the Mock Crashes biennially, while Oswego City School runs it annually. They will be continued in 2021 and a total of 4 area High Schools should be requesting this program.

In 2012, Oswego County STOP DWI staff worked closely with area SADD chapters to add their Grim Reaper Day presentation in opposite years from the Mock Crashes. Starting in the Spring of 2016, Oswego County STOP-DWI offered Resource Days, which included presentations by STOP-DWI staff and members of our local DWI Victim Impact Panel. Several local police agencies and preventative services joined to offer information and activities related to impaired driving. These activities include using alcohol and recreational marijuana impairment goggles in conjunction with floor mats, ball tosses, and driving pedal karts on serpentine cone courses. These hands-on activities are fun and draw more attention, but also are extremely educational. New state academic standards have placed time constraints on school districts to schedule activities outside of the classroom. We continue to work closely with SADD chapters and will make every effort to make a presence in the schools.

## BUDGET SUMMARY of ADMINISTRATION

### (i) PERSONAL SERVICES

<b>Funded Position(s):</b>	<b>Percent Full Time</b>	<b>Total</b>
List Job Title, Agency, Full or Part Time Status	Equivalent	
STOP-DWI Coordinator, PT	100 %	\$ 30,000.00
Coop Typist, STOP-DWI, FT	100 %	\$ 27,429.00
Typist, STOP-DWI, PT	100 %	\$ 15,159.00
	%	
Overtime Funding		
Fringes		\$ 12,680.00
<b>Total Personal Services</b>		\$ 85,268.00

### (ii) OTHER THAN PERSONAL SERVICES

Equipment	
Supplies and Materials	\$ 3,500.00
Training/Travel	\$ 1,000.00
Contractual Services	
Other (describe in detail below)	\$ 2,115.00
<b>Total Other Than Personal Services</b>	\$ 6,615.00
<b>TOTAL ADMINISTRATION BUDGET (i) + (ii)</b>	\$ 91,883.00

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**ADMINISTRATION ACTIVITY BUDGET (Description)**

Describe in detail / list the equipment to be purchased:

Describe in detail / explain Contractual Services:

**Previous**

**Next**

### ADMINISTRATION ACTIVITY BUDGET (Description), Cont'd

Describe in detail / explain "other" items listed:

Other administration expenses include general overhead: telephone, postage, and membership dues.

Please provide specific detail of the activities that will be funded in this area.

The Administration component of the STOP-DWI Plan includes the day to operation of processing requests, invoices, vouchers, and filing required documents. Other tasks are related to compiling statistics and evaluating implementation of the various components of the program.

Program evaluation remains an integral part of program administration with regards to accurate assessment of program effectiveness and program needs. To effectively coordinate program activities and to enhance the understanding of the program goals within all components of the Criminal Justice System dealing with DWI's.

**Previous**

**Clear Form**

**Submit**

**RESOLUTION NO. 231**

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION E911 –  
OVERTIME**

By Legislator Terry Wilbur:

Upon recommendation of the Public Safety 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.

**ADOPTED BY CONSENT VOTE ON DECEMBER 10, 2020:**

**YES: 25      NO: 0      ABSENT: 0      ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE

**Authorized Budget Modification**

**Res. 231 of 2020**

**A511100  
A3020.512000**

**(\$15,000.00)  
\$15,000.00**



Kevin B. Pooley  
Director

OSWEGO COUNTY  
**E-9-1-1 EMERGENCY COMMUNICATIONS DEPARTMENT**

315-349-8215  
Fax 315-349-8500

PUBLIC SAFETY CENTER

39 CHURCHILL ROAD

OSWEGO, NY 13126

## Informational Memo

E911 Overtime budget mod request  
11/17/2020

2020 has been a difficult year with staffing. E911 has recently had 3 staff get quarantined, a part time employee has left, a backup supervisor has been out on medical for 6 weeks, and the department is attempting to finish our recruit academy. These issues have increased our overtime costs unexpectedly in the last couple months.

I am requesting a budget modification from salaries and wages to overtime to cover the budget gap that has been created due to the required overtime that E911 has incurred. I am requesting to move \$15,000 to the overtime budget line A3020-512000 from salaries and wages line A3020-511000. This amount should cover overtime expenses for the remainder of 2020 barring any further major impacts to staffing.

**From**

**COMMITTEE SIGNATURES**

**DATE**

DEPARTMENT HEAD	DATE
-----------------	------

**RESOLUTION NO. 232**

**RESOLUTION AUTHORIZING EXPENDITURE FROM  
CAPITAL RESERVE NO. 21 – BUILDING RENOVATIONS RESERVE**

By Legislator Terry Wilbur:

WHEREAS, this body has heretofore established Capital Reserve Fund No. 21 – Building Renovations Reserve, and

WHEREAS, the Fire Coordinator is recommending the replacement of the stationary diesel fire pump at the Emergency Response Training Center in order to be in compliance with the National Fire Protection Association's requirements for "Live Fire Training" water.

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

RESOLVED, that the Treasurer is hereby authorized to transfer \$40,000 from Capital Reserve No. 21 – Building Renovations Reserve to Capital Project No. C0520-ERTC Fire Pump Replacement and that the following project is hereby authorized for the maximum expenditure as indicated.

<u>Capital Project No. C0520</u>	<u>Total Authorization</u>
ERTC Fire Pump Replacement	\$40,000

**ADOPTED BY CONSENT VOTE ON DECEMBER 10, 2020:**

**YES: 25    NO: 0    ABSENT: 0    ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE

**Authorized Budget Modification**

**Res. 232 of 2020**

**H529000.C0520**

**\$40,000.00**

**H450310.C0520**

**(\$40,000.00)**



## OFFICE OF THE OSWEGO COUNTY FIRE COORDINATOR

720 East Seneca Street, Oswego, New York 13126

Donald J. Forbes  
Fire Coordinator

Office: 315.349.8800

Fax: 315.349.8810

11/19/2020

Request for Capital Project: REPLACE ERTC FIRE PUMP

**Scope:** Replace the 40+ year old stationary diesel fire pump at the Emergency Response Training Center with a Rated 500 gpm Electric Fire Pump to ensure a reliable source of National Fire Protection Association (NFPA) compliant firefighting water for "Live Fire Training".

**Justification:** The current 1500 gpm diesel fire pump was a used pump when installed in 1993 (27 years ago). The pump has served the fire school well but now requires thousands of dollars of maintenance and repair. The packings are worn, rusted and may not be available, one shaft bearing is bad, the exhaust is leaking and the engine leaks oil. The sectionalizing valves are rusted, leaking and need to be replaced (times four).  
We are pumping 1500 gallons per minute (gpm) while using only 300 to 400 gpm (big waste)  
We may not be able to get parts for this age pump and there would be no guarantee it would last.

**Length of Service:** The new electric fire pump will last at least 35 to 40 years with proper maintenance.

**Time frame:** This is a critical part of our training facility and would need to be operational by April 15<sup>th</sup>, 2021 (prior to training season for our customers)

**Cost:** Install Fire Pump, Electric Supply and Associated Equipment.  
Run, Test and Train site personnel.

**\$40,000.**

**Submitted By:**  
Donald J. Forbes, CFC

**COUNTY OF OSWEGO  
BUDGET MODIFICATION REQUEST**

ACCOUNT NUMBER			ACCOUNT NUMBER			DESCRIPTION	DOLLAR AMOUNT
ORG	OBJECT	PROJ	ORG	OBJECT	PROJ		
H	529000	C0520				Establish CP#C0520 - ERTC Fire Pump Replacement with a	40,000.00
			H	450310	C0520	maximum authorization of \$40,000. This project will be	(40,000.00)
						funded through a transfer of funds from CR21 - Building	
						Renovations Reserve	
TOTAL AMOUNT							-

<b>COMMITTEE SIGNATURES</b>	<b>DATE</b>
<i>Adopted by Resolution 2023-0006</i>	
<i>Staff Director</i>	
<i>Personnel Director</i>	
<i>County Administrator</i>	
<i>Department Head</i>	

<b>COUNTY TREASURER</b>	<b>DATE</b>
<b>PERSONNEL DIRECTOR</b>	<b>DATE</b>
<b>COUNTY ADMINISTRATOR</b>	<b>DATE</b>
<b>DEPARTMENT HEAD</b>	<b>DATE</b>

**RESOLUTION NO. 233**

**RESOLUTION AUTHORIZING BUDGET MODIFICATION FIRE ADVISORY  
DEPARTMENT – SALARIES & WAGES**

By Legislator Terry Wilbur:

Upon approval of this body, be it

RESOLVED, that the Fire Advisory Department be approved to move \$6,000 from A3410.541200 (Building Repairs), \$3,000 from A3410.541400 (Building Supplies), \$1,500 from A3410.542200 (Repair & Maintenance), \$1,000 from A3410.544500 (Other Travel) and \$1,000 from A3410.545200 (Food & Supplies); \$12,500 in total to A3410 511000 (Salaries & Wages) and be it further

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

**ADOPTED BY CONSENT VOTE ON DECEMBER 10, 2020:**

**YES: 25    NO: 0    ABSENT: 0    ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE

**Authorized Budget Modification**

**Res. 233 of 2020**

A3410.541200	(\$6,000.00)
A3410.541400	(\$3,000.00)
A3410.542200	(\$1,500.00)
A3410.544500	(\$1,000.00)
A3410.545200	(\$1,000.00)
A3410.511000	\$12,500.00



## OFFICE OF THE OSWEGO COUNTY FIRE COORDINATOR

720 East Seneca Street, Oswego, New York 13126

Donald J. Forbes  
Fire Coordinator

Office: 315.349.8800  
Fax: 315.349.8810

To: Phil Church

From: County Fire Coordinator Don Forbes

Date: November 24, 2020

Re: Budget Modification FC 2020 - 2

Attached please find a budget modification to transfer:

Funds to cover unanticipated increase in wages for part time staff.  
This was due to mechanical failures and needed repair and an increase in required number of instructors for classes conducted during Covid 19 restrictions.

From:

A3410.541200	Building Repairs	\$ 6,000.
A3410.541400	Building Supplies	\$ 3,000.
A3410.542200	Repair & Maintenance	\$ 1,500
A3410.544500	Other Travel	\$ 1,000.
A3410.545200	Food & Supplies	\$ 1,000.

To:

A3410.511000	Salaries & Wages	\$12,500.
--------------	------------------	-----------

Don Forbes, CFC

**FIRE COORDINATOR'S OFFICE**

**From**

ACCOUNT NUMBER			ACCOUNT NUMBER		
DEPT.	OBJECT	SUB.	DEPT.	OBJECT	SUB.
A3410	541200				
	541400				
	542200				
	544500				
	545200				
			A3410	511000	

DESCRIPTION	DOLLAR AMOUNT
Building Repairs	\$6,000.00
Building Supplies	\$3,000.00
Repair & Maintenance Equipment	\$1,500.00
Other Travel	\$1,000.00
Food Supply	\$1,000.00
Salaries & Wages	\$12,500.00
TOTAL AMOUNT	-

E

DATE \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_

11/24/2020

**RESOLUTION NO. 234**

**RESOLUTION RE-APPOINTING MEMBERS TO THE OSWEGO COUNTY  
CHILD PROTECTION ADVISORY COUNCIL**

By Legislator Roy Reehil:

WHEREAS, Oswego County Child Protection Advisory Council was established to promote the best interests of vulnerable children in our community

WHEREAS, the membership is to include representation from child & family service organizations, school districts, the legal profession, and the community at large

NOW, on recommendation of the Human Services Committee of this body, be it

RESOLVED, that the following individual/s be, and hereby is/are appointed to the Oswego County Child Protection Advisory Council for terms to expire on **December 31, 2023:**

Maggie Olon

Tanya VanOrnum

Penny Morley

**ADOPTED BY CONSENT VOTE ON DECEMBER 10, 2020:**

**YES: 25    NO: 0    ABSENT: 0    ABSTAIN: 0**



COUNTY OF OSWEGO  
Department of Social Services

Stacy Alvord, MSW  
Commissioner

P.O. Box 1320 • Mexico, New York 13114  
phone 315.963.5435 • fax 315.963.5477

**INFORMATIONAL MEMORANDUM**

**Date:** November 19, 2020  
**To:** Human Services Committee  
**From:** Stacy Alvord, MSW, Commissioner  
**Subject:** Child Protection Advisory Council: Member Re-Appointments

The Oswego County Child Protection Advisory Council (CPAC) was established, and the membership approved through resolution by the Oswego County Legislature, at the recommendation of the Health & Human Services Committee, on March 11, 2010. Bylaws of the Child Protection Advisory Council require that members be approved by the Legislature to serve a three-year term.

Recommended council members to appoint are:

**Maggie Olon**

Biography for application to membership

Candidate is a school social worker at Fairley Elementary in Hannibal. Ms. Olon is in her 6<sup>th</sup> year at Hannibal and prior to that was a mental health therapist for 8 years. At Fairley, Ms. Olon provides individual and group counseling and provides staff and families with community resources.

**Tanya VanOrnum**

Biography for application to membership

Candidate is a school counselor with Sandy Creek schools. Ms. VanOrnum has been in her position with Sandy Creek since September 1999. She is also a member of the Oswego County Counselors' Association, NYS School Counselors' Association, American School Counselor Association, and the Oswego County Suicide Prevention Coalition.

**Penny Morley**

Biography for application to membership

Candidate is the Oswego High School Dean of Students. Ms. Morley worked for several years as a School Counselor with CiTi, APW and Mexico school districts. She has been a member of the Central New York Prevention Consortium, Oswego County Prevention Coalition, SUNY Oswego Alcohol, Tobacco and Other Drug Committee and the Wisdom Thinkers Network.

**Recommendation:**

It is respectfully recommended that the Human Services Committee and the Oswego County Legislature approve the appointment of these members to serve on the Child Protection Advisory Council for a three (3) year term to expire on **December 31, 2023**.

**RESOLUTION NO. 235**

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF  
SOCIAL SERVICES TO ACCEPT NYS DEPARTMENT OF LABOR TRADE ACT  
FUNDS**

By Legislator Roy Reehil:

Upon recommendation of the Human 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.

**ADOPTED BY CONSENT VOTE ON DECEMBER 10, 2020:**

**YES: 25    NO: 0    ABSENT: 0    ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE

**Authorized Budget Modification**

**Res. 235 of 2020**

CD6292.447910	(\$3,203.08)
CD6292.549400	\$2,984.00
CD6292.549500	\$219.08



COUNTY OF OSWEGO  
Department of Social Services

Stacy Alvord, MSW  
Commissioner

P.O. Box 1320 • Mexico, New York 13114  
phone 315.963.5435 • fax 315.963.5477

**INFORMATIONAL MEMORANDUM**

**Subject:** Budget Modification – Employment & Training Budget

**Purpose:** To amend the Employment & Training budget to accept an additional \$3,203.08 in Trade Act Funding to provide employment and training services to Dislocated Workers impacted by the United States Free Trade Agreements.

**Summary:** The New York State Department of Labor makes Trade Act funding available to workers who have been displaced from employment due to the free trade agreements. This funding is to be used to cover the cost of re-training for these workers, along with related training expenses.

This funding will enable the local area to provide Trade Act certified dislocated workers with assistance with tuition and related expenses and/or on-the-job training to assist these individuals to retrain for new employment.

The Department respectfully requests acceptance of this funding. The attached budget modification reflects this request. These are 100% federal funds. There is no local share.

**Recommended Action:** The Social Services Department recommends the Health and Human Services Committee; the Finance & Personnel Committee and the Oswego County Legislature authorize the Department of Social Services to accept this funding with **no local share**.

## 11/19/2020

**COMMITTEE SIGNATURES**

DEPARTMENT HEAD	DATE
-----------------	------

**RESOLUTION NO. 236**

**RESOLUTION AUTHORIZING TWO APPOINTMENTS TO THE CNY  
REGIONAL TRANSPORTATION BOARD**

By Legislator Tim Stahl:

WHEREAS, a vacancy presently exists on the Board of Directors of the Central New York Regional Transportation Authority;

WHEREAS, pursuant to the provisions of Section 1328 of the Public Authorities Law, the Oswego County Legislature must submit to you the names of at least two individuals recommended for such appointment.

RESOLVED, that the following two individuals are being suggested to Governor Andrew Cuomo for consideration:

Monty Flynn  
Frank Doldo

**ADOPTED BY CONSENT VOTE ON DECEMBER 10, 2020:**

**YES: 25    NO: 0    ABSENT: 0    ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE

**RESOLUTION NO. 237**

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION  
DEPARTMENT OF COMMUNITY DEVELOPMENT, TOURISM AND PLANNING  
- ACCEPT AND DISBURSE FUNDS FROM NEW YORK STATE OFFICE OF  
HOUSING AND COMMUNITY RENEWAL (NYSHCR)**

By Legislator Tim Stahl:

Upon recommendation of the Economic Development and Planning Committee of this body, with the approval of Finance and Personnel Committee, be it

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

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 and Budget Officer shall be his authority to affect such transfer and make such adjustments.

**ADOPTED BY CONSENT VOTE ON DECEMBER 10, 2020:**

**YES: 25      NO: 0      ABSENT: 0      ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification

Res. 237 of 2020

A8610.449890 SDAF  
A8610.545500 SDAF

(\$28,179.00)  
\$28,179.00



**David R. Turner**  
*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

**Janet W. Clerkin**  
*Office of Promotion  
And Tourism*

**Donna B. Scanlon**  
*Office of Community  
Development Programs*

**Scott Smith**  
*Office of Housing Assistance*

**INFORMATIONAL MEMORANDUM**

**SUBJECT:** Accept and Disburse funds from the New York State Office of Housing and Community Renewal (NYSHCR).

**PURPOSE:** This resolution proposes to create appropriate budget lines for these funds and authorizes the Chairman and the Treasurer to take any actions necessary to accept and disburse these funds.

**SUMMARY:** NYS HCR has provided funds to assist certain eligible Section 8 housing assistance clients with security deposits. The funds are available for clients who were issued vouchers after May 15<sup>th</sup>, 2020. The funds available to us so far total \$7,044. We are eligible to receive up to \$28,179.

**FISCAL IMPACT:** None to the County except the staff time necessary for administration.

**RECOMMENDED ACTION:** The Economic Development & Planning Committee and the Committee on Finance & Personnel recommend approval of this initiative.

**COUNTY OF OSWEGO**

## BUDGET MODIFICATION REQUEST

ACCOUNT NUMBER			ACCOUNT NUMBER			DESCRIPTION	DOLLAR AMOUNT
ORG	OBJECT	PROJECT	ORG	OBJECT	PROJECT		
A8610	449890	SDAF				NYS HCR - SDAF	\$ (28,179.00)
			A8610	545500	SDAF	Other Supplies & Expense - SDAF	28,179.00
TOTAL AMOUNT							-

**COMMITTEE SIGNATURES**

**DATE**

DATE \_\_\_\_\_

**COUNTY TREASURER**

DATE \_\_\_\_\_

**PERSONNEL DIRECTOR**

DATE \_\_\_\_\_

**COUNTY ADMINISTRATOR**

DATE \_\_\_\_\_

DEPARTMENT HEAD

DATE \_\_\_\_\_

**RESOLUTION NO. 238**

**RESOLUTION PROVIDING MATCHING FUNDS FOR TOURISM PROMOTION  
FOR THE COUNTY OF OSWEGO**

By Legislator Tim Stahl:

WHEREAS, the State of New York has established a Matching Funds Program for promoting tourism throughout the State, and

WHEREAS, in order to participate in said program, the county must provide partial funding and establish a Tourism Promotion Agency, and

WHEREAS, the Oswego County Legislature, by Resolution No. 71 of May 11, 1989, created the Oswego County Department of Promotion and Tourism for designation as the county's Tourism Promotion Agency, and

WHEREAS, by Resolution No. 28 of March 9, 2006 the Department of Promotion and Tourism was merged with the Department of Community Development & Planning to create the Department of Community Development, Tourism & Planning.

NOW, on recommendation of the Economic Development and Planning Committee of this body, be it

RESOLVED, that the Oswego County Legislature hereby designates the Oswego County Department of Community Development, Tourism and Planning as the sole and only Tourism Promotion Agency for the County of Oswego in 2021, pursuant to the provisions of Chapter 533 of the laws of 1978, and further authorizes said agency to make application for participation in the NYS Tourism Matching Funds Program, and be it further

RESOLVED, that the Chairman of the Legislature is hereby authorized to enter into any contracts or agreements that may be necessary for the department to fulfill its mission.

**ADOPTED BY CONSENT VOTE ON DECEMBER 10, 2020:**

**YES: 25    NO: 0    ABSENT: 0    ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE



**David R. Turner**  
*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

**Janet W. Clerkin**  
*Office of Promotion  
And Tourism*

**Donna B. Scanlon**  
*Office of Community  
Development Programs*

**Scott Smith**  
*Office of Housing Assistance*

**INFORMATIONAL MEMORANDUM**

**SUBJECT:** Acknowledge the Department of Community Development, Tourism and Planning as the official Tourism Promotion Agency (TPA) for the County of Oswego in 2021. Authorize the Chairman to execute any documents necessary for them to complete their mission.

**PURPOSE:** This is an annual resolution required by the State of New York which allows Oswego County access to State tourism promotion funds.

**SUMMARY:** The department annually applies to NYS for tourism matching funds. The State requires this annual action to maintain our eligibility for those funds. This also establishes the office as the official entity for the purpose of accessing any other funding that may become available for these purposes.

**FISCAL IMPACT:** None to the County except the staff time necessary for administration.

**RECOMMENDED ACTION:** The Committee on Economic Development & Planning in concert with the Committee on Finance & Personnel authorize these actions.

**RESOLUTION NO. 239**

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION HEALTH  
DEPARTMENT-INSURANCE RECOVERY FUNDS TO REPAIR VEHICLE**

By Legislator James Karasek:

Upon recommendation of the Health 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 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 effect such a transfer and make such adjustments.

**ADOPTED BY CONSENT VOTE ON DECEMBER 10, 2020:**

**YES: 25    NO: 0    ABSENT: 0    ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE

**Authorized Budget Modification**

**Res. 239 of 2020**

**A4059.544100**

**\$520.68**

**A1325.426800**

**(\$520.68)**

# OSWEGO COUNTY

JIANCHENG HUANG, DIRECTOR OF PUBLIC HEALTH  
PHONE 315.349.3545



# HEALTH DEPARTMENT

70 BUNNER STREET, OSWEGO, NEW YORK 13126-3357  
FAX 315.349.3435

## INFORMATIONAL MEMORANDUM

**Subject:** Insurance recovery funds to repair vehicle.

**Purpose:** To transfer funds from the Insurance Recoveries account to the Health Department.

**Summary:** The Health Department has received a settlement from the New York Municipal Insurance Reciprocal to cover the costs of the repair of a county vehicle from damage as the result of an accident. The amount of the recovery is \$520.68.

### Recommended

**Action:** The Health Committee recommends the Oswego County Legislature approve and authorize the transfer of funds from the Insurance Recovery account to the Health Department, per the accompanying budget modification.

From

ACCOUNT NUMBER			ACCOUNT NUMBER			
ORG.	OBJECT	PROJ.	ORG.	OBJECT	PROJ.	
			A4059	544100		Early Intervention - Auto Supplies & Repair \$520.68
A1325	426800					Insurance Recoveries (\$520.68)
						To move insurance recovery funds to cover cost of repair.
						TOTAL AMOUNT
						-

COMMITTEE SIGNATURES	DATE
<p>Adopted by Resolution 2389 of 2000</p> <p><i>[Signature]</i></p>	

COUNTY TREASURER	DATE
HUMAN RESOURCES DIRECTOR	DATE
COUNTY ADMINISTRATOR	DATE
DEPARTMENT HEAD	DATE

**RESOLUTION NO. 240**

**RESOLUTION TO ACCEPT HEALTHY FAMILIES GRANT FUNDS**

By Legislator James Karasek:

WHEREAS, Oswego County Health Department has been awarded an annual grant from the New York State Office of Children and Family Services (OCFS) to fund Healthy Families of Oswego County (HFOC), an evidence-based, intensive home visiting program for families at risk for child maltreatment; and

WHEREAS, This program has been proved to show reductions in harsh parenting, neglect, physical abuse, and psychological abuse. It also shows increased use of non-violent discipline, children's school performance and improved birth outcomes, including low birth weight; and

WHEREAS, Currently the program is funded in part by a 5-year Federal trust fund grant. This 5-year step-down grant will be relinquished and replaced by the annual State award of \$300,000 with a 10% match. The State funded OCFS award will fund 90% of program costs compared to 50%-25% of the Federal award.

NOW, on the recommendation of the Health Committee, with the approval of the Finance and Personnel Committee, be it

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

**ADOPTED BY CONSENT VOTE ON DECEMBER 10, 2020:**

**YES: 25    NO: 0    ABSENT: 0    ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE

**INFORMATIONAL MEMORANDUM**

**Subject:** To Accept Healthy Families Grant Funds.

**Summary:** Oswego County Health Department has been awarded an annual grant from the New York State Office of Children and Family Services(OCFS) to fund Healthy Families of Oswego County (HFOC), an evidence-based, intensive home visiting program for families at risk for child maltreatment. This program has been proven to show reductions in harsh parenting, neglect, physical abuse, and psychological abuse. It also shows increased use of non-violent discipline, children's school performance and improved birth outcomes, including low birth weight.

Currently the program is funded in part by a 5 year Federal trust fund grant. This 5 year step-down grant will be relinquished and replaced by the annual State award of \$300,000 with a 10% match. The State funded OCFS award will fund 90% of program costs compared to 50%-25% of the Federal award.

**Recommended**

**Action:** The Health Department requests acceptance of the \$300,000 OCFS award.

**RESOLUTION NO. 241**

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION  
HEALTH DEPARTMENT-CARES ACT PROVIDER RELIEF FUNDING**

By Legislator James Karasek:

Upon recommendation of the Health 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 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 effect such a transfer and make such adjustments.

**ADOPTED BY CONSENT VOTE ON DECEMBER 10, 2020:**

**YES: 25    NO: 0    ABSENT: 0    ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE

**Authorized Budget Modification**

**A4189.445890**

**Res. 241 of 2020**

**(\$64,632.00)**

# OSWEGO COUNTY

JIANCHENG HUANG, DIRECTOR OF PUBLIC HEALTH  
PHONE 315.349.3545



# HEALTH DEPARTMENT

70 BUNNER STREET, OSWEGO, NEW YORK 13126-3357  
FAX 315.349.3435

## INFORMATIONAL MEMO

**SUBJECT:** CARES Act Provider Relief Funding

**PURPOSE:** Budget modification to accept Provider Relief Funds(PRF) for Hospice program.

**SUMMARY:** The Coronavirus Aid, Relief, and Economic Security (CARES) Act (P.L. 116-136) appropriated funds to reimburse eligible healthcare providers for healthcare related expenses or lost revenues attributable to the coronavirus. These funds were distributed by HRSA through the CARES Act PRF program. Oswego County Health Department received \$64,361.85 in PRF for the Hospice Program. The funding must be used by June 30, 2021 and unused funds will be returned.

### RECOMMENDED

**ACTION:** To accept the Provider Relief Funding and budget modification.

**From**

COMMITTEE SIGNATURES	DATE
<p>Adopted by Resolution No. 100 of the General Assembly</p>	

**COMMITTEE SIGNATURES**

DATE \_\_\_\_\_

## COMMITTEE SIGNATURES

DATE \_\_\_\_\_

COUNTY TREASURER

DATE \_\_\_\_\_

**HUMAN RESOURCES DIRECTOR**

DATE \_\_\_\_\_

COUNTY ADMINISTRATOR

DATE \_\_\_\_\_

DEPARTMENT HEAD

DATE \_\_\_\_\_

**RESOLUTION NO. 242**

**RESOLUTION AUTHORIZING BUDGET MODIFICATION  
TEMPORARY AND PART TIME – FACILITIES AND TECHNOLOGY**

By Legislator Stephen Walpole:

Upon recommendation of the Infrastructure, Facilities & Technology 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.

**ADOPTED BY CONSENT VOTE ON DECEMBER 10, 2020:**

**YES: 25    NO: 0    ABSENT: 0    ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE

**Authorized Budget Modification**

**Res. 242 of 2020**

**A1620.541100**

**(\$7,500.00)**

**A1620.514000**

**\$7,500.00**



John Bucher  
*Director*

COUNTY OF OSWEGO  
DEPARTMENT OF FACILITIES & TECHNOLOGY Oswego, N. Y. 13126

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Phone: (315) 349-8233

Fax: (315) 342-2481

INFORMATIONAL MEMORANDUM

**SUBJECT:** Temporary & Part Time Funding

**PURPOSE:** To amend the Buildings & Grounds 2020 budget in order to fund a short fall in budget line A1620 514000 – Temporary & Part Time.

**SUMMARY:** The Facilities & Technology department had an unusually high number of staff needing coverage during the year. Some of the staff were off the payroll which allows for the funds to be transferred from the Salaries budget line to the Temporary & Part Time budget line without an increase in cost to the County.

**RECOMMENDED:**

**ACTION:** To transfer \$ 7,500 from A1620 511000 – Salaries to A1620 514000 – Temporary & Part time.



**RESOLUTION NO. 243**

**RESOLUTION AUTHORIZING BUDGET MODIFICATION FACILITIES AND  
TECHNOLOGY – IT DIVISION REPAIR & MAINTENANCE EQUIPMENT AND  
TELEPHONE**

By Legislator Stephen Walpole:

Upon recommendation of the Infrastructure, Facilities & Technology 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.

**ADOPTED BY CONSENT VOTE ON DECEMBER 10, 2020:**

**YES: 25      NO: 0      ABSENT: 0      ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE

**Authorized Budget Modification**

**Res. 241 of 2020**

<b>A1680.511000</b>	<b>(\$45,000.00)</b>
<b>A1650.542200</b>	<b>\$2,000.00</b>
<b>A1650.542300</b>	<b>\$20,000.00</b>
<b>A1680.542000</b>	<b>\$23,000.00</b>



COUNTY OF OSWEGO  
DEPARTMENT OF FACILITIES & TECHNOLOGY Oswego, N. Y. 13126

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

INFORMATIONAL MEMORANDUM

**SUBJECT:** Replenish several Facilities & Technology IT Division budget lines

**PURPOSE:** To amend the Facilities & Technology 2020 IT budget in order to fund an anticipated short fall in the following budget lines:

A1650 542200 – Repair & Maintenance – Equipment  
A1650 542300 - Telephones  
A1680 542200 – Repair & Maintenance - Equipment

**SUMMARY:** The Facilities & Technology IT division has had additional expenses for the following:

- Additional cost due to increase in County's backup internet circuit located at DSS.
- Increased from Business Class Copper to 1Gb Fiber.
- Additional cost due to increase in phone support charges for various troubleshooting.
- Increase billing for new cellular lines.
- Additional O365 Licenses
- Addition of enterprise-grade remote support tool
- Purchase of network maintenance support hours to assist with project related configuration & troubleshooting.

I respectfully request \$45,000 from the A1680 5411000 - Salaries & Wages be transferred into the following accounts:

A1650 542200 Repair & Maintenance – Equipment	\$ 2,000
A1650 542300 Telephone	\$ 20,000
A1680 542200 Repair & Maintenance – Equipment	\$ 23,000

**RECOMMENDED:**

**ACTION:** To transfer \$ 45,000 from A1620 – Salaries & Wages to the accounts listed above.



**RESOLUTION NO. 244**

**A RESOLUTION AUTHORIZING THE EXECUTION OF A LEASE WITH THE  
CITY OF OSWEGO REGARDING THE LEGENDS SOFTBALL COMPLEX ON  
CHURCHILL ROAD**

By Legislator Stephen Walpole:

WHEREAS, the City of Oswego has heretofore leased the Legends Softball Complex from the County of Oswego for 25 years and the City has made considerable improvements thereupon; and

WHEREAS, the Legends Softball Complex provides recreational opportunities for both City and County residents alike and promotes both the public health and tourism within the County; and

WHEREAS, the City has requested a renewal of the lease and the County has considered same;

NOW, THEREFORE, upon the recommendation of the Infrastructure and Facilities Committee of this body, it is hereby

RESOLVED, that the Chairman of the Legislature be and is hereby authorized to execute the annexed lease agreement with the City of Oswego for a term of five (5) years; and, it is further

RESOLVED, that the annual rent for the premises shall be ONE DOLLAR.

**ADOPTED BY ROLL CALL VOTE ON DECEMBER 10, 2020:**

**YES: 23      NO: 2      ABSENT: 0      ABSTAIN: 0**

LEGISLATURE  
COUNTY  
OSWEGO



OSWEGO CITY ATTORNEY  
WILLIAM J. BARLOW, JR. MAYOR

KEVIN C. CARACCIOLI, CITY ATTORNEY  
CITY HALL - FIRST FLOOR  
13 WEST ONEIDA STREET  
OSWEGO, NY 13126  
PHONE: (315) 342-0162  
FAX: (315) 342-8247  
WWW.OSWEGONY.ORG

October 26, 2020

Richard C. Mitchell, Esq.  
Oswego County Attorney  
Oswego County Office Building  
46 East Bridge Street  
Oswego, New York 13126

Re: Lease Extension for the Legends Sports Complex

Dear Rich:

As you know, the County and the City of Oswego have entered into a Lease Agreement for the City's use of the Legends Sports Complex located off Churchill Road in the City of Oswego. The Lease is set to expire next year. As you further know, the City has sublet the fields to Champions Events, LLC, for the management of the facilities. If you have been up to the complex, you will agree that Champions Events, LLC, has done a spectacular job revitalizing this resource.

Champions is seeking to invest additional money into the complex, but seek a long-term sublease agreement with the City of Oswego. Since there is only one (1) year left on the current Lease, I have been asked to explore with you the possibility of entering into a Lease Extension at this time to address the more immediate business plans of Champions Events, LLC. This company has revitalized the softball leagues in Oswego. Its youth baseball events attract players and their families from all over the state and multi-state locations. In turn, the revenues generated by the visitors to our community translate into additional revenues for the County, the City and the hospitality industry.

Please let me know if there is willingness on the part of the County Legislature to discuss a long-term Lease Extension at this time. If there is interest in doing so, I look forward to providing you with further details with hopes of getting our respective approvals in place before the end of this year.

Thank you.

Sincerely,

Kevin C. Caraccioli  
City Attorney

c. Hon. William J. Barlow, Jr., Mayor  
J. Arsenault, Champions Events, LLC

**LEASE AGREEMENT BY AND BETWEEN THE  
COUNTY OF OSWEGO AND THE  
CITY OF OSWEGO REGARDING THE  
LEGENDS SOFTBALL COMPLEX**

This Agreement made this \_\_\_\_ day of December, 2020, between the **COUNTY OF OSWEGO**, a municipal corporation, organized and existing under the laws of the State of New York, with its principal office at 46 East Bridge Street, Oswego, New York, 13126, herein after referred to as the "County" and the **CITY OF OSWEGO**, a municipal corporation, organized and existing under the laws of the State of New York, with its principal office, having its principal office located at City Hall, 13 West Oneida Street, Oswego, New York, hereinafter referred to as the "City."

**WHEREAS**, the County owns certain property on Churchill Road in the City of Oswego commonly known and referred to as the "Legends Softball Complex;" and

**WHEREAS**, the City of Oswego has leased the Legends Complex from the County from 1987 and made certain improvements thereupon; and

**WHEREAS**, the complex is used by county residents and visiting softball teams alike for recreational purposes; and

**WHEREAS**, the recreational and tourism opportunities afforded by the premises benefit both the City and the County as a whole; and

**WHEREAS**, the City of Oswego has requested a renewal of its lease and the County has agreed to provide same on certain terms,

**NOW, THEREFORE**, in consideration of the covenants and promises herein contained, the parties hereto agree as follows:

1. The County of Oswego hereby leases to the City of Oswego the "Legends Softball Complex" for a period of five (5) years commencing on January 1, 2021 for the annual rent of **ONE DOLLAR**, said premises to be used for recreational purposes only.
2. The City of Oswego may sublease the premises for softball, recreational and concession purposes related to the recreational use only during the duration of the lease term with the consent of the Infrastructure and Facilities Committee. The City of Oswego shall be responsible for the maintenance and general upkeep of the premises herein or shall provide for same in any sublease. The City shall notify the County of any sublease(s) issued and shall provide the County with a copy of same. Any persons or entities subleasing the property under this agreement shall agree to be bound by the terms and conditions thereof and shall provide the County of Oswego a Certificate of Insurance naming the County of

Oswego as an additional insured with limits identical to the City of Oswego or as agreed upon by the County on an annual basis.

3. As a term and condition hereof, the City of Oswego shall specifically indemnify and hold the County of Oswego harmless from any water, sewer, utility, fees, taxes or other charges or special assessments attributable to the City's use and occupancy of said premises or any sublease granted by the city thereunder.
4. As a further term and condition hereof, the City of Oswego further covenants and agrees to indemnify, defend and hold harmless the County of Oswego, its officers, agents and employees from and against any and all loss or expense that may arise by reason of liability for damage, injury or death, or for invasion of personal property or rights, of every name and nature, and whether casual or continuing trespass or nuisance, any other claim for damages arising at law or equity alleged to have been caused or sustained, in whole or in part, by or because of any omission of duty, negligence or wrongful act on the part of the city, its officers, employees or agents regarding this lease or its operations and responsibilities hereunder. The City of Oswego, a self-insured municipal corporation, agrees to indemnify and hold harmless the County of Oswego from any liability arising from the use of the Legends Softball Complex. Should the City of Oswego, at any point during the lease term, procure insurance regarding the leased premises, a Certificate of Insurance shall be provided to the Oswego County Attorney's Office on an annual basis evidencing General Liability and Automotive coverage in force identical to that maintained by the City on other City facilities.
5. This lease may be cancelled by any party with ninety (90) day's written notice prior to the effective date of cancellation.
6. No changes, amendments or modifications of any of the terms and/or conditions of this Lease Agreement shall be valid unless reduced to writing and signed and approved by the party to be bound.

**IN WITNESS WHEREOF**, we have set our hands and seals on the date and year first above written.

**CITY OF OSWEGO**

By: \_\_\_\_\_

William J. Barlow, Jr. Mayor

**COUNTY OF OSWEGO**

By: \_\_\_\_\_

James S. Weatherup, Chairman  
Oswego County Legislature

**RESOLUTION NO. 245**

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION  
DEPARTMENT OF SOLID WASTE ERF-REPAIRS & MAINTENANCE EQUIPMENT**

By Legislator Stephen Walpole:

Upon recommendation of the Infrastructure and Facilities Committee of this body,  
with 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.

**ADOPTED BY CONSENT VOTE ON DECEMBER 10, 2020:**

**YES: 25    NO: 0    ABSENT: 0    ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE

**Authorized Budget Modification**

**Res. 245 of 2020**

CL8161.526000	(\$10,000.00)
CL8161.541600	(\$30,000.00)
CL8161.542200	\$40,000.00



## Oswego County Department of Solid Waste

D. Mark Powell, P.E., Director of Solid Waste Programs

### MEMORANDUM

To: Infrastructure, Facilities and Technology Committee

From: Mark Powell, P.E., Director of Solid Waste Programs

Re: Budget Modification ERF Tapin Loader Section Replacement

Date: November 20, 2020

The tapin loader section is a steel boxed water-cooled assembly where the waste is pushed into the lower incinerator by the loader ram. It is a high wear area as the ram pushes waste into the incinerator every 6 minutes. There are 4 of these sections that have been in service for at least 13 years. They are worn to a point where they can no longer be repaired.

The cost for a new factory replacement loader section is \$42,000.

To minimize costs, bids were obtained for rebuilding the sections. The cost to do this is \$13,000 per unit. The tapin loader section must be removed and sent to a fabrication shop for this work. This would greatly extend the length of time that the unit would be shut down for repairs, therefore limiting steam production.

It was determined that the most cost-effective approach would be to purchase 1 new factory replacement tapin section and send out the remaining 3 tapin sections to be rebuilt 1 at a time in a phased schedule. This would minimize down time, maximize steam production, and save \$87,000 over purchasing all 4 factory replacement sections.

I request transferring funds from (CL8161.526000) Other Equipment \$10,000 and (CL8161.5416000) Electricity \$30,000 to (CL8161.542200) Repairs & Maint Equip \$40,000 to rebuild 3 tapin loader sections.



**RESOLUTION NO. 246**

**RESOLUTION BUDGET MODIFICATION VACATION BUY-BACK  
DEPARTMENT OF SOLID WASTE**

By Legislator Stephen Walpole:

Upon recommendation of the Infrastructure and Facilities Committee of this body,  
with 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 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.

**ADOPTED BY CONSENT VOTE ON DECEMBER 10, 2020:**

**YES: 25      NO: 0      ABSENT: 0      ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE

**Authorized Budget Modification**

**Res. 246 of 2020**

CL8160.511000	(\$1,000.00)
CL8160.514200	\$1,000.00
CL8161.511000	(\$2,500.00)
CL8161.514200	\$2,500.00



# Oswego County Department of Solid Waste

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D. Mark Powell, P.E., Director of Solid Waste Programs

## **MEMORANDUM**

To: Infrastructure, Facilities, and Technology Committee

Regarding: Solid Waste Budget Modification Vacation Buy Back

From: Mark Powell

Date: November 18, 2020

The Department of Solid Waste is requesting to transfer \$1,000 from CL8160.511000 (Salaries and Wages) to CL8160.514200 (Vacation Buy Back) \$1,000 to cover vacation buy back contractual obligations.

The Department of Solid Waste is requesting to transfer \$2,500 from CL8161.511000 (Salaries and Wages) to CL8161.514200 (Vacation Buy Back) \$2,500 to cover vacation buy back contractual obligations.

**COUNTY OF OSWEGO**

**From**

DATE \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_

**RESOLUTION NO. 247**

**RESOLUTION BUDGET MODIFICATION DEPARTMENT OF SOLID WASTE  
ERF HIGHWAY EXPENSE**

By Legislator Stephen Walpole:

Upon recommendation of the Infrastructure and Facilities Committee of this body,  
with 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 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.

**ADOPTED BY CONSENT VOTE ON DECEMBER 10, 2020:**

**YES: 25    NO: 0    ABSENT: 0    ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE

**Authorized Budget Modification**

**Res. 247 of 2020**

**CL8161.544200  
CL8161.545400**

**(\$30,000.00)  
\$30,000.00**



## Oswego County Department of Solid Waste

D. Mark Powell, P.E., Director of Solid Waste Programs

### MEMORANDUM

To: Infrastructure, Facilities, and Technology Committee

Regarding: Solid Waste ERF Budget Modification Highway Expense

From: Mark Powell

Date: November 20, 2020

The Department of Solid Waste ERF is requesting to transfer \$30,000 from CL8161.544200 (Gasoline and Oil) to CL8161.545400 (Highway Expense) \$30,000 to cover the cost of parts and chemicals for the remainder of the year.

Bristol Hill Landfill - 3125 NYS 3, Fulton, NY 13069

315-591-9200

Energy Recovery Facility - 2801 NYS 481, Fulton, NY 13069

315-591-9280

**COUNTY OF OSWEGO**

**COMMITTEE SIGNATURES** **DATE**           

COUNTY TREASURER	DATE
HUMAN RESOURCES DIRECTOR	DATE
COUNTY ADMINISTRATOR	DATE
DEPARTMENT HEAD	DATE

**RESOLUTION NO. 248**

**RESOLUTION AUTHORIZING THE CHAIRMAN TO EXECUTE A REVISED  
UTILITY EASEMENT WITH NIAGARA MOHAWK POWER CORPORATION  
D/B/A NATIONAL GRID CONCERNING THE OSWEGO COUNTY OFFICE  
COMPLEX - BUNNER STREET**

By Legislator Stephen Walpole:

WHEREAS, National Grid is in the process of upgrading natural gas transmission lines within the City of Oswego to improve the reliability of natural gas service to businesses and residents alike; and

WHEREAS, the current natural gas line to the Oswego County Office Complex is scheduled to be retired by National Grid due to age and replaced with a new natural gas line in connection with the other adjacent transmission line upgrades; and

WHEREAS, this new natural gas line will improve the Oswego County Office Complex; and

WHEREAS, while doing preliminary site work since last meeting, National Grid located a gas valve and desires to alter the easement previously approved at November's meeting to connect to same; and

WHEREAS, this body already approved an easement to National Grid by resolution on November 12, 2020 but, due to the revised map, a subsequent resolution is both necessary and desirable,

NOW, THEREFORE, upon the recommendation of the Infrastructure and Facilities Committee of this body, it is hereby

RESOLVED, that the Chairman of the Legislature be and is hereby authorized to execute the annexed easement in acceptable form to the County Attorney and related paperwork to effectuate filing thereof granting Niagara Mohawk d/b/a National Grid an easement to the hangar depicted on the attached map.

**ADOPTED BY CONSENT VOTE ON DECEMBER 10, 2020:**

**YES: 25    NO: 0    ABSENT: 0    ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE



Janice Gaffney  
Right-of-Way Agent  
Right-of-Way and Survey Engineering

November 30, 2020

The County of Oswego  
Attn: Rick Doten  
111 East 11<sup>th</sup> Street  
Oswego, NY 13126

RE: Brunner St., City of Oswego, NY  
Tax Parcel ID# 128.82-01-02.01

WR# 29991510

Dear Mr. Doten:

Niagara Mohawk Power Corporation d/b/a National Grid needs to upgrade our facilities for safety and reliability purposes on and near your property.

In order to do this, National Grid plans to relocate a gas line on your property as shown on the attached Exhibit A. An easement needs to be executed in order for National Grid to perform this work.

Please review the enclosed easement document and exhibit and contact me by e-mail or phone to acknowledge that you have received this material, and to give me an opportunity to answer any questions you may have.

If the enclosed document is acceptable to you, please have the authorized representative sign the easement where indicated, in the presence of a Notary Public who should complete the Acknowledgement. Please return the **original** executed easement to me in the (postage paid) envelope provided.

Thank you for your anticipated understanding and cooperation in this matter. I look forward to hearing from you.

Sincerely,

Janice Gaffney

Enclosures

## GRANT OF EASEMENT

THE COUNTY OF OSWEGO, a Municipal Corporation existing under and by virtue of the Laws of the State of New York, of 46 East Bridge Street, Oswego, New York 13126 (hereinafter referred to as "Grantor"), for consideration of One Dollar (\$1.00), and other valuable considerations paid, the receipt and sufficiency of which are hereby acknowledged under seal, hereby grants to NIAGARA MOHAWK POWER CORPORATION, a New York corporation, having an address at 300 Erie Boulevard West, Syracuse, New York 13202 (hereinafter referred to as "Grantee"), for Grantee and its lessees, licensees, successors, and assigns, the perpetual right and easement as described in Section 1 below (the "Easement") in, under, through, over, across, and upon the Grantor's land, as described in Section 2 below (the "Grantor's Land")

**Section 1 – Description of the Easement.** The "Easement" granted by the Grantor to the Grantee consists of a perpetual easement and right-of-way, with the right, privilege, and authority to:

a. Construct, reconstruct, relocate, extend, repair, maintain, operate, inspect, patrol, and, at its pleasure, abandon or remove underground gas distribution facilities including a line or lines of pipe, valves, fittings, handholes, manholes, conduit, vaults, housings, connectors, pedestals, closures, markers, cables, connections to aboveground facilities, braces, fittings, foundations, anchors, lateral service lines, and other fixtures and appurtenances (collectively, the "Facilities"), which the Grantee shall require now and from time to time, for the transmission and distribution of natural and manufactured gas for public or private use, in, upon, over, under, and across that portion of the Grantor's Land described in Section 3 below (the "Easement Area"), and the highways abutting or running through the Grantor's Land, and to renew, replace, add to, and otherwise change the Facilities and each and every part thereof and the location thereof within the Easement Area, and utilize the Facilities within the Easement Area for the purpose of providing service to the Grantor and others;

b. From time to time, without further payment therefore, clear and keep cleared the Easement Area of any and all trees, vegetation, roots, aboveground or belowground structures, improvements, or other obstructions and trim and/or remove other trees, roots and vegetation adjacent to the Easement Area that, in the opinion of the Grantee, may interfere with the construction, operation, and maintenance of the Facilities. The first clearing may be for less than the full width and may be widened from time to time to the full width;

c. Excavate or change the grade of the Grantor's Land as is reasonable, necessary, and proper for any and all purposes described in this Section 1; provided, however, that the Grantee will, upon completion of its work, backfill and restore any excavated areas to reasonably the same condition as existed prior to such excavation; and

d. Pass and repass along the Easement Area to and from the adjoining lands and pass and repass over, across, and upon the Grantor's Land to and from the Easement Area, and construct, reconstruct, relocate, use, and maintain such footbridges, causeways, and ways of access, if any, thereon, as is reasonable and necessary in order to exercise to the fullest extent the Easement.

**Section 2 – Description of Grantor's Land.** The "Grantor's Land" is described in a certain Deed recorded in the Oswego County Clerk's Office on 03/09/1971 in Liber 731 of Deeds at Page 493 and consists of land described as being part of Tax Parcel No. 128.82-01-02.01 of the City of Oswego, County of Oswego, New York, commonly known as 74 Bunner Street.

**Section 3 – Location of the Easement Area.** The "Easement Area" shall consist of a portion of the Grantor's Land 10 feet in width throughout its extent, the centerline of the Easement Area being the centerline of the Facilities. The general location of the Easement Area is shown on the sketch entitled 14-20-29991510, which sketch is attached hereto as Exhibit A and recorded herewith, copies of which are in the possession of the Grantor and the Grantees. The final and definitive location(s) of the Easement Area shall become established by and upon the final installation and erection of the Facilities by the Grantees in substantial compliance with Exhibit A hereto.

**Section 4 – Facilities Ownership.** It is agreed that the Facilities shall remain the property of the Grantee, its successors and assigns.

**Section 5 – General Provisions.** The Grantor, for itself, its heirs, legal representatives, successors, and assigns, hereby covenants and agrees with the Grantee that no act will be permitted within the Easement Area which is inconsistent with the Easement hereby granted; no buildings or structures, or replacements thereof or additions thereto, swimming pools, or obstructions will be erected or constructed above or below grade within the Easement Area; no trees shall be grown, cultivated, or harvested, and no excavating, mining, or blasting shall be undertaken within the Easement Area without the prior written consent of the Grantee, it being the intent that the Easement herein conveyed is intended to prohibit the longitudinal or parallel use or occupancy of said Easement Area by surface or subsurface activities or structures which might damage or interfere with the Facilities; the Easement shall not be modified nor the Easement Area relocated by the Grantor without the Grantee's prior written consent; the present grade or ground level of the Easement Area will not be changed by excavation or filling.

The Grantee, its successors and assigns, are hereby expressly given and granted the right to assign this Easement, or any part thereof, or interest therein, and the same shall be divisible between or among two or more owners, as to any right or rights created hereunder, so that each assignee or owner shall have the full right, privilege, and authority herein granted, to be owned and enjoyed either in common or severally. This Grant of Easement shall at all times be deemed to be and shall be a continuing covenant running with the Grantor's Land and shall inure to and be binding upon the successors, heirs, legal representatives, and assigns of the parties named in this Grant of Easement.

IN WITNESS WHEREOF, \_\_\_\_\_ has hereunto set his/her hand(s) and seal(s) this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**THE COUNTY OF OSWEGO**

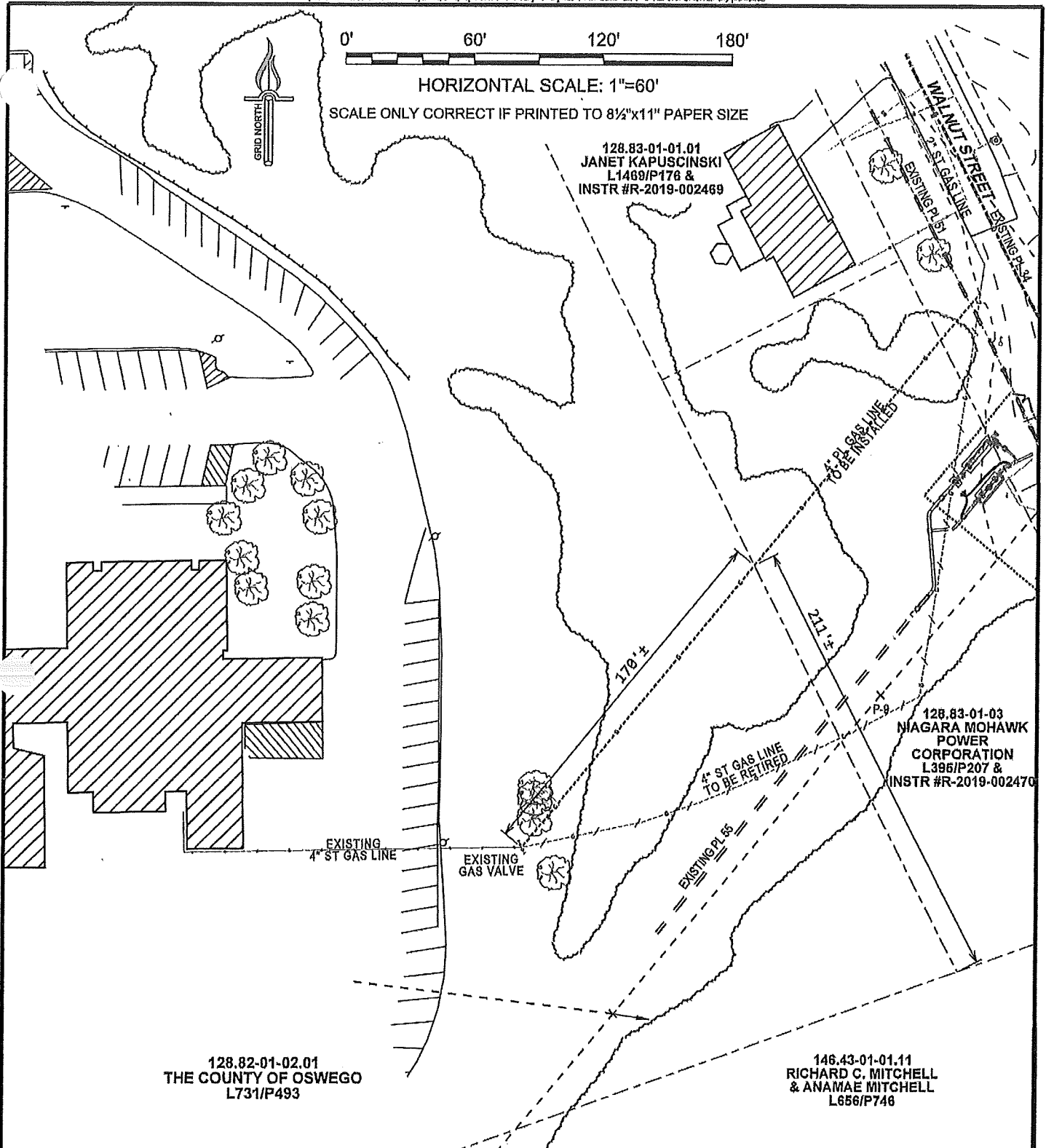
By: \_\_\_\_\_  
Signature

Its: \_\_\_\_\_  
Title

State of New York                    )  
  )  
County of \_\_\_\_\_ )           ss:

On the \_\_\_\_ day of \_\_\_\_\_ in the year 20\_\_, before me, the undersigned, personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

\_\_\_\_\_  
Notary Public



PREPARED BY		EXHIBIT "A" - SERVICE RELOCATION GSR - 4" SERV			
<div>nationalgrid</div>		EASEMENT TO BE OBTAINED FROM			
		THE COUNTY OF OSWEGO			
		74 BUNNER ST. - CITY OF OSWEGO - OSWEGO COUNTY, N.Y.			
DES. CEC	DR. RWM	CK. MAD	DATE: 10/14/20	SCALE: 1"=60'	
REV. 2				INDEX: 13.2-02.1-M49	
REV. 1	REVISED RIGHTS		11/30/20	RWM	NO. A-74498-C

SURVEY PROJECT #5091

W.O. #10029891510

SHEET 1 OF 1

**RESOLUTION NO. 249**

**RESOLUTION AMENDING RESOLUTION NO. 223 – NOVEMBER 12, 2020  
AUTHORIZING EXPENDITURE FROM UNAPPROPRIATED FUND BALANCE  
TO HIGHWAY EQUIPMENT**

By Legislator Stephen Walpole:

WHEREAS, this body has heretofore adopted Resolution No. 223 – November 12, 2020 authorizing expenditure from Unappropriated Fund Balance to the Highway Equipment, and

WHEREAS, it is necessary to amend said resolution in order to be in compliance with the NYS Comptrollers reporting requirements for CHIPS funds.

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

RESOLVED, that the County Treasurer is hereby authorized to execute the budgetary adjustments shown on the attached budget modification form and be it further

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

**ADOPTED BY CONSENT VOTE ON DECEMBER 10, 2020:**

**YES: 25    NO: 0    ABSENT: 0    ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification

Res. 249 of 2020

D5112.545400

\$1,310,449.00



**COUNTY OF OSWEGO  
HIGHWAY DEPARTMENT**

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31 Schaad Drive  
Oswego NY 13126  
(315) 349-8331 Fax (315) 349-8256

Kurt Ospelt, Highway Superintendent

Chris Baldwin, P.E., Highway Engineer

**INFORMATIONAL MEMORANDUM**

**SUBJECT:** Highway Equipment - 2020

**PURPOSE:** To recommend that the Infrastructure, Facilities & Technology Committee, the Finance & Personnel Committee, and the Oswego County Legislature amend Resolution 223, 11/12/20 and authorize the purchase of highway equipment.

**SUMMARY:** The Highway Department is seeking to amend Resolution 223, 11/12/20 and increase D5112\_545400 Highway Expense by a total of \$1,310,449.

This amount will be reimbursed from CHIPS funding

**RECOMMENDED  
ACTION:**

The Infrastructure, Facilities and Technology Committee, the Finance & Personnel Committee and the Oswego County Legislature authorize the \$1,310,499 for the purchase of highway equipment.

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Date

---

Kurt P. Ospelt

**COUNTY OF OSWEGO  
BUDGET MODIFICATION REQUEST**

ACCOUNT NUMBER			ACCOUNT NUMBER			DESCRIPTION	DOLLAR AMOUNT
ORG.	OBJ.	PROJ.	ORG.	OBJ.	PROJ.		
			D5112	545400		Highway Expense	1,310,449.00
TOTAL AMOUNT							1,310,449.00

<b>COMMITTEE SIGNATURES</b>	<b>DATE</b>
<i>Adopted by Resolution of 2020</i>	
<i>Erin Murphy</i>	
<i>Erin Murphy</i>	
<i>Erin Murphy</i>	
<i>Erin Murphy</i>	
<i>Erin Murphy</i>	
<i>Erin Murphy</i>	
<i>Erin Murphy</i>	
<i>Erin Murphy</i>	

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

**RESOLUTION NO. 250**

**A RESOLUTION ADOPTING COUNTY OF OSWEGO LOCAL LAW NUMBER 1  
OF 2020 "A LOCAL LAW REPEALING LOCAL LAW NUMBER 4 OF THE YEAR  
2017"**

By Legislator Walpole:

**WHEREAS**, a public hearing was held on December 10, 2020 and all interested parties having had an opportunity to be heard,

**NOW**, upon the recommendation of the Infrastructure and Facilities Committee of this body, be it

**RESOLVED**, that Local Law Number 1 of the year 2020 entitled "A LOCAL LAW REPEALING LOCAL LAW NUMBER 4 OF THE YEAR 2017" be and is hereby adopted and will become effective in accordance with the provisions of Municipal Home Rule Law §24.

**ADOPTED BY CONSENT VOTE ON DECEMBER 10, 2020:**

**YES: 25    NO: 0    ABSENT: 0    ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE

**RESOLUTION NO. 251**

**RESOLUTION APPOINTING DIRECTOR OF CENTRAL SERVICES**

By Legislator Stephen Walpole:

WHEREAS, this Legislature has heretofore established the Department of Central Services

NOW, on recommendation of the County Administrator and the Infrastructure & Facilities Committee of this body, be it

RESOLVED, that Gregory Powlin is appointed Director of Central Services, effective January 1, 2021 for a term to coincide with the term of this Legislature, at salary grade 60, step 16, \$86,065.

**ADOPTED BY CONSENT VOTE ON DECEMBER 10, 2020:**

**YES: 25    NO: 0    ABSENT: 0    ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE

**RESOLUTION NO. 252**

**A RESOLUTION APPOINTING AN ACTING DIRECTOR OF DEPARTMENT OF  
BUILDINGS AND GROUNDS FOR THE COUNTY OF OSWEGO**

By Legislator Stephen Walpole:

WHEREAS, it is necessary to appoint an Acting Director to supervise staff, participate in budget discussions and to continue to ensure county facilities and infrastructure function correctly; and

WHEREAS, Building Maintenance Technician Supervisor Richard Doten is a 29-year employee in the department and successfully served as Acting Director from December 2014 to September 2015 and during August of 2019

NOW, THEREFORE, upon recommendation of the Infrastructure and Facilities Committee and the Finance & Personnel Committee of this body; it is hereby

RESOLVED, that Richard Doten of the City of Oswego, NY be and hereby is appointed as Acting Director of the Department of Buildings and Grounds at Salary Grade 60, Step 17, in the Management Personnel Compensation Plan, until a successor is appointed.

**ADOPTED BY CONSENT VOTE ON DECEMBER 10, 2020:**

**YES: 25    NO: 0    ABSENT: 0    ABSTAIN: 0**

LEGISLATURE

OSWEGO COUNTY

**RESOLUTION NO. 253**

**RESOLUTION ESTABLISHING HIRING FREEZE IN RESPONSE TO COVID-19 PANDEMIC**

By Legislator John Martino:

WHEREAS, the COVID-19 outbreak and the associated actions taken to prevent its spread are having a significant impact on the County's revenue and expenses;

WHEREAS, this pandemic has effected many areas of the budget, including sales tax revenues, state funding, property tax collections, earned income, increased personnel costs, purchases of technology and personal protection equipment, and many others; and

WHEREAS the largest financial uncertainty created by the pandemic is its potential impact on State aid and reimbursements in 2021, the extent of which are unknown at this time;

NOW, THEREFORE, BE IT RESOLVED, that the Oswego County Legislature enacts the following hiring freeze measures until April 1, 2021, unless otherwise amended or repealed by this Legislature in the interim:

**Hiring Freeze**

1. The Vacancy Review Policy is hereby suspended.
2. Departments are to cease all hiring immediately, with the following exceptions:
  - a. Positions specifically mandated by state or federal law;
  - b. Positions for pandemic response activities, specifically Health Department, Emergency Management, public information division;
  - c. Positions ensuring public safety, specifically Sheriff's Department and E-911;
  - d. Department heads or deputy department head (or equivalent senior management level)
  - e. Vacancies approved to fill prior to December 10, 2020.
  - f. Individual vacancy requests approved in advance of hire by the Chairman of the Legislature to perform essential or mandated functions.
3. All requests to fill vacancies must first be approved by the Chairman of the Legislature. The Chairman may consult with the County Administrator, Personnel Director, Jurisdictional Chairperson and/or department head.
4. For all other vacancies, departments must fill position responsibilities to the extent possible by reassigning existing qualified employees from less critical assignments.

**ADOPTED BY CONSENT VOTE ON DECEMBER 10, 2020:**

**YES: 25    NO: 0    ABSENT: 0    ABSTAIN: 0**

**RESOLUTION NO. 254**

**RESOLUTION EXTENDING PURCHASING FREEZE IN RESPONSE TO  
COVID-19 PANDEMIC**

By Legislator John Martino:

WHEREAS, in response to the financial impact of the COVID-19 pandemic this Legislature previously adopted Resolution 104 of 2020 establishing a purchasing freeze until July 9, 2020, and subsequently extended it until the organizational meeting of the 2021 Legislature by Resolution 182 of 2020; and

WHEREAS, this pandemic continues to negatively impact many areas of the budget, including sales tax revenues, state funding, property tax collections, earned income, personnel costs, purchases of technology and personal protection equipment, and many others; and

WHEREAS the largest financial uncertainty created by the pandemic is its potential impact on State aid and reimbursements in 2021, the extent of which are unknown at this time; and

WHEREAS, is it prudent to continue the purchasing freeze until the full financial impact of the pandemic is known;

NOW, THEREFORE, BE IT RESOLVED, that the Oswego County Legislature extends the current purchasing freeze until April 1, 2021 unless sooner modified or rescinded by this body:

**Purchasing Freeze**

1. The County Purchasing Policy is to be followed for all procurements, with the following exceptions:
  - a. All departments must cease all purchases of discretionary nonpersonal service items, including new publications and memberships, supplies, travel, equipment, and contractual services that are not necessary to protect the health, safety and security of employees and citizens, and to ensure the continuation of high priority operations and services such as mandated functions, court-orders, law enforcement, solid waste management, and public works. Departments are to cease the initiation of new contracts or purchase orders for all but essential items and services. Exceptions to the aforementioned procurements will be reviewed on a case-by-case basis and may be authorized by the County Administrator or Legislature Chair.
  - b. All procurements, except for those related to COVID-19 emergency response, must be initiated by purchase requisition in the PeopleSoft or MUNIS system, and are subject to authorization by the County Administrator and/or Chair of the Legislature.

Nothing herein shall be construed as a limitation on the emergency authority of the Chair pursuant to an Emergency Order to procure and purchase necessary COVID-19 supplies, PPE or vaccines.

**ADOPTED BY CONSENT VOTE ON DECEMBER 10, 2020:**

**YES: 25    NO: 0    ABSENT: 0    ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE

**RESOLUTION NO. 255**

**RESOLUTION INCREASING EXISTING APPROPRIATIONS FOR VARIOUS FUNDS IN SEVERAL OFFICES AND DEPARTMENTS**

By Legislator John Martino:

WHEREAS, it has become necessary to increase the existing appropriations for various funds for the year 2020, in the several offices and departments set forth in the Tabulation at the close of business for 2020; and

WHEREAS, there now exists unencumbered balances and other funds sufficient to meet the necessary increases for said funds.

Now, on recommendation and approval of the Finance and Personnel Committee of this body; be it

RESOLVED, that pursuant to Section 363 and Section 364 of the County Law, the County Treasurer be, and he hereby is, authorized to increase and adjust the existing appropriations for the various funds in the several offices and departments in accordance with the Tabulation as of the close of business for 2020 unencumbered balances in other funds sufficient to meet said adjustments; and be it further

RESOLVED, that the County Treasurer be, and he hereby is authorized, empowered and directed to take whatever steps he deems necessary and proper to effectuate the purpose and intent of this resolution; and be it further

RESOLVED, that certified copy of this resolution delivered to the County Treasurer shall be his authority to effectuate this resolution.

**ADOPTED BY CONSENT VOTE ON DECEMBER 10, 2020:**

**YES: 25    NO: 0    ABSENT: 0    ABSTAIN: 0**

LEGISLATURE  
OSWEGO COUNTY

**RESOLUTION NO. 256**

**RESOLUTION APPROPRIATING FUNDS IN THE 2021 BUDGET IN REGARD TO  
FULL FUNDED GRANT PROJECTS**

By Legislator John Martino:

WHEREAS, a number of grant funds are presently in effect and funded through the Oswego County budget; and

WHEREAS, some of said projects carry on from year to year and are state and federal years which do not coincide with the County Budget Year; and

WHEREAS, the funds on hand in said projects and revenues anticipated should be appropriated in the 2020 budget.

Now, on recommendation of the Finance and Personnel Committee of this body; be it

RESOLVED, that the appropriation accounts and revenue accounts reflected in the attached transfer sheets be, and they hereby are, appropriated in the 2021 budget in accordance with the figures in said transfer sheets and the County Treasurer be, and he hereby is, authorized to make the necessary budget adjustments, entries and transfers to effectuate the intent of this resolution; and be it further

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

**ADOPTED BY CONSENT VOTE ON DECEMBER 10, 2020:**

**YES: 25    NO: 0    ABSENT: 0    ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE

**RESOLUTION NO. 257**

**RESOLUTION MAKING APPROPRIATION FOR THE CONDUCT OF COUNTY  
GOVERNMENT FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2021**

By Legislator John Martino:

WHEREAS, this County Legislature by Resolution heretofore adopted, has approved and adopted the budget for the provision of County Government Services; now therefore be it

RESOLVED, that the several amounts, as specifically recited and reflected in the final column (total) of the respective budgets be, and the same hereby are, appropriated for the objects and purposes as so recited and specified, effective the 1st day of January, 2021.

**ADOPTED BY CONSENT VOTE ON DECEMBER 10, 2020:**

**YES: 25      NO: 0      ABSENT: 0      ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE

**RESOLUTION NO. 258**

**RESOLUTION EXTENDING  
THE MANAGEMENT COMPENSATION PLAN FOR 2021**

By Legislator John Martino:

WHEREAS, the County's Management Compensation Plan expires December 31, 2020;  
and

NOW, on recommendation of the Finance and Personnel Committee of this body, be it

RESOLVED, that the Oswego County Legislature extends the 2013 – 2020 Oswego  
County Management Personnel Compensation Plan one year to expire December 31, 2021, and  
to include the changes as set forth in the attached.

**ADOPTED BY ROLL CALL VOTE ON DECEMBER 10, 2020:**

**YES: 22    NO: 3    ABSENT: 0    ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE

- Add and/or delete the titles below according to their appropriate category

<b>Grade 20</b>	
add:	Human Resources Specialist Trainee
	Deputy County Clerk of Motor Vehicles
<b>Grade 30</b>	
add:	Employee Benefits Specialist
	Administrative Assistant to the County Administrator
delete:	Director of Veteran Services ( <b>went to grade 40</b> )
<b>Grade 40</b>	
add:	Director of Veteran Services
	Senior Systems Administrator
	Senior Help Desk Administrator
	Applications Systems Administrator
	Payroll Administrator
delete:	Employee Benefits Administrator
<b>Grade 50</b>	
add:	Land Bank Executive Director
delete:	Director of Finance for Social Services ( <b>reclassified to OCPA</b> )
	IT Manager
<b>Grade 60</b>	
add:	Social Services Attorney
	Chief Correction Administrator
delete:	Director of Facilities and Technology
	Correction Administrator ( <b>added Chief to title</b> )
<b>Grade 70</b>	
add:	Senior Assistant District Attorney

- Basic Workweek - Add the Director of 911 Communication System to the 40 hr/ work week
- Advance non-vacant personnel salary lines covered by the plan by 1.5% (one salary step) with the exceptions of those newly promoted since October 1, 2020 and Land Bank Director, which have been set separately.

**RESOLUTION NO. 259**

**RESOLUTION ADOPTING COUNTY BUDGET FOR THE FISCAL YEAR  
COMMENCING JANUARY 1, 2021**

By Legislator John Martino:

PURSUANT to the formal actions taken by this body during meetings of the 2020 Legislature, in reviewing the requests and recommendations and the approved amendments thereto, for the appropriation of funds of the County General and Highway Services for the year 2021, be it

RESOLVED, that the County General Budget for the year 2021, including all County General and Highway Services, as the same was presented by the Finance and Personnel Committee, and as amended and revised by this body during the meetings thereon, be, and the same hereby is, adopted by general object number appropriation within each department, for and as the official budget for the County of Oswego for the Fiscal Year commencing January 1, 2021.

**ADOPTED BY ROLL CALL VOTE ON DECEMBER 10, 2020:**

**YES: 23    NO: 2    ABSENT: 0    ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE