

**RESOLUTIONS FOR THE OSWEGO COUNTY LEGILATURE
NOVEMBER 10, 2021**

OSWEGO COUNTY LEGISLATURE

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RESOLUTION NO. 244

**RESOLUTION AUTHORIZING BUDGET MODIFICATION
TO TRANSFER FUNDS FROM PUBLIC DEFENDER OTHER SUPPLIES &
EXPENSE INTO PUBLIC DEFENDER ADDITIONAL HOURS AND SOCIAL
SECURITY TO FUND THE SEVENTY (70) ADDITIONAL HOURS FOR STAFF**

By Legislator David Holst:

Upon recommendation of the Government, Courts and Consumer Affairs 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 NOVEMBER 10, 2021:

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

LEGISLATURE
COUNTY
OSWEGO

Authorized Budget Modification

Res. 244 of 2021

A1170 545500
A1170 514300
A1170 590308

(\$1,769.00)
\$1,643.00
\$126.00

OSWEGO COUNTY ASSIGNED COUNSEL PLAN

70 Bunner Street

Oswego, New York 13126

Telephone: (315) 349-8575

assignedcounsel@oswegocounty.com

INFORMATIONAL MEMORANDUM SUPPORTING A REQUEST FOR A BUDGET MODIFICATION

SUBJECT: Transfer funds for additional hours for staff.

PURPOSE: This resolution proposes to modify certain budget lines.

SUMMARY: The ACP staff has seen a very large increase in paperwork and workload in the last year. The office has two principal account clerks that cannot keep up with the workload at 35 hours a week. Adding a third clerk position was considered but the ACP staff believes it can meet the demands with an additional five (5) hours per clerk per week. The staff is willing to put in this additional time. These additional expenses can be written into a contract with the state grant agency, ILS, for state reimbursement.

FISCAL IMPACT: An additional \$1,769.00 to cover our staff time necessary for administration. These funds can be reimbursable from the state under the Hurrell Herring Grant.

**RECOMMENDED
ACTION:** The Committee on Government, Courts & Consumer Affairs in concert with the Committee on Finance & Personnel authorize this action.

COUNTY OF OSWEGO

BUDGET MODIFICATION REQUEST

From

ACCOUNT NUMBER			ACCOUNT NUMBER			DESCRIPTION	DOLLAR AMOUNT
ORG.	OBJECT	PROJ.	ORG.	OBJECT	PROJ.		
A1170	545500					Other Supplies and Expense	(\$1,769.00)
			A1170	514300		Additional Hours	\$1,643.00
			A1170	590308		Social Security	\$126.00
TOTAL AMOUNT							\$0.00

COMMITTEE SIGNATURES

DATE

COMMITTEE SIGNATURES

DATE _____

11-1-2021

11-1-2021

Gregory M. Williams 11-1-2021

122-1-11

11-21

Michael G. Jackson 11/1/21

E. W. Updell 7/1/21

COUNTY TREASURER

DATE _____

~~HUMAN RESOURCES DIRECTOR~~

DATE _____

COUNTY ADMINISTRATOR

DATE _____

DEPARTMENT HEAD

DATE _____

RESOLUTION NO. 245

**RESOLUTION AWARDING PROFESSIONAL SERVICES CONTRACT –
RFP 21-CKLEG-001 VIDEOTAPING OSWEGO COUNTY LEGISLATURE
MEETINGS**

By Legislator David Holst:

WHEREAS, the County issued a request for proposal for a vendor to provide Videotaping of Oswego County Legislature Meeting; and

WHEREAS, in accordance with Oswego County Purchasing Policy, the Oswego County Purchasing Department solicited Requests for Proposals (RFP 21-CKLEG-001) from multiple qualified firms to provide Videotaping of Oswego County Legislature Meeting; and

WHEREAS, the Clerk Of The Legislature and Oswego County Purchasing Department have reviewed the proposals received and determined the proposal from County Video Service, PO Box 5142, Oswego, NY 13126 meets the County's needs;

NOW, THEREFORE, BE IT RESOLVED, that upon the recommendation of the Government, Courts and Consumer Affairs Committee that the County of Oswego awards the professional service contract for providing Videotaping of Oswego County Legislature Meeting to County Video Service, PO Box 5142, Oswego, NY at a cost of \$220.00 per meeting, no extra charge over two hours of tape time, \$5.00 per DVD copy (County), and \$5.00 per DVD copy (General Public), be it further

RESOLVED that a certified copy of this resolution delivered to the Treasurer and Purchasing Director shall be their authority to affect the procurement of services.

ADOPTED BY VOICE VOTE ON NOVEMBER 10, 2021:

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



OSWEGO COUNTY PURCHASING
46 East Bridge Street, Oswego, NY 13126
Phone (315) 326-6050 Fax (315) 349-8237
Email: Holly.Carpenter@oswegocounty.com

TO: Government Committee
FROM: Holly F. Carpenter, Purchasing Director
DATE: October 19, 2021
RE: RFP Report

Name of Company	Location	Rating	Required Documentation SHC/PRCS/PIS/NCC/RFC				
County Video Service	PO Box 5142 Oswego, NY 13126	30.0	X	X	X	X	X

SHC=Sexual Harassment Certification; PRCS=Proposal Reply Cover Sheet; PIS=Proposer Information Sheet; NCC=Non-collusion Certification; RFC=Resolution for Corporations

Solicitation Process: RFP 21-CKLEG-001 was publicly advertised in the official newspaper, on Bidnet, and on the Oswego County website on October 12, 2021. It was also sent directly to the following vendors:

- KR Productions 171 West 1st Street Oswego, NY 13126
- Mayer Video 2680 Shamrock Road Skaneateles, NY 13152
- Edit Point Video 209 Oswego St Liverpool, NY 13088
- Smiling Video Photography 323 W Broadway Fulton, NY 13069
- County Video Service PO Box 5142 Oswego, NY 13126
- VTFX Productions 2060 Fairport Nine Mile Point Rd. Penfield, NY 14526
- Adhouse Productions 1448 Blossom Rd. Rochester, NY 14610
- SEVideo 60 Saginaw Dr. Rochester, NY 14623
- Electronic Field Productions 155 Sanford St Rochester, NY 14623
- Envision Productions PO Box 23123 Rochester, NY 14692
- Digital Cinema 150 Eaton Road Rochester, NY 14617
- Video Production Unit 215 University Pl. 280 Newhouse II, Syracuse University Syracuse, NY 13244

Number of responses: One (1)

RFP 21-CKLEG-001 -- Video Taping Oswego

County Video Service	<div>Pro</div> <ul style="list-style-type: none">• Experience working with the County• Knowledge and experience with all aspects of videography• Associated with local news and television networks• Capability to live stream (when we are ready) at no extra cost• Flexible <div>Con</div>
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Evaluation Summary: The evaluation committee reviewed and rated each according to the criteria listed on the attached schedule. The Committee recommends awarding the contract to County Video Services.

Proposals Reviewed By: Betsy Saunders

RESOLUTION NO. 246

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION DEPARTMENT
OF BOARD OF ELECTIONS ACCEPT AND DISBURSE ELECTIONS
REGARDING EARLY VOTING EXPANSION ("EVE") GRANT DISBURSEMENT**

By Legislator David Holst:

Upon recommendation of the Government, Courts, & Consumer Affairs 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 NOVEMBER 10, 2021:

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

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification

Res. 246 of 2021

1450 430890 EVE
1450 545500 EVE

(\$21,115.02)
\$21,115.02



BOARD OF ELECTIONS

COUNTY OF OSWEGO
185 EAST SENECA STREET BOX 9
OSWEGO, NEW YORK 13126
FAX (315-349-8357)



Laura Brazak, Commissioner
315-349-8350

Carol M. Bickford, Commissioner
315-349-8351

INFORMATIONAL MEMORANDUM

The Oswego County Board of Elections has been awarded grant money through the State of New York for Early Voting Expansion.

This Grant was in the amount of \$21,115.02. This Grant cannot be used to supplant, offset or reduce the budgeted amounts, so the revenue must be used accordingly.

The grant is fully funded and requires no local matching funds.

The purpose of the grant is to provide reimbursement to Oswego County for expenditures for the public purpose of planning and conducting Early Voting.

Acceptance of this grant requires revenue and expenditure accounts be established for proper accounting of expenditures so that reimbursement can be received from the NYS Office of the State Comptroller.

RESOLUTION NO. 247

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION DEPARTMENT
OF BOARD OF ELECTIONS ACCEPT AND DISBURSE ELECTIONS
REGARDING TECHNOLOGY INNOVATION AND ELECTION RESOURCE
("TIER") GRANT DISBURSEMENT**

By Legislator David Holst:

Upon recommendation of the Government, Courts, & Consumer Affairs 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 NOVEMBER 10, 2021:

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

LEGISLATURE
COUNTY
OSWEGO

Authorized Budget Modification

Res. 247 of 2021

1450 430890 TIER
1450 545500 TIER

\$114,299.49
(\$114,299.49)



BOARD OF ELECTIONS

COUNTY OF OSWEGO
185 EAST SENECA STREET BOX 9
OSWEGO, NEW YORK 13126
FAX (315-349-8357)



Laura Brazak, Commissioner
315-349-8350

Carol M. Bickford, Commissioner
315-349-8351

INFORMATIONAL MEMORANDUM

The Oswego County Board of Elections has been awarded grant money through the State of New York for Technology and Cyber Security.

This Grant was in the amount of \$114,299.49. This Grant cannot be used to supplant, offset or reduce the budgeted amounts, so the revenue must be used accordingly.

The grant is fully funded and requires no local matching funds.

The purpose of the grant is to provide reimbursement to Oswego County for expenditures to help achieve Election Security, Technology and Cyber Security. Acceptance of this grant requires revenue and expenditure accounts be established for proper accounting of expenditures so that reimbursement can be received from the NYS Office of the State Comptroller.

RESOLUTION NO. 248

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION COUNTY
ATTORNEY'S OFFICE-BOOKS AND PERIODICALS**

By Legislator David Holst:

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

RESOLVED, that the County Treasurer be, and he 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 NOVEMBER 10, 2021:

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

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification

Res. 248 of 2021

A1420 511000


(\$17,000.00)

A1420 542600

\$17,000.00

MEMORANDUM

To: Members of the Government, Courts & Consumer Affairs

From: Richard C. Mitchell, County Attorney 

Date: October 20, 2021

Re: **Budget Modification Request**

Due to the need to access arbitration decisions in Bloomberg in connection with various arbitrations (disciplinary and otherwise) and increased Westlaw charges, this office is requesting to move money from a personnel line which was vacant for a portion of 2021 due to a retirement into Books and Periodicals to cover anticipated expenses through the end of 2021.

This transfer is within the departmental budget and at no additional county cost.

2021 BUDGET MODIFICATION REQUEST

(From)			To			DOLLAR AMOUNT
ACCOUNT NUMBER			ACCOUNT NUMBER			
ORG	OBJECT	PROJECT	ORG	OBJECT	PROJECT	
A1420	511000					Salaries and Wages Reg (Position #142044201) (\$17,000)
			A1420	542600		Books and Perodicals \$17,000
						(Bloomberg for arbitration, increased fees for WestLaw)
TOTAL AMOUNT						\$0

COMMITTEE SIGNATURES	DATE
Deaf Mike	11-1-2021
Sam	11-1-2021
Joseph M. Williams	11-1-2021
Deaf	11-1-2021
Deaf B. D.	11-1-21
Michael R. Yarden	11/1/21
R. W. Conard	11/1/21

COUNTY TREASURER

PERSONNEL DIRECTOR **DATE**

COUNTY ADMINISTRATOR, DATE

DEPARTMENT HEAD _____ DATE _____

RESOLUTION NO. 249

**A RESOLUTION APPROVING AND CONFIRMING TAX AUCTION BIDS
AND AUTHORIZING EXECUTION OF DEEDS**

By Legislator David Holst:

WHEREAS, the County of Oswego has heretofore commenced in rem tax foreclosure proceedings under Article 11 of the Real Property Tax Law against various, delinquent tax properties within the County of Oswego; and

WHEREAS, the county has acquired tax title to said parcels by virtue of a judgment of foreclosure; and

WHEREAS, the tax district enjoys a right of sale under RPTL section 1166 and public tax auction was recently held in October of 2021 for all parcels that were not otherwise repurchased from the county and the properties were sold at auction to the highest eligible bidder; and

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

RESOLVED, that the County Treasurer as Enforcing Officer of the County of Oswego be and is hereby authorized to sell and convey under his hand and seal the annexed tax parcels which were acquired by the in rem tax foreclosures of 2019, or prior, as shown upon the attached schedule to the highest eligible auction bidders in accordance with the tax auction terms and conditions and upon receipt of payment in full of all monies due and owing to the county; and, it is further

RESOLVED, that the highest bids from eligible bidders be and are hereby approved and confirmed by this body and, should a highest bidder default, the Enforcing Officer be and is hereby authorized to sell and convey said parcel to the next highest eligible bidder in his discretion; and, it is further

RESOLVED, that any contracts and conveyances on the same terms executed and conveyed between the tax auction and this resolution be and are hereby ratified and confirmed by this body.

ADOPTED BY VOICE VOTE ON NOVEMBER 10, 2021:

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

RESOLUTION NO. 250

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION SHERIFF'S
OFFICE TRANSFER FROM INSURANCE RECOVERY (TREASURER'S OFFICE)
TO AUTOMOTIVE EQUIPMENT (ROAD DIVISION)**

By Legislator Terry Wilbur:

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

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

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

ADOPTED BY CONSENT VOTE ON NOVEMBER 10, 2021:

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

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification

**A1325 426800
A3110 523000**

Res. 250 of 2021

**(\$31,981.15)
\$31,980.15**



ADMINISTRATION
(315) 349-3307
FAX (315) 349-3483

ROAD PATROL
(315) 349-3411
FAX (315) 349-3303

CRIMINAL INVESTIGATION
(315) 349-3318
FAX (315) 349-3317

OSWEGO COUNTY SHERIFF'S OFFICE

DONALD R. HILTON
SHERIFF



JOHN F. TOOMEY
UNDERSHERIFF
MICHAEL R. BENJAMIN
JAIL ADMINISTRATOR



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

JAIL DIVISION
(315) 349-3300
FAX (315) 349-3349

39 Churchill Road, Oswego, New York 13126-6613

INFORMATIONAL MEMORANDUM

DATE: October 12, 2021

SUBJECT: Vehicle Repair from the Insurance Recovery Fund

SUMMARY: A request is being made to transfer funds from the Insurance Recovery Fund (A1325.426800) in the amount of \$31,981.15 into Automotive Equipment (A3110.523000) to repair one 2016 Ford Explorer Utility Police Interceptor that collided with a deer. Attached is a copy of the claim check sent from New York Municipal Insurance Reciprocal.

RECOMMENDED

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

Date: September 15, 2021

TO

TOTAL AMOUNT

COUNTY TREASURER

DATE _____

DATE _____

COUNTY ADMINISTRATOR

DATE _____

RESOLUTION NO. 251

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION SHERIFF'S
OFFICE TO ACCEPT REVENUE FROM ALTMAR-PARISH-WILLIAMSTOWN
SCHOOL DISTRICT TO FUND SPO POSITION**

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 NOVEMBER 10, 2021:

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

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification

Res. 251 of 2021

A3112 415200	(\$13,968.00)
A3112 514000	\$9,000.00
A3112 544500	\$968.00
A3112 545300	\$3,000.00
A3112 509308	\$1,000.00



ADMINISTRATION
(315) 349-3307
FAX (315) 349-3483

ROAD PATROL
(315) 349-3411
FAX (315) 349-3303

CRIMINAL INVESTIGATION
(315) 349-3318
FAX (315) 349-3317

OSWEGO COUNTY SHERIFF'S OFFICE



DONALD R. HILTON
SHERIFF

JOHN F. TOOMEY
UNDERSHERIFF
MICHAEL R. BENJAMIN
JAIL ADMINISTRATOR



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

JAIL DIVISION
(315) 349-3300
FAX (315) 349-3349

39 Churchill Road, Oswego, New York 13126-6613

INFORMATIONAL MEMORANDUM

DATE: October 20, 2021

SUBJECT: Budget Modification to accept funds from Altmar-Parish-Williamstown School District to fund one Special Patrol Officer position.

PURPOSE: The Sheriff's Office requests permission to accept funds from Altmar-Parish-Williamstown School District and to provide a Special Patrol Officer at one County School.

SUMMARY: The Sheriff's Department requests permission to receive revenue in the amount of \$13,968 from Altmar-Parish-Williamstown School District to fund one additional Special Patrol Officers (SPO) Position. This revenue will fund the position for the remainder of 2021. The current request is for one additional Officer. The Sheriff's Office will now employ a total of 13 Officers to share coverage at 11 schools. This request is cost neutral as the initial startup costs will cover all expenses (wages, training, uniforms, weapons etc.) as per an MOU between the Sheriff's Office and the School District.

RECOMMENDED ACTION: The Sheriff's Office recommends the approval of this cost neutral budget modification.

TO

COMMITTEE SIGNATURES

DATE _____

DATE _____

DATE _____

RESOLUTION NO. 252

**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 VOICE VOTE ON NOVEMBER 10, 2021:

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

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification

Res. 252 of 2021

A3020 511000
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
10/21/2021

2021 has been a difficult year with staffing for the E911 Department. E911 currently has 6 full time telecommunicator positions and 2 part time telecommunicator positions open. These vacancies have increased our overtime costs unexpectedly in the last couple months to maintain appropriate coverage of the department.

I am requesting a budget modification from salaries and wages to overtime to cover the required overtime that E911 is incurring. 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 2021 barring any further major impacts to staffing.

COUNTY OF OSWEGO

[illegible]

COMMITTEE SIGNATURES	DATE
<i>Franklin Walker</i>	11-1-21
<i>Steve Green</i>	11/1/21
<i>Dr. Mariano</i>	11/1/21
<i>Richard B. Kline</i>	11/01/2021
<i>Bridgette-Ann</i>	11/1/21
<i>McMestro</i>	11/1/21

COUNTY TREASURER	DATE
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HUMAN RESOURCES DIRECTOR DATE

COUNTY ADMINISTRATOR	DATE
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DEPARTMENT HEAD	DATE
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RESOLUTION NO. 253

**RESOLUTION ESTABLISHING CAPITAL PROJECT NO. 0621 CORRECTIONAL
FACILITY'S CONTROL SYSTEM**

By Legislator Terry Wilbur:

WHEREAS, the Sheriff's Department has identified the need to replace the master control and security system in the Correctional Facility

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

RESOLVED, that the County Treasurer be, and he hereby is, authorized to transfer \$850,000 from Unappropriated Fund Balance to Capital Project No.0621 -Master Control System-Sheriff's Department Correctional Facility with 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 VOICE VOTE ON NOVEMBER 10, 2021:

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

LEGISLATURE

COUNTY

OSWEGO

Authorized Budget Modification

Res. 253 of 2021

H529000 0621

\$850,000.00

H450310 0621

(\$850,000.00)



ADMINISTRATION
(315) 349-3307
FAX (315) 349-3483

ROAD PATROL
(315) 349-3411
FAX (315) 349-3303

CRIMINAL INVESTIGATION
(315) 349-3318
FAX (315) 349-3317

OSWEGO COUNTY SHERIFF'S OFFICE

DONALD R. HILTON
SHERIFF



JOHN F. TOOMEY
UNDERSHERIFF
MICHAEL R. BENJAMIN
JAIL ADMINISTRATOR



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

JAIL DIVISION
(315) 349-3300
FAX (315) 349-3349

39 Churchill Road, Oswego, New York 13126-6613

INFORMATIONAL MEMORANDUM

DATE: October 29, 2021

SUBJECT: Upgrade to Sheriff's Office Correctional Facility's access and control system

SUMMARY: A request is being made to transfer funds from the Unappropriated Fund Balance to Capital Project No. 0621. The Sheriff's Office is looking to upgrade the Correctional Facility's access and control system. The existing security control system is outdated and needs to be upgraded to support Genetac Camera systems and be compatible with Windows 10 OS. Upgrading this system will make the Correctional Facility more secure and much safer for correction officers as well as inmates housed within the jail.

RECOMMENDED

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

COUNTY OF OSWEGO

COMMITTEE SIGNATURES	DATE
_____	_____

COMMITTEE SIGNATURES _____ DATE _____

COUNTY TREASURER

PERSONNEL DIRECTOR DATE

COUNTY ADMINISTRATOR

DEPARTMENT HEAD DATE

RESOLUTION NO. 254**RESOLUTION CREATING ONE NEW TEMPORARY POSITION IN THE E-911 DEPARTMENT**

By Legislator Terry Wilbur:

WHEREAS, a new temporary position of Supervising Telecommunicator is needed to fill a vacancy created by a leave; and

WHEREAS, the hourly rate for the position is between \$20.30 and \$22.31 per hour and will be paid for from savings within the current E-911 Department budget.

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

RESOLVED, that one new temporary position of Supervising Telecommunicator, be created in the E-911 Department as noted above, and be it further

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

ADOPTED BY VOICE VOTE ON NOVEMBER 10, 2021:

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

OSWEGO COUNTY VACANCY REVIEW COMMITTEE
Request for Authorization to Fill Vacancy / Report of Position Deletion

Form A

Department Name: E 9-1-1

Position No.:

Title: Temporary Supervising Telecommunicator

Grade: 9

- ☒ Request to Fill Vacancy at Current Grade, Title, and Hours (Complete all questions)
☐ Request to Fill Vacancy at Different Grade, Title or Hours (Complete all questions)
☐ Request to Delete Position (Complete questions 1, 3, 4, 5, 7 and 9)

1. Previous Hourly Rate or Salary:

2. New Hourly Rate or Salary: \$20.30 - \$22.31

3. Currently: ☒ FT Permanent ☐ PT Permanent ☐ FT Temp. ☐ PT Temp.
Requested: ☐ FT Permanent ☐ PT Permanent ☒ FT Temp. ☐ PT Temp.

4. Is any portion of this position paid for by another Non-County source? If yes, identify below:
% Federal _____ % State _____ % Non-County Local _____ Specify Local Source _____

5. Which of the following most closely applies to this position?

- A. ☐ The position is specifically mandated. There are _____ of the same title and duties in the department.
- B. ☐ All or part of the position's duties fulfill a mandated function and it is the only position in the department that has these duties.
- C. ☐ All or part of the position's duties fulfill a mandated function and there are _____ of the same title and duties in the department. Average caseload: _____.
- D. ☒ The position is not mandated. There are _____ of the same title and duties in the department.

If you selected A above, cite the law or regulation establishing the mandate: _____

6. Reason for Vacancy: ☐ Resignation ☐ Termination ☐ Retirement ☒ Leave ☐ Other (explain)

7. Date Position Became Vacant: 10/19/21 – Supervising Telecommunicator put on administrative leave.

8. Describe this position's duties: To answer the Emergency phone line, give appropriate information to the caller, and collect and disseminate information for Emergency responders.

9. If the position is denied, or if you are eliminating the position, describe:

A. how you will reassign duties and/or restructure within your department: Each Telecommunicator is assigned to a team that when on shift, has specific duties to accomplish. These assigned duties require a set number of people in the Center in order to accomplish these tasks. A recent staffing analysis of our Center revealed that, based on our then current work-load, the staffing level should be set at 38.15 full time equivalent positions. Our current staff is set at 35 authorized positions. Optimization of our organization has already occurred and staff has reached the recommended "span of control" in managing resources and tasks. At our current staff level of 28 positions, we routinely work understaffed and it reflects in our target numbers that identify efficiency in answering Emergency calls.

B. how services and/or caseloads may be impacted: I would not have the appropriate quantity of supervisors available to cover all shifts. The 3 current Supervising Telecommunicators would be required to cover the open shift. Certain tasks will no longer be performed in an attempt to reduce workload and increase efficiency in answering Emergency calls.

C. any revenue impact: None

10. Describe how this position fits into department succession planning: Qualified candidates for the position of Senior Telecommunicator are chosen from the pool of Telecommunicators. Replacing this vacant position will help to maintain an appropriate ratio of staff to workload and qualified candidates for future vacancies in the Senior Telecommunicator position.

Department Head Signature

Date

Vacancy Review Committee Recommendation: ☐ Yes ☐ No

Finance and Personnel Committee Action: ☐ Approved ☐ Disapproved ☐ Other Date: _____

RESOLUTION NO. 255

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF
SOCIAL SERVICES/MENTAL HYGIENE TO TRANSFER BALANCE OF 2020
OPWDD STATE AID**

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 NOVEMBER 10, 2021:

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

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification

Res. 255 of 2021

A4310 434900 OPWDD
A4310 545500 OPWDD

(\$211,883.00)
\$211,883.00



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

TO: Human Services Committee, Oswego County Legislature

FROM: Stacy Alvord, MSW, Commissioner

DATE: October 19, 2021

SUBJECT: Mental Hygiene Division budget modification to transfer balance of 2020 OPWDD State Aid into 2021 budget.

PURPOSE: To recommend the approval of a pass-through budget modification to increase State revenue and corresponding contract expense lines.

SUMMARY: This budget modification will allow the balance of 2020 OPWDD funds to be moved into the 2021 budget and allow for final 2020 reconciliation payment to Oswego Industries for 2020 expenses incurred by their workshop program as per their Consolidated Fiscal Report (CFR).

The Division respectfully requests to increase 2021 OPWDD revenue and expense lines, in the amount of \$211,883. All funding is 100% NYS OPWDD funding. There is no local share.

RECOMMENDED ACTION: The Mental Hygiene Division recommends the Human Services Committee; Finance and Personnel Committee and the Oswego County Legislature approve the attached budget modification.

2021 BUDGET
11/1/2021

COMMITTEE SIGNATURES	DATE
<i>AK</i>	11/1/21
<i>Bridge and W</i>	11/1/21
<i>Michael B. Gordon</i>	11/1/21
<i>Hayward B. Gordon</i>	11-1-21
<i>Ann B. D</i>	11-1-21
<i>Baer</i>	11/1/21

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

RESOLUTION NO. 256

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF
SOCIAL SERVICES TO TRANSFER FUNDS INTO LEGAL FEES**

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 NOVEMBER 10, 2021:

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

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification

A6070 511000
A6070 543300

Res. 256 of 2021

(\$21,000.00)
\$21,000.00



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

TO: Human Services Committee, Oswego County Legislature

FROM: Stacy Alvord, MSW, Commissioner

DATE: October 19, 2021

SUBJECT: Budget Modification for DSS Contracted Legal Services

SUMMARY: To maintain timeliness with requirements and caseloads in Family Court, Child Support, and for other DSS legal services, DSS contracts with fee for service Attorneys to assist with the workload and demands on our legal team.

Due to an approved leave of absence on our legal team, DSS anticipates additional fee for service Attorney coverage will be required for the remainder of 2021. Our staff Attorneys are already over-extended covering the needs of the department.

This budget modification will shift funds into the Legal Fees line to cover the fee for service Attorney coverage required by the department. This budget modification is budget neutral.

**RECOMMENDED
ACTION:**

The Department of Social Services recommends the Human Services Committee, the Finance and Personnel Committee, and the Oswego County Legislature approve the attached budget modification.

2021 Budget
11/1/2021

COMMITTEE SIGNATURES	DATE
<i>[Signature]</i>	11/1/21
Bridget E. Under	11/1/21
Michael B. Under	11/1/21
Herbert A. Under	11-1-21
Wm B. Under	11-1-21
Samuel A. Under	11/1/21

DATE _____

RESOLUTION NO. 257

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF
SOCIAL SERVICES TO TRANSFER FUNDS INTO ADOPTION SUBSIDY**

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 NOVEMBER 10, 2021:

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

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification

Res. 257 of 2021

**A6070 545500 PPCON
A6070 545500 ADPTS**

**(\$327,000.00)
\$327,000.00**



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

TO: Human Services Committee, Oswego County Legislature

FROM: Stacy Alvord, MSW, Commissioner

DATE: October 19, 2021

SUBJECT: Budget Modification for DSS Adoption Subsidy

SUMMARY: DSS is projecting the Adoption Subsidy account will be short \$327,000 to close out 2021.

DSS is experiencing many adoptions finally moving through Family Court after delays due to the pandemic. For 2020, there were 27 adoptions total. To date in 2021, there have been 24 adoptions with a quarter of the year remaining. Family Court has created a process for virtual adoption hearings which is catching up on backlog from several months in 2020 when court was only hearing emergency petitions.


This budget modification is budget neutral.

**RECOMMENDED
ACTION:**

The Department of Social Services recommends the Human Services Committee, the Finance and Personnel Committee, and the Oswego County Legislature approve the attached budget modification.

2021 Budget
11/1/2021

COMMITTEE SIGNATURES	DATE
<i>[Signature]</i>	11/1/21
<i>Bruce E. Allen</i>	11/1/21
<i>Michael G. Gordon</i>	11/4/21
<i>Herbert Gordon</i>	11/11/21
<i>Wm B.D.</i>	11-1-21
<i>[Signature]</i>	11/1/21

COUNTY TREASURER	DATE
HUMAN RESOURCES DIRECTOR	DATE
	11 / 24
COUNTY ADMINISTRATOR	DATE
DEPARTMENT HEAD	DATE

RESOLUTION NO. 258

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF
SOCIAL SERVICES TO TRANSFER FUNDS INTO OTHER EQUIPMENT**

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 NOVEMBER 10, 2021:

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

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification

Res. 258 of 2021

A6010 446410
A6010 526000

(\$24,000.00)
\$24,000.00



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

TO: Human Services Committee, Oswego County Legislature

FROM: Stacy Alvord, MSW, Commissioner

DATE: October 20, 2021

SUBJECT: Budget Modification - Updated equipment for HEAP Staff

SUMMARY: DSS has been awarded additional administrative funding through the 100% federally funded HEAP Program. The HEAP team has not received upgraded equipment within the last 10 years. DSS is requesting a budget modification to accept and budget this revenue to make the needed equipment purchases. Once the purchases are made and claimed, the equipment will receive a 100% HEAP administrative funding reimbursement.

**RECOMMENDED
ACTION:**

The Department of Social Services recommends the Human Services Committee, the Finance and Personnel Committee, and the Oswego County Legislature approve the attached budget modification.

2021
10/19/2021

COMMITTEE SIGNATURES	DATE
<i>[Signature]</i>	11/1/21
Binye - 2000	11/1/21
Michael R. Gardner	11/1/21
Michael A. Gardner	11-1-21
Wm B.D.	11-1-21
Ray m. D.	11/1/21

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

RESOLUTION NO. 259

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF
SOCIAL SERVICES TO ACCEPT FEDERAL ADULT PROTECTIVE SERVICES
GRANT**

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 NOVEMBER 10, 2021:

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

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification

Res. 259 of 2021

A6070 446700	(\$28,266.00)
A6070 526000	\$25,500.00
A6070 545500 SUPPLY	\$2,766.00



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

TO: Human Services Committee, Oswego County Legislature

FROM: Stacy Alvord, MSW, Commissioner

DATE: October 20, 2021

SUBJECT: Budget Modification to accept Adult Protective Services Grant

SUMMARY: The Administration for Community Living has made available one-time funding in the amount of \$28,266 to Oswego County DSS through the Federal Grants to Enhance Adult Protective Services to Respond to COVID-19. These funds are made available to us to provide resources to Adult Protective Services (APS) to enhance, improve and expand the ability of APS to investigate allegations of abuse, neglect, and exploitation in the context of COVID-19.

Oswego County DSS's APS intends to utilize a portion of these 100% federal funds to purchase communications and technology hardware, including iPads w/ keyboard cases for use in the field with APS clients, and docking laptops for all APS staff. It will also use a portion of these funds to provide goods and services to APS clients related to COVID-19, as identified by Caseworkers in the field.

There is no local share associated with this budget modification.

**RECOMMENDED
ACTION:**

The Department of Social Services recommends that the Human Services Committee, the Finance and Personnel Committee, and the Oswego County Legislature approve the acceptance of these funds in accordance with this Budget Modification.

2021 Budget
10/20/2021

COMMITTEE SIGNATURES	DATE
<i>[Signature]</i>	11/1/25
<i>B. May E. L. M.</i>	11/1/21
<i>Michael G. Gordon</i>	11/1/21
<i>Robert P. Gordon</i>	11-1-21
<i>John B. D.</i>	11-1-21
<i>Carl A. D.</i>	11/1/21

12/1/21

[Signature]

1/21

DATE _____

RESOLUTION NO. 260

RESOLUTION APPOINTING MEMBER TO THE COMMUNITY SERVICES BOARD

By Legislator Roy Reehil:

WHEREAS, The Community Services Board is a statutory body created in accordance with provisions of the New York State Mental Hygiene law,

WHEREAS, the Board is responsible for overseeing all Mental Health, Developmental Disability and Addictions programs,

WHEREAS, the membership is appointed by the Oswego County Legislature,

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

RESOLVED, that the following individual be, and hereby is appointed to the Oswego County Community Services Board for term to expire as outlined below:

Ms. Teresa Woolson, term expiration 11/30/2025

ADOPTED BY CONSENT VOTE ON NOVEMBER 10, 2021:

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



COUNTY OF OSWEGO
Division of Mental Hygiene

Department of Social Services
Stacy Alvord, MSW Commissioner

Nicole Kolmsee, MS
Director of Community Services
nicole.kolmsee@oswegocounty.com

P.O. Box 1320 • Mexico, New York 13114
phone 315.963.5361 • fax 315.963.5530
www.oswegocounty.com/mentalhygiene

INFORMATIONAL MEMORANDUM

DATE: October 20, 2021

SUBJECT: Appointment of Member to the Community Services Board

PURPOSE: To recommend the appointment of members to the Community Services Board

SUMMARY: The Community Services Board is a statutory body of fifteen members created in accordance with provisions of the New York State Mental Hygiene Law. The Board oversees all Mental Health, Developmental Disability, and Addictions programs. Appointments are by the County legislature for a term of four years.

Community Services Board Nominates:

Teresa Woolson (Appointment)

Term to Expire 11.30.2025

Teresa has been employed with Operation Oswego County for the past 38 years. She will be retiring at the end of 2021. Teresa is very active in the Oswego County Community. She is the President and Founder of the VOW (Victor Orlando Wilson) Foundation, Farnham Family Services Board Member, and Mexico Trail Riders, Inc. Board Member, and has served on other various Boards in the past. She is actively involved with the Oswego County Suicide Prevention Coalition, the Oswego County Prevention Coalition, Oswego County Opioid Consortium, and the Substance Use & Recovery Team LIFT of Oswego County. Teresa graduated from Oswego High School, has participated in Leadership Oswego County, and is a Certified Narcan Trainer. Teresa is a resident of Oswego County, residing in the Town of Scriba.

**RECOMMENDED
ACTION:**

The Division of Mental Hygiene recommends the Human Services Committee and Oswego County Legislature appoints the above-named person to the Community Services Board for the statutory term.

RESOLUTION NO. 261

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION OFFICE
FOR THE AGING – DISABILITY AWARENESS GRANT**

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 NOVEMBER 10, 2021:

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

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification

Res. 261 of 2021

A6772 437720 ID/DD	(\$21,875.00)
A6772 543800 ID/DD	\$6,500.00
A6772 545500 ID/DD	\$6,500.00
A6772 543600 ID/DD	\$2,375.00
A6772 542500 ID/DD	\$2,500.00
A6772 544400 ID/DD	\$1,500.00



Sara Sunday
Aging Services Administrator

Oswego County Office Complex
70 Bunner Street, Oswego NY 13126

INFORMATIONAL MEMORANDUM

From: Sara Sunday

Date: October 20, 2021

Subject: Budget Modification Request – Disability Awareness Grant

Purpose: To amend the 2021 Office for the Aging budget to accept and allocate \$21,875, as awarded for Disability Awareness.

Background: The New York State Office for the Aging (NYSOFA) has allocated funds to the Oswego County Office for the Aging (OFA) to be used for Intellectual and Development Disability Awareness.

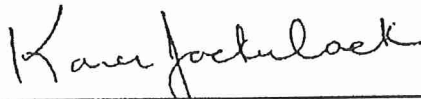
The funding will help cover the cost of advertising and creating a toolbox for providers (hospital discharge planners, nursing home discharge planners and caregivers) to use – connecting caregivers with the tools they need to assist their loved ones.

The Department respectfully requests acceptance of this funding allocation. The attached budget modification reflects this request. Services are funded at 100%.

Fiscal Impact: There will be no negative impact to the budget.

Recommended Action: The Office for the Aging respectfully recommends the Human Services Committee, the Personnel and Finance Committee and the Oswego County Legislature authorize the transfer of this grant funding to operating accounts as listed.

NOTIFICATION OF GRANT AWARD - Disability Awareness Grant

Name & Address of Area Agency: Oswego County Office for the Aging P.O. Box 3080 County Office Complex - 70 Bunner Street Oswego, NY 13126-3080		Name and Address of Sponsoring Agency/Payee: Oswego County																											
Fiscal Year from which funds awarded: 2020		Beginning: 01/01/2020	Ending: 12/31/2021																										
This Award is: New																													
<u>Section I - Cost Categories</u> <table border="1"> <thead> <tr> <th></th> <th><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td>Personnel</td> <td>-</td> </tr> <tr> <td>Fringe Benefits</td> <td>-</td> </tr> <tr> <td>Equipment</td> <td>-</td> </tr> <tr> <td>Travel</td> <td>-</td> </tr> <tr> <td>Maintenance & Operations</td> <td>-</td> </tr> <tr> <td>Other Expenses</td> <td>-</td> </tr> <tr> <td>Contracts</td> <td>-</td> </tr> <tr> <td>APPROVED COSTS</td> <td>-</td> </tr> </tbody> </table>			<u>Amount</u>	Personnel	-	Fringe Benefits	-	Equipment	-	Travel	-	Maintenance & Operations	-	Other Expenses	-	Contracts	-	APPROVED COSTS	-	<u>Section II - Grantee Budget - Grant Funding:</u> <table border="1"> <tbody> <tr> <td>Grant Share (see remark 1)</td> <td>-</td> </tr> <tr> <td>Net Cost</td> <td>-</td> </tr> </tbody> </table> <u>Section III - Federal Funds Ceiling:</u> <table border="1"> <tbody> <tr> <td>Base Allocation</td> <td>21,875.00</td> </tr> <tr> <td>Grants Funds Ceiling (see remark 1)</td> <td>21,875.00</td> </tr> </tbody> </table>		Grant Share (see remark 1)	-	Net Cost	-	Base Allocation	21,875.00	Grants Funds Ceiling (see remark 1)	21,875.00
	<u>Amount</u>																												
Personnel	-																												
Fringe Benefits	-																												
Equipment	-																												
Travel	-																												
Maintenance & Operations	-																												
Other Expenses	-																												
Contracts	-																												
APPROVED COSTS	-																												
Grant Share (see remark 1)	-																												
Net Cost	-																												
Base Allocation	21,875.00																												
Grants Funds Ceiling (see remark 1)	21,875.00																												
<p>REMARKS: In addition to the conditions contained in the Four Year Plan, Annual Update and approved Application for Funding, the conditions checked below apply to this award:</p> <p>[XX] 1. Reimbursement is limited to the <u>lower</u> of the Grant Share of net cost or the "Grant Funds Ceiling"</p> <p>[XX] 2. Receipt of grant funds, either through advance or reimbursement, does not constitute earning of these funds. The grant share of the project cost is earned only when allowable costs have been incurred and paid.</p> <p>[XX] 3. A separate audit trail is to be maintained for these funds and copies of all receipts and other pertinent documentation are to be maintained by the recipient for subsequent audit.</p> <p>[XX] 4. The final claim with all required supporting documentation must be received within sixty (60) days of the end of the program period.</p>																													
Name & Title of Authorizing Official: Karen Jackuback		Signature 	Date 6/15/21																										

COUNTY OF OSWEGO
BUDGET MODIFICATION REQUEST

FROM			TO			DESCRIPTION	DOLLAR AMOUNT
ORG	OBJECT	PROJECT	ORG	OBJECT	PROJECT		
A6772	437720	ID/DD				State Aid Programs for Aging - Disability Awareness Grant	(\$21,875.00)
			A6772	543800	ID/DD	Other Fees and Services	\$6,500.00
			A6772	545500	ID/DD	Other Supplies and Expenses	\$6,500.00
			A6772	543600	ID/DD	Advertising	\$2,375.00
			A6772	542500	ID/DD	Reproduction	\$2,500.00
			A6772	544400	ID/DD	Mileage	\$1,000.00
						Reimbursable Staff Time	\$3,000.00
							\$0.00

COMMITTEE SIGNATURES  DATE 11/1/21

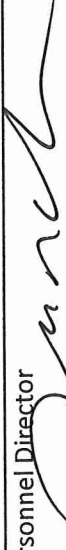
 11/1/21


 11-1-21

 11-1-21

 11/1/21

County Treasurer _____ Date _____

Personnel Director  Date 11/1/21

County Administrator  Date _____

Department Head _____ Date _____

RESOLUTION NO. 262

**RESOLUTION AWARDING PROFESSIONAL SERVICES CONTRACT –
RFP 21-WD-001 PROFESSIONAL COMPUTER INSTRUCTOR**

By Legislator Roy Reehil:

WHEREAS, the County issued a request for proposal for a vendor to provide a Professional Computer Instructor; and

WHEREAS, in accordance with Oswego County Purchasing Policy, the Oswego County Purchasing Department solicited Requests for Proposals (RFP 21-WD-001) from multiple qualified firms to provide a Professional Computer Instructor; and

WHEREAS, the Oswego County Workforce NY, and Oswego County Purchasing Department have reviewed the proposals received and determined the proposal from Computer Trainer For The Real World of Syracuse, NY 13212 meets the County's needs;

NOW, THEREFORE, BE IT RESOLVED, that upon the recommendation of the Human Services Committee that the County of Oswego awards the professional service contract for providing a Professional Computer Trainer, to Computer Trainer for the Real World, of 106 Odessa Circle, Syracuse, NY 13212 at a cost of \$450 per whole day class, \$250 per half day class, and \$100 fee for not cancelling before 3pm, and be it further

RESOLVED that a certified copy of this resolution delivered to the Treasurer and Purchasing Director shall be their authority to affect the procurement of services.

ADOPTED BY CONSENT VOTE ON NOVEMBER 10, 2021:

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



OSWEGO COUNTY PURCHASING
46 East Bridge Street, Oswego, NY 13126
Phone (315) 326-6050 Fax (315) 349-8237
Email: Holly.Carpenter@oswegocounty.com

TO: Human Services
FROM: Holly F. Carpenter, Purchasing Director
DATE: October 20, 2021
RE: RFP Report

Name of Company	Location	Rating	Required Documentation SHC/PRCS/PIS/NCC/RFC				
Computer Trainer For The Real World	106 Odessa Circle, Syracuse NY 13212	94.3	X	X	X	X	X

SHC=Sexual Harassment Certification; PRCS=Proposal Reply Cover Sheet; PIS=Proposer Information Sheet; NCC=Non-collusion Certification; RFC=Resolution for Corporations

Solicitation Process: RFP 21-WD-001 was publicly advertised in the official newspaper, on Bidnet, and on the Oswego County website on August 18, 2021. It was also sent directly to the following vendors:

- Oxynoia Corp., 18 Pleasant Hollow, Pittsford NY 14534.
- Cayuga College Center for Career & Community Education, 11 River Glen Drive., Fulton NY 13069
- Christine Taylor, 106 Odessa Circle, North Syracuse, NY 13212

Number of responses: One (1)

RFP 21-WD-001 Professional Computer Instructor

Computer Trainer for the Real World	<p>Pro</p> <ul style="list-style-type: none">➤ Years of instruction experience 15+➤ Great reviews from customers➤ Knows center and customer base➤ MOS Certified➤ Reasonable cost for class size➤ Knows center and customer base➤ Able to adapt curriculum to student needs <p>Con</p> <ul style="list-style-type: none">➤ Charges \$100 fee when customers are no show - can't always control customers not showing up for class even after reminder calls the day before.
-------------------------------------	--

Evaluation Summary: A continuation of this company's service will add value to the Workforce Center and its customers. Their prices have not increased and are fair and equitable for our needs. Ms. Taylor has ample experience teaching the requested computer classes to diverse level of students. She is Microsoft Office certified and regularly receives excellent reviews from her students.

The evaluation committee reviewed and rated each proposal according to the criteria listed on the attached schedule. The Committee recommends awarding the contract to Computer Trainer for the Real World.

Proposals Reviewed By:

Kelley Thurlow, Sr. Computer Service Assistant Oswego County Workforce NY
Kim Sizemore, Sr. Employment Specialist Oswego County Workforce NY
Rachel Pierce, Dir. Of Employment and Training, Oswego County Workforce NY

RESOLUTION NO. 263

RESOLUTION AWARDING PROFESSIONAL SERVICES CONTRACT – RFP 21-MH-002 - MENTAL HEALTH EXPANSION PROJECT

By Legislator Roy Reehil:

WHEREAS, the County issued a request for proposal for a vendor to provide a Mental Health Expansion Project and

WHEREAS, in accordance with Oswego County Purchasing Policy, the Oswego County Purchasing Department solicited Requests for Proposals (RFP 21-MH-002) from multiple qualified firms to provide a Mental Health Expansion Project; and

WHEREAS, the Clerk Of The Legislature and Oswego County Purchasing Department have reviewed the proposals received and determined the proposal from Liberty Resources Inc., 6723 Towpath Road, East Syracuse, NY 13057, meets the County's needs;

NOW, THEREFORE, BE IT RESOLVED, that upon the recommendation of the Human Services Committee that the County of Oswego awards the professional service contract for providing Mental Health Expansion Project to Liberty Resources, Inc., 6723 Towpath Road, East Syracuse NY 13057, at a cost of \$90,000, be it further

RESOLVED that a certified copy of this resolution delivered to the Treasurer and Purchasing Director shall be their authority to affect the procurement of services.

ADOPTED BY CONSENT VOTE ON NOVEMBER 10, 2021:

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



OSWEGO COUNTY PURCHASING

46 E Bridge Steet, Oswego NY 13126
 Phone (315)326-6050 Fax (315)349-8237
 Email: Holly.Carpenter@OswegoCounty.Com

RFP 21-MH-002 Mental Health Clinic Expansion

Name of Company	Location	Proposed Price	Est. Timeline	Required Documentation SHC/PRCS/PIS/NCC/RFC					
Liberty Resources, Inc.	6723 Towpath Road East Syracuse, NY 13057	\$90,000 one-time funding	November 2021- June 30, 2022	<table border="1"> <tr> <td>X</td><td>X</td><td>X</td><td>X</td><td>X</td></tr> </table>	X	X	X	X	X
X	X	X	X	X					

SHC=Sexual Harassment Certification; PRCS=Proposer Reply Cover Sheet; PIS=Proposer Information Sheet; NCC=Non-Collusion Certification; RFC= Resolution for Corporations

Statement of Need: The need to expand clinic access is evident by local waitlist and suicide data. From 2016-2018, Oswego County had 54 deaths by suicide. 52 were individuals aged 20 and over. Oswego County has the highest suicide death rate per 100,000 population (15.2) across adjacent CNY counties. The rate of 15.2 places Oswego County among the highest ten counties throughout NYS.

As of early August 2021, local clinic providers have reported 454 adults waiting from 4-20 weeks to access therapy/counseling services. 220 adults are waiting to access medication management services.

The priority objective of this project is to decrease wait time and increase access to care for adults. The Mental Health Clinic Expansion Project provides One-Time funding to offset provider workforce challenges and fiscal barriers.

Funding Source: NYS OMH State Aid

Liberty Resources, Inc.	<p>Pro</p> <ul style="list-style-type: none"> ➤ Proposed Mexico site will provide access closer to where clients live. This will be the only mental health clinic site serving adults outside of Oswego and Fulton. ➤ Mexico satellite office site will be within the Farnham Substance Abuse clinic, providing opportunity for integrated care for those with co-occurring disorders. ➤ Prior success with local clinic expansion. ➤ Positive history of clinical staff retention which provides consistency and stability for clients served. <p>Con</p> <ul style="list-style-type: none"> ➤ Site to be located in 13126 zip code is yet to be determined. This presents a possibility that funds awarded for this site may not be expended by deadline of June 30, 2022
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Solicitation Process: RFP 21-MH-002 was publicly advertised in the official newspaper, on Bidnet, and on the Oswego County website on August 24, 2021. It was also sent directly to the following vendors:

- Liberty Resources, Inc.
- Oswego Hospital
- ARISE Child and Family Service, Inc.

Number of Responses: One (1)

Proposals Reviewed By:

Mental Hygiene Division Staff: Nicole Kolmsee, Catherine Li Voti-Rice, Nathan Barron

Community Services Board: Robert Ireland, Vice Chair

Evaluation Summary:

Liberty is proposing 3 expansion projects which will provide a total additional capacity to for 200 people to receive outpatient mental health services.

Project 1- \$15,000. Add one FTE clinician to existing Fulton clinic

Project 2- \$30,000. Develop new satellite site with 1 FTE clinician in Mexico (Farnham office)

Project 3- \$45,000. Develop new satellite site with 2 FTE clinicians in 13126 Oswego (site TBD)

The One-time expansion funding will support start up supplies and equipment, 1st year occupancy expenses and staff development, and approximately 25% (3 months) of staff and admin expense to establish sites and licensing, on-boarding and caseload development.

Recommended Actions: Oswego County Purchasing Department certifies that the solicitation complies with Oswego County Purchasing Policy and New York State General Municipal Law. The Purchasing Department recommends awarding the contract.

RESOLUTION NO. 264

**RESOLUTION PROVIDING 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 for the calendar year 2022, pursuant to the provisions of Chapter 533 of the laws of 1978, and further authorizes said agency to make application for participation in the 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 NOVEMBER 10, 2021:

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



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*

Dona Lee Falciatano
Office of Housing Assistance

INFORMATIONAL MEMORANDUM

SUBJECT: NYS Tourism Matching Funds Grant program.

PURPOSE: Acknowledge the Department of Community Development, Tourism & Planning as the official Tourism Promotion Agency (TPA) for Oswego County and authorize the application for matching funds.

SUMMARY: New York State requires that each county designate an entity as its official TPA and that entity is then eligible to apply for and expend NYS tourism matching funds. We also need specific authorization to make application for FY2022 matching funds.

FISCAL IMPACT: We have estimated and budgeted for \$50,000 in state funds to assist with our promotional activities, however this is an application for funding and not a guaranteed amount at this point in time.

RECOMMENDED ACTION: The Economic Development & Planning Committee recommends that the legislature designate the Department of Community Development, Tourism & Planning as the official Tourism Promotion Agency (TPA) for Oswego County and authorizes the Chairman to execute any and all documents necessary for the application and receipt of state matching funds.

RESOLUTION NO. 265

**RESOLUTION AUTHORIZING HEALTH DEPARTMENT-POSITION
RECLASSIFICATION – TYPIST TO SENIOR TYPIST**

By Legislator James Karasek:

WHEREAS, to reclassify a Typist position to Senior Typist in the Environmental Division at the Health Department; and

WHEREAS, the Environmental Health division has experienced increased workloads over the past few years due to emerging environmental contaminants, new program mandates, and, most recently, staffing challenges related to the impact of COVID; and

WHEREAS, COVID-19 Since 2019, typist position turnovers due to retirements or promotions out of typist positions in the Environmental Health division created a decisive need to retain competent and optimally trained clerical staff to support the division's mission, fulfill mandated activities, and meet time-sensitive deadlines; and

WHEREAS, the incumbent in this position assumed broader and more complex duties during this period, including training and supervisory responsibilities. The incumbent developed skills and strategies necessary to mentor and supervise new typists to ensure that services and time-sensitive reports and correspondence are achieved for the continuous operation of proficient services and to protect public health; and

WHEREAS, it is critical to retain an experienced senior typist to continue to train and direct competent environmental support staff as part of the division's restructuring and succession plan. It is significant to note that the only senior typist in this division has over 35 years of experience and is of retirement age; and

WHEREAS, this would not result in any increase to the total Environmental Salaries and Wages line, therefore, no budget modification is necessary. This position would remain Article 6-eligible for reimbursement; and

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

RESOLVED, that Chairman of Oswego County Legislature approve reclassification of position #403524702 from Typist to Senior Typist.

ADOPTED BY CONSENT VOTE ON NOVEMBER 10, 2021:

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



INFORMATIONAL MEMORANDUM

Subject: Request for reclassification of one position.

Purpose: To reclassify a typist position in the Environmental division to a Senior Typist.

Summary: The Environmental Health division has experienced increased workloads over the past few years due to emerging environmental contaminants, new program mandates, and, most recently, staffing challenges related to the impact of COVID. Since 2019, typist position turnovers due to retirements or promotions out of typist positions in the Environmental Health division created a decisive need to retain competent and optimally trained clerical staff to support the division's mission, fulfill mandated activities, and meet time-sensitive deadlines. The incumbent in this position assumed broader and more complex duties during this period, including training and supervisory responsibilities. The incumbent developed skills and strategies necessary to mentor and supervise new typists to ensure that services and time-sensitive reports and correspondence are achieved for the continuous operation of proficient services and to protect public health.

It is critical to retain an experienced senior typist to continue to train and direct competent environmental support staff as part of the division's restructuring and succession plan. It is significant to note that the only senior typist in this division has over 35 years of experience and is of retirement age.

This is budget neutral, and would not result in any increase to the total Environmental Salaries and Wages line; therefore, no budget modification is necessary. This position would remain Article 6-eligible for reimbursement.

Recommended

Action: The Health Committee approve and recommend the reclassification of a typist position to a Senior Typist.

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: HEALTH	DIVISION/UNIT (NUMBER): A4090
A. NEW POSITION REQUEST	
1. Position Title Requested: _____	
2. Bargaining Unit: <input type="checkbox"/> CO-OP <input type="checkbox"/> Highway <input type="checkbox"/> Silver Star <input type="checkbox"/> Deputies <input type="checkbox"/> OCPA <input type="checkbox"/> Mgmt.	
3. a. Bargaining Unit – Hourly Rate from Grade plan: _____	Grade: _____
b. Management or OCPA – Salary Requested: _____	Grade: _____
4. Percent of Federal and or State Reimbursement: _____	Fringe Reimbursed: <input type="checkbox"/> Yes <input type="checkbox"/> No
5. Justification of Need (Use additional sheets as necessary): 	
6. Complete New Position Duties Statement (p. 3 & 4).	
B. RECLASSIFICATION REQUEST	
1. Present Title: Typist	2. Position #: 409024703
3. Present Salary/Hourly Rate: \$15.06	Grade: 3
4. Requested Title: Senior Typist	
5. Requested Salary: _____	
a. Bargaining Unit: <u>CO-OP</u>	Hourly Rate: <u>\$16.57</u> Grade: <u>5</u>
b. Management or OCPA – Salary Requested: _____	Grade: _____
6. Percent of Federal and/or State Reimbursement: <u>70%</u>	Fringe Reimbursed: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
7. Justification of Need (use additional sheets as necessary): <i>It is critical to retain an experienced senior typist to train environmental support staff as part of the division's restructuring/succession plan. Please note that the only senior typist in this division is of retirement age and has over 35 years of experience.</i> <i>The person in this position assumed supervisory and mentoring duties in 2019 when support staff retired or promoted out of the typist positions, and then later when newly hired typists were recruited to perform COVID-19 response activities out of the office. The incumbent has developed skills and strategies to train other support staff to ensure that services, time-sensitive reports, and correspondence are achieved to protect public health.</i>	
8. Complete New Position Duties Statement (p. 3 & 4).	

C. POSITION DELETION

1. Title to be Deleted:

2. Position #

3. Salary Savings:

4. Reason for Deletion:

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

OSWEGO COUNTY HUMAN RESOURCES
DEPARTMENT

NEW POSITION DUTIES STATEMENT

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

1. DEPARTMENTS/SCHOOL DISTRICT/TOWN OR VILLAGE Health	DIVISION, UNIT, OR WORK SECTION Environmental Health	LOCATION OF POSITION 70 Bunner Street
2. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate Paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.		
Title requested: <i>Senior Typist</i>		
PERCENT OF WORK TIME		
30%	<i>Supervises and trains other typists in rabies response program duties, including tracking all animal bite reports and post-exposure treatment recommendations, and preparing correspondence to victims and animal owners regarding potential rabies exposures.</i>	
15%	<i>Prepares rabies paperwork such as monthly rabies exposure reports for the Board of Health, drafts official correspondence for the director's signature, schedules veterinarians and tracks staff time spent working the rabies clinics.</i>	
20%	<i>Supervises and trains other typists in nonpublic drinking water program duties, including scheduling water service requests for daycare facilities and real estate transactions, maintaining the division's water database for samples collected from individual water supplies.</i>	
5%	<i>Coordinates all deliveries and water sample pickups for drinking water and environmental assessment samples with New York State certified laboratories. Collects and processes fees for water program services..</i>	
20%	<i>Serves as the front-line position for fielding all calls coming in to the main environmental phone line. Monitors the central health department email system and forwards such to the appropriate division.</i>	
5%	<i>Participates in County rabies vaccination clinics. Co-coordinates training workshops for community water system certified water operators.</i>	
5%	<i>Collects fees for permits applications and plan review services by the environmental division. Assembles data from various office records for incorporation into environmental reports and presentations. Performs other duties as assigned.</i>	
	(Attach additional sheets if more space is needed)	

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

NAME	TITLE	TYPE OF SUPERVISION
Judith Grandy	Director of EH	Administrative

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

NAME	TITLE	TYPE OF SUPERVISION
Allison Lisano	Typist	General
Annette Hulbert	Typist	General

5. Names and titles of persons doing substantially the same kind and level of work as will be done by the incumbent of this new position.

NAME	TITLE	LOCATION OF POSITION
Marlea Munger	Senior Typist	Health

6. What minimum qualifications do you think should be required for this position?

Education: ☒ High School 4 years

☐ College _____ years, with specialization in _____

☐ Other _____ years, with specialization in _____

Experience (list amount and type): *At least three years clerical experience involving environmental health programs*


Essential knowledge, skills and abilities: *Knowledge of computer programs including word, excel and access; communication skills including ability to de-escalate difficult situations with callers and inperson clients, attention to detail and supervisory skills.*

Type of license or certificate required:

7. The above statements are accurate and complete.

Date: 10/26/24

Title: Director of Public Health

Signature: 

CERTIFICATE OF OSWEGO COUNTY PERSONNEL OFFICER

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

POSITION CLASS TITLE:

JURISDICTIONAL CLASS:

Date:

Signature:

RESOLUTION NO. 266

**RESOLUTION AUTHORIZING BUDGET MODIFICATION CENTRAL
SERVICES BUDGET TRANSFER FOR PHONE & IT EXPENSES**

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 NOVEMBER 10, 2021:

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

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification

Res. 266 of 2021

A1650 542200	(\$62,000.00)
A1650 542300	\$40,000.00
A1680 542200	\$22,000.00



Greg Powlin
Director

COUNTY OF OSWEGO
CENTRAL SERVICES DEPARTMENT

39 Churchill Road
Oswego, New York 13126

Phone: (315) 349-3526

INFORMATIONAL MEMORANDUM

SUBJECT: Budget Transfer to Supplement Telephone Expenses

PURPOSE: Transfer \$40,000 from A1650 542200 Repairs & Maintenance budget line to 542300 Telephone line to cover monthly phone and internet related expenses.

SUMMARY: This budget transfer is needed to cover increased costs in the Telephone budget line, which are primarily driven by increased local charges on our VoIP system, increased internet cost due to County's backup fiber circuit located in Mexico, and not seeing savings as a result of cancelling of lines, due to offset due to increases in per-line analog phone rates.

RECOMMENDED ACTION: I respectfully request transferring \$ 40,000 from A1650 542200 to 542300 to cover 2021 expenses through the remainder of the year.

COUNTY OF OSWEGO

BUDGET MODIFICATION REQUEST

TOTAL AMOUNT

DATE _____

11/3/21

11-3-2021

11-3-21

11-3-21

18-3-21

DATE _____

DATE _____

DATE _____

DATE _____

RESOLUTION NO. 267

**RESOLUTION AUTHORIZING BUDGET MODIFICATION CENTRAL
SERVICES BUDGET TRANSFER FOR IT EXPENSES**

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 NOVEMBER 10, 2021:

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

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification

Res. 267 of 2021

A1680 511000

(\$10,000.00)

A1680 542200

\$10,000.00



Greg Powlin
Director

COUNTY OF OSWEGO
CENTRAL SERVICES DEPARTMENT

39 Churchill Road
Oswego, New York 13126

Phone: (315) 349-3526

INFORMATIONAL MEMORANDUM

SUBJECT: Budget Transfer to Supplement IT Repairs & Maintenance

PURPOSE: Transfer \$22,000 from A1650 542200 Repairs & Maintenance budget line to A1680 542200 Repairs & Maintenance line and \$10,000 from A1680 511000 to 542000 to cover expenses through year-end such as copier consumables charges, subscriptions, and support contract renewals.

SUMMARY: This budget transfer is needed to cover increased costs in the copier charges, and to cover other charges to this line which include subscriptions and software and hardware support agreement renewals.

RECOMMENDED ACTION: I respectfully request transferring a combined \$ 32,000 from A1650 542200 and A1680 511000 to A1680 542200 to cover 2021 expenses through the remainder of the year.

**COUNTY OF OSWEGO
BUDGET MODIFICATION REQUEST**

ACCOUNT NUMBER			ACCOUNT NUMBER		DESCRIPTION	DOLLAR AMOUNT
DEPT.	OBJECT	SUB.	DEPT.	OBJECT		
A1680	511000				Salaries and Wages Reg	(10,000.00)
			A1680	542200	Repairs & Maint Equip	10,000.00
TOTAL AMOUNT						-

COMMITTEE SIGNATURES	DATE
<i>Stephen W. Smith</i>	11/3/21
<i>Doree Webb</i>	11-3-2021
<i>R. W. Campbell</i>	11-3-21
<i>Paul Han</i>	11-3-21
<i>Synda L. Lockwood</i>	11-3-21

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

RESOLUTION NO. 268

**RESOLUTION AUTHORIZING BUDGET MODIFICATION CENTRAL
SERVICES ESTABLISH CAPITAL PROJECT T0221 FOR AUDIO/VISUAL
UPGRADES**

By Legislator Stephen Walpole:

WHEREAS, the Central Services Director has identified the need to establish a capital project for audio/visual upgrades to County conference rooms, with a maximum authorization of \$ 15,000

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

RESOLVED, that the Treasurer is hereby authorized to transfer \$ 15,000 from Capital Reserve No. 145 – Technology Reserve to the designated Capital Project T0221 and that the project is hereby authorized for the maximum.

ADOPTED BY CONSENT VOTE ON NOVEMBER 10, 2021:

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

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification

Res. 268 of 2021

H 529000 T0221
H 450310 T0221
A599014 145

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



Greg Powlin
Director

COUNTY OF OSWEGO
CENTRAL SERVICES DEPARTMENT

39 Churchill Road
Oswego, New York 13126

Phone: (315) 349-3526

INFORMATIONAL MEMORANDUM

SUBJECT: Establish capital project for audio/visual upgrades to County conference rooms

PURPOSE: To provide funding of \$15,000 to make upgrades to audio/visual equipment in several County conference rooms.

SUMMARY: This funding will provide for significant upgrades to audio/visual equipment in the Legislative Chambers (including new: mixer, signal processor, amplifier, speakers, PC interface for collaborative sessions, miscellaneous cables, a dedicated wifi router, 2x flat panel displays and mounting hardware), and for miscellaneous upgrades to other conference rooms (e.g., upgraded webcam) as funds permit.

These investments will better position the County to provide remote-access collaborative sessions, with proper video and audio quality.

RECOMMENDED ACTION: I respectfully request transferring \$ 15,000 from Capital Reserve # 145 – Technology Reserve to establish a new Capital Project T0221 for the audio/visual upgrades listed above.

-0-

TOTAL AMOUNT

DATE _____

11/3/21

11-3-2021

1-3-21

1.3-21

11-3-21

DATE _____

DATE _____

11 321

DATE _____

11.3.21

DATE _____

RESOLUTION NO. 269

**RESOLUTION BUDGET 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 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 NOVEMBER 10, 2021:

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

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification

Res. 269 of 2021

**CL8161 543800
CL8161 542200**

**(\$20,000.00)
\$20,000.00**



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, Director of Solid Waste Programs

Regarding: Solid Waste ERF Budget Modification Repairs & Maintenance Equipment

Date: October 19, 2021

The Department of Solid Waste ERF is requesting to transfer \$20,000 from CL8161-543800 (Other Fees & Services) to CL8161-542200 (Repairs & Maintenance Equipment) to cover the cost of repairing air compressor and river water pump.

RESOLUTION NO. 270

**RESOLUTION BUDGET MODIFICATION DEPARTMENT OF SOLID WASTE
ERF 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 NOVEMBER 10, 2021:

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

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification

Res. 270 of 2021

CL8161 427010	(\$28,192.00)
CL8161 541200	(\$40,000.00)
CL8161 541200 EFIRE	(\$32,000.00)
CL8161 545400	\$100,192.00



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, Director of Solid Waste Programs

Regarding: Solid Waste ERF Budget Modification Expense

Date: October 19, 2021

The Department of Solid Waste ERF is requesting to transfer \$28,192 from CL8161-427010 (refunds of prior years), \$40,000 from CL8161-541200 (Repairs-Buildings & Properties), and \$32,000 from CL8161-5412 EFIRE (EFIRE Repairs-Buildings & Properties) to CL8161.545400 (Expense) \$100,192 to cover the cost of parts and chemicals for the remainder of the year.

From

COMMITTEE SIGNATURES	DATE
Steve W. [Signature]	11-3-21
David [Signature]	11-3-2022
R. Wilbur [Signature]	11-3-21
Paul [Signature]	11-3-21
Gina L. Lockwood [Signature]	11-3-21

DATE _____

RESOLUTION NO. 271

**RESOLUTION ESTABLISHING CAPITAL PROJECT NO. 0521 PHASE ONE –
OSWEGO COUNTY BUILDING SECURITY**

By Legislator Stephen Walpole:

WHEREAS, in collaboration with Central Services and the Clerk of the Legislature, the Director of Buildings & Grounds did an analysis of County Office Building and the security thereof; and

WHEREAS, a long term plan to provide and ensure a safe work environment for all county employees; and

WHEREAS, as part of the first phase, door security has been identified as a priority; and

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

RESOLVED, that the County Treasurer is authorized to transfer \$160,000 to Capital Project No. 0521 for Building Security.

Capital Project
Building Security

Total Authorization
\$160,000.00

ADOPTED BY CONSENT VOTE ON NOVEMBER 10, 2021:
YES: 23 NO: 0 ABSENT: 2 ABSTAIN: 0

Authorized Budget Modification

Res. 271 of 2021

A1420 543700 RAUDT
A 599014 21
A 387800 0512

(\$88,887.50)
(\$71,112.50)
\$160,000.00



Rick Doten
Superintendent

COUNTY OF OSWEGO
BUILDINGS AND GROUNDS DEPARTMENT

111 East Eleventh Street
Oswego, New York 13126

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

INFORMATIONAL MEMORANDUM

SUBJECT: Building Security Project – Phase One

PURPOSE: To establish a Capital Project for Building Security with initial funding in the amount of \$160,000.00.

SUMMARY: This first phase of Building Security will include a key fob door system on all buildings accept Public Safety and Health Departments as they are both going through renovations. Subsequent phases of the project, tentatively targeted for 2022 and early 2023 include: upgrading the County's video camera surveillance system, updating and standardizing internal emergency notification systems and methods, and finishing with comprehensive employee security training.

RECOMMENDED ACTION: The Department of Buildings and Grounds and Department of Central Services requests that the Infrastructure Committee approve this project

COUNTY OF OSWEGO

BUDGET MODIFICATION REQUEST

(From)			To			DOLLAR AMOUNT
ACCOUNT NUMBER		PROJ	ACCOUNT NUMBER		DESCRIPTION	
ORG	OBJECT	PROJ	ORG	OBJECT	PROJ	
A1420	543700	RAUDT				Consulting (\$88,887.50)
A	599014	21				Capital Reserve - Building Renovation (\$71,112.50)
			A	387800	0512	Capital Reserve - Building Security \$160,000.00
TOTAL AMOUNT						-

COMMITTEE SIGNATURES	DATE
<i>Stephen J. Del</i>	11/5/21
<i>Clare Ibb</i>	11-3-2021
<i>D. Wilcox</i>	11-3-21
<i>Paul Allen</i>	11-3-21

COUNTY TREASURER	DATE

PERSONNEL DIRECTOR	DATE
<i>Ma</i>	11 3 21

COUNTY ADMINISTRATOR	DATE
<i>Paul Del</i>	11-3-21

DEPARTMENT HEAD	DATE

RESOLUTION NO. 272

**RESOLUTION FIXING TIME AND PLACE FOR PUBLIC HEARING ON THE
TENTATIVE COUNTY BUDGET FOR THE YEAR 2022**

By Legislator John Martino:

UPON recommendation of the Finance and Personnel Committee, and pursuant to the provisions of Section 359 of the County Law, be it

RESOLVED, that a Public Hearing on the tentative County Budget of the County of Oswego for the Fiscal Year 2022 be held at the Chambers of the Oswego County Legislature, 46 East Bridge Street, Oswego, New York, on the 9th day of December, 2021 at 7:00 p.m., and be it further

RESOLVED, that the Clerk of the Oswego County Legislature cause notice of such Public Hearing to be published in the Official Newspapers of the County and post the same in accordance with the provisions of said Section 359

ADOPTED BY VOICE VOTE ON NOVEMBER 10, 2021:

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

RESOLUTION NO. 273

**A RESOLUTION FIXING TIME AND PLACE FOR PUBLIC HEARING
RELATIVE TO PROPOSED COUNTY OF OSWEGO LOCAL LAW NO. 3 OF THE
YEAR 2021, ENTITLED, "A LOCAL LAW PROVIDING FOR THE SALARIES OF
CERTAIN ELECTED COUNTY OFFICERS OF THE COUNTY OF OSWEGO"**

By Legislator John Martino:

UPON the recommendation of the Finance & Personnel Committee of this body, be
it

RESOLVED, that the Oswego County Legislature shall hold a Public Hearing on the
proposed County of Oswego Local Law Number 3 of 2021, entitled "A LOCAL LAW
PROVIDING FOR THE SALARIES OF CERTAIN ELECTED COUNTY OFFICERS OF
THE COUNTY OF OSWEGO" on the 9th day of December, 2021, at 2:00 o'clock, in the
afternoon of said day at the Oswego County Legislative Chambers, County Office Building,
46 E. Bridge Street, Oswego, NY 13126, and be it further

RESOLVED, that the Clerk of the Oswego County Legislature cause notice of such
Public Hearing to be published in the Official Newspapers of the County and post the same
as required by law.

ADOPTED BY VOICE VOTE ON NOVEMBER 10, 2021:
YES: 22 NO: 0 ABSENT: 2 ABSTAIN: 1

**COUNTY OF OSWEGO LOCAL LAW
NUMBER 3 OF 2021
“A LOCAL LAW PROVIDING FOR THE SALARIES OF CERTAIN
ELECTED COUNTY OFFICERS OF THE COUNTY OF OSWEGO”**

BE IT ENACTED by the Legislature of the County of Oswego as follows:

Section 1. Purpose

It is the purpose and intent of this local law to establish the salaries of the office of County Clerk, County Sheriff, County Treasurer and County Legislator from January 1, 2022 through January 1, 2025.

Section 2. Annual Salaries of Certain County Officers to be Amended

- A.** Notwithstanding any previous local laws or resolutions, the annual salaries of the hereinafter designated county officers are hereby fixed at the following amounts to be paid effective January 1, 2022:

County Clerk:	\$ 91,809
County Treasurer:	\$ 91,809
County Sheriff:	\$ 101,834
County Legislator (each):	\$ 14,311

- B.** Notwithstanding any previous local laws or resolutions, the annual salaries of the hereinafter designated county officers are hereby fixed at the following amounts to be paid effective January 1, 2023:

County Clerk:	\$ 94,563
County Treasurer:	\$ 94,563
County Sheriff:	\$ 104,889

- C.** Notwithstanding any previous local laws or resolutions, the annual salaries of the hereinafter designated county officers are hereby fixed at the following amounts to be paid effective January 1, 2024:

County Clerk:	\$ 97,399
County Treasurer:	\$ 97,399
County Sheriff:	\$ 108,036

- D.** Notwithstanding any previous local laws or resolutions, the annual salaries of the hereinafter designated county officers are hereby fixed at the following amounts to be paid effective January 1, 2025:

County Clerk: \$ 100,320

County Treasurer: \$ 100,320

County Sheriff: \$ 111,277

Section 4. Inconsistent Prior Resolutions or Local Laws Superseded

All local laws and resolutions of the Legislature of the County of Oswego, to the extent that the same are inconsistent with this law, are hereby superseded by this law except that the maximum salaries to be paid to the Chair of the Legislature, Majority Leader and Minority Leader shall be established as part of the annual county budget and advertised pursuant to County Law §359.

Section 5. Severability

If any clause, sentence, phrase, paragraph, subdivision, section, rule or part of this local law shall be adjudged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder thereof but shall be confined in its operation to the clause, sentence, phrase, paragraph, subdivision, section, rule or part thereof directly involved in the controversy in which such judgment shall have been rendered.

Section 6. Effective Date; Filing

This local law shall be subject to a permissive referendum accordance with the provisions of Municipal Home Rule Law §24. This local law shall take effect forty-five (45) days after its adoption as provided for by the Municipal Home Rule Law.