

**RESOLUTIONS OF THE OSWEGO COUNTY LEGISLATURE FOR  
JUNE 9, 2022**

OSWEGO COUNTY LEGISLATURE

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**RESOLUTION NO. 130**

**RESOLUTION ALLOCATING FUNDS MADE AVAILABLE TO THE COUNTY OF  
OSWEGO THROUGH THE AMERICAN RESCUE PLAN ACT TO CERTAIN SUB-  
RECIPIENTS AND BENEFICIARIES**

By Legislator David Holst:

WHEREAS, the United States Congress, through the U.S. Department of the Treasury created and funded the American Rescue Plan Act (ARPA) with the intent to help mitigate the physical and financial hardships of the COVID-19 Pandemic that negatively impacted communities across America, and

WHEREAS, Congress entrusted the disbursement and use of the funds within the ARPA to local governments across the country based on their direct knowledge of their respective communities and the residents and businesses within them, and

WHEREAS, the Treasury has provided significant guidance as to the appropriate and eligible uses of the ARPA funds, and

WHEREAS, Oswego County has developed a process for the evaluation of the needs within the County that included consultation with various stakeholder groups that are representative of the community at large, and

WHEREAS, the County has received requests for financial support from individuals, organizations, and businesses throughout the County, and

WHEREAS, the Chairman of this body established a Taskforce for the purpose of reviewing these proposals and making recommendations to the Legislature for appropriate actions that are consistent with the eligibility and use guidance issued by the U.S. Treasury, and

WHEREAS, the “projects” attached hereto on Schedule A have also been reviewed by the respective jurisdictional committees of this body at their regularly scheduled public meetings, then therefore be it and it is hereby

RESOLVED, that, the Oswego County Legislature finds the disbursements identified on Schedule A to be consistent with the intent of the ARPA and eligible under the guidance issued by the U.S. treasury, be it further

RESOLVED, that these disbursements are authorized subsequent to the acceptance of the contract terms and conditions developed for each of these respective entities which will be consistent with the obligations that Oswego County incurs for the use of the ARPA funds and continued compliance with same, and be it further,

RESOLVED, that the Chairman of the Legislature and County Treasurer be and are

hereby authorized to execute any and all documents that may be necessary to access and disburse these funds.

**ADOPTED BY ROLL CALL VOTE ON JANUARY 6, 2022:**  
**YES: 17    NO: 3    ABSENT: 3    ABSTAIN: 2**

### Schedule A - Proposed Local Disbursements of ARPA Funds

<u>Project Name/Applicant</u>	<u>Project Description</u>	<u>Jurisdictional Committee</u>	<u>Request</u>	<u>Recommendation</u>
Arise	Seeking matching funds to build wheelchair ramps allowing individuals to stay in their homes longer	Human Services	\$ 50,000	\$ 49,999
Pathway of Hope	Seeking funds to expand a highly successful program to help families become more self sufficient	Human Services	\$ 510,634	\$ 300,000
Friends of Oswego County Hospice	Seeking assistance to help offset lost fundraising opportunities during the Pandemic	Health	\$ 20,000	\$ 20,000
Riverview Pediatrics	Seeking funds to help offset the cost of expanding their service capacity	Health	\$ 60,000	\$ 60,000
Quality Inn Expansion (Waterpark)	Seeking funds to help offset increased costs caused by the pandemic	EDP	\$ 1,710,000	\$ 500,000
Sandy Pond Dredging	Seeking funds to help cover the annual cost of keeping the channel open	EDP	\$ 500,000	\$ 300,000
4 Minnows Café	Seeking funds to help offset increased costs caused by the pandemic	EDP	\$ 25,000	\$ 25,000
Fairways & Dreams	Seeking funds to help offset increased costs caused by the pandemic. Converting an existing business into one that has a broader appeal within the Travel, Tourism & Hospitality sector	EDP	\$ 335,441	\$ 200,000
Legends Field	Seeking funds to help offset the increased cost of expanding the capacity at the facility and drive new visitors to business in the Travel, Tourism and Hospitality sector	EDP	\$ 325,977	\$ 325,977
Mexico Historical Society	Seeking funds to help offset increased costs caused by the pandemic. Converting an existing historic structure into an addition to their adjacent museum. Supports the Travel, Tourism & Hospitality sector	EDP	\$ 40,000	\$ 40,000
Fulton Block Builders	Seeking funds to support lost fundraising opportunities and the increased cost for their neighborhood revitalization program	EDP	\$ 49,999	\$ 49,999
Oswego Renaissance Association	Seeking funds to support lost fundraising opportunities and the increased cost for their neighborhood revitalization program	EDP	\$ 49,999	\$ 49,999
Authentic Beauty	Seeking funds to help offset the business losses during the pandemic shutdown	EDP	\$ 3,500	\$ 3,500
Sandy Pond Water Quality Study	Seeking funds to cover an analysis of the nutrient and sediment loading in the Pond's tributaries	EDP	\$ 19,218	\$ 19,218
Town of Richland	Seeking funds to help offset the increased costs associated with a group of projects to improve their drinking water system	Infrastructure	\$ 260,000	\$ 260,000
Town of Hastings	Seeking funds to help offset the increased costs associated with a group of projects to improve their drinking water system	Infrastructure	\$ 250,000	\$ 250,000
Northern Oswego County Ambulance	Seeking funds to help offset the increased costs of equipping two new emergency vehicles	Public Safety	\$ 139,000	\$ 139,000
Totals			\$ 4,348,768	\$ 2,592,692
Total Requests minus Total Proposed Disbursements	\$	1,756,076		



**RESOLUTION NO. 131**

**RESOLUTION ESTABLISHING CAPITAL PROJECT No. T0222- PICTOMETRY**

By Legislator David Holst:

WHEREAS, this body has heretofore established Capital Reserve Fund No. 145 – Technology and

WHEREAS, the county is under contract with Pictometry to provide new updated digital aerial photography images in 2022 and 2023, which are used by multiple county departments, local municipalities and the general public through technology interfaces; and

WHEREAS, a Capital Project needs to be established to cover these two years, in the amount of \$131,000.

NOW, 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 Capital Project No. T0222 – Pictometry be established with a maximum authorization of \$131,000, and be it further

RESOLVED, that the County Treasurer is hereby authorized to transfer \$ 131,000 from Capital Reserve No. 145 – Technology to Capital Project No.T0222 , 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.

**Capital Project T0222**

**Total Authorization**

Pictometry - 2022

\$ 131,000

**ADOPTED BY VOICE VOTE ON JUNE 9, 2022:**

**YES: 21    NO: 1    ABSENT: 3    ABSTAIN: 0**

**Authorized Budget Modification**

**Res. 131 of 2022**

H529000 T0222

\$131,000.00

H450310 T0222

(\$131,000.00)

A599014 145

\$131,000.00

A296000

(\$131,000.00)

6/3/2022

COMMITTEE SIGNATURES	DATE
Dave Holtz	6-9-22
Mary McGowan	6-9-22
Mark Miller	6-9-22
Mike Wiley	6-8-22
Aimee Landry	6/9/22
Michael Stofan	6/9/22
S. Wilford	6/9/22

**RESOLUTION NO. 132**

**A RESOLUTION ADOPTING COUNTY OF OSWEGO LOCAL LAW NUMBER 5  
OF 2022 ENTITLED A LOCAL LAW ESTABLISHING NON-CONSENSUAL  
TOWING AND STORAGE FEES FOR TOWING SERVICES DISPATCHED BY  
THE COUNTY**

By Legislator Marc Greco:

WHEREAS, a public hearing was held on June 9<sup>th</sup> 2022 and all interested parties having had an opportunity to be heard,

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

RESOLVED, that Local Law Number 5 of the year 2022 entitled A LOCAL LAW ESTABLISHING NON-CONSENSUAL TOWING AND STORAGE FEES FOR TOWING SERVICES DISPATCHED BY THE COUNTY be and is hereby adopted and enacted in its entirety; and, it is further

RESOLVED, that the Clerk of the Legislature shall cause a certified copy of this local law to be filed with the New York State Secretary of State and the Oswego County Clerk forthwith.

**ADOPTED BY ROLL CALL VOTE ON JUNE 9 2022:**

**YES: 21    NO: 1    ABSENT: 3    ABSTAIN: 0**



**COUNTY OF OSWEGO LOCAL LAW 5 OF 2022  
ESTABLISHING NON-CONSENSUAL TOWING AND STORAGE FEES  
FOR TOWING SERVICES DISPATCHED BY THE COUNTY**

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

**Section 1. Legislative Intent**

It is the intent of the Legislature of the County of Oswego in enacting this chapter to safeguard the public health, safety and welfare and to protect the general public from unsafe practices by operation of towing services and ensure that consumers are protected from predatory pricing practices by operation of towing motor vehicles less than 6,500 (GVW) pounds in the County regarding non-consensual towing. In addition, the intent of this chapter is to ensure that the towing vehicles used are equipped with the appropriate safety items and carry appropriate insurance to protect the general public and the operator and employees of the towing entity. The rates for towing services as set forth in this local law shall only apply to non-consensual tows and storage in connection therewith as defined herein.

**Section 2. Definitions**

As used in this local law, the following terms shall have the meanings indicated:

1. **“Automobile Club”** means an entity which, in consideration of dues, assessments or periodic payments of money, promises its members or subscribed to assist them in matters relating to motor travel or the operation, use or maintenance of a motor vehicle including auto dealers and insurance companies, by supplying services which may include but are not limited to towing service, emergency road service and indemnification service.
2. **“County”** - Shall mean the County of Oswego and non-consensual towing dispatched by the Oswego County E-911 Center or the Oswego County Sheriff’s Office or other police agency within the County of Oswego.
3. **“Director”** - The Director of the Oswego County E-911 Center.
4. **“Holiday”** - Public Holidays as defined in the New York State General Construction Law §24 as amended.
5. **“Owner”** means the person or entity to whom a vehicle is registered, or to whom it is leased if the terms of the lease require the lessee to maintain and repair the vehicle. The holder of a contract with a vehicle rental agency shall not be considered the owner of that vehicle.

6. **“Towing Business, Towing Service or Towing Company”** means any business entity or operation that exists to tow or otherwise move motor vehicles by means of a tow truck, or the ownership or operation of a towing service storage lot. A towing business, service or company shall not include an automobile club, car dealership or insurance company.
7. **“Person”** - Includes any individual, partnership, corporation or limited-liability company or any other legal entity able to conduct business in New York State.
8. **“Tow Truck Operator”** means a person whom operates a motor vehicle that is equipped to provide any form of towing services.
9. **“Consensual Towing”** means towing a motor vehicle when the owner or operator of the motor vehicle has given permission to tow the vehicle.
10. **“Non-consensual towing”** means the towing of a motor vehicle without permission of the owner or when a law enforcement officer orders the vehicle to be towed in the performance of their official duties, regardless as to whether or not the owner consents.
11. **“Winching”** - Includes when the motor vehicle is unable to be moved or removed in any other manner, including, but not limited to, an unrolling vehicle.
12. **“Permit”** - A tow permit issued to a permit holder in the County of Oswego
13. **“Permit holder”** - A person issued a permit to operate a wrecker or tow truck in the County of Oswego.
14. **“Records”** - Every towing company that performs non-consensual towing shall retain for a minimum period of three (3) years, invoices, job orders, logs, claims for reimbursement from insurance companies and other documentation relating to all non-consensual towing services and rates charged for those services.
15. **“Wrecker or tow truck”** - A motor vehicle owned or operated by a person or by the employees or agents of such person for the purpose of towing, transporting, conveying or removing any motor vehicle not owned by the owner or operator of the wrecker or tow truck.

### **Section 3. Required notice and authority to tow**

1. All commercial towing businesses and service companies dispatched by Oswego County E-911 or the county shall properly secure all towed vehicles and, if stored thereafter, must properly secure all towed vehicles and make all reasonable efforts to prevent further damage to or theft of (or from) all towed vehicles. The goal of the E-911 Department is to have a response

to the scene of an incident by a tow truck in not less than a half an hour from dispatch under normal conditions.

2. Within forty-eight (48) hours of the commencement of a non-consensual tow, notice shall be given directly to the owner by registered mail from the towing company. If a vehicle is towed on a holiday or a day with no USPS mail service, the forty-eight (48) hour period will commence on the next day with mail service. No storage charges beyond an initial twenty-four (24) hour charge shall accrue until the notice requirement is met. If the owner has communicated with the towing company in person or by e-mail and a notice has been provided to the owner, the towing company may dispense with the mailing requirement hereunder.

3. Notice to the owner and/or insurer shall contain at a minimum the following information:

- (a) The date and time the vehicle was towed;
- (b) The location from which the vehicle was towed;
- (c) The location and address where the vehicle is located including one-way mileage of the total distance of the tow;
- (d) The location, address and phone number where payment and business transactions take place if different than the business address;
- (e) The name, address and phone number of the tow truck company;
- (f) The name and signature of the tow truck operator;
- (g) A description of the towed vehicle including, but not limited to, the make, model, year and color of the towed vehicle;
- (h) The license plate number and state of registration of the towed vehicle; and
- (i) An itemization of all pending charges, storage rates and fees.

### **Section 3. Itemized statements and release of vehicles**

- 1. Release of the vehicle must occur to the owner, the owner's designated agent, to the owner's insurance company representative, to the lien holder's representative, or when authorized by law enforcement upon payment, in full, of the applicable towing and/or storage charges.
- 2. Acceptable methods of payment for towing, storage and any additional services must include, but are not limited to, cash, insurance check, certified check, money order, credit cards, debit cards which the towing business accepts as forms of payment in the regular course of business. (See: General Business Law § 399-xx(2))
- 3. An itemized statement for towing costs shall be provided by the towing business to the owner of the vehicle, the owner's agent or the owner's insurance company. Each itemized statement for towing costs shall contain the following information:



- (a) The location from which the vehicle was towed;
  - (b) The actual storage location of the vehicle;
  - (c) The name, address and telephone number of the tow truck company;
  - (d) The name of the tow truck operator;
  - (e) A description of the towed vehicle including, but not limited to, the make, model, year and color of the towed vehicle;
  - (f) The license plate number and state of registration of the towed vehicle;
  - (g) The cost of the original tow;
  - (h) The daily storage charge and the number of days the vehicle was stored; and
  - (i) Each additional service must be set forth individually as a single line item with an explanation and the exact charge for the service.
4. A copy of each statement and receipt by a tow truck operator in accordance with the requirements of this section shall be maintained by the towing business for a minimum of three (3) years from the date of issuance.
5. An owner, an owner's agent or the owner's insurance company representative shall have the right to inspect a vehicle before accepting its return.

#### **Section 4. Prohibited Acts**

1. It shall be unlawful for any person or entity conducting a towing business or for any person acting on behalf of a towing business involved in a non-consensual tow:
- (a) To falsely represent, either expressly or by implication, that the towing business represents or is approved by any private organization which provides emergency road service for disabled motor vehicles or otherwise falsely represent that it has an affiliation or agreement with the county or any other entity.
  - (b) To require an owner/operator of a motor vehicle involved in an accident or breakdown to sign an agreement pre-authorizing storage charges or repair work performed as a condition to providing towing service for the vehicle.
  - (c) To charge towing, storage or other fees which are excessive or deceptive in nature.
  - (d) To impose fees in addition to the towing fee for services which are customarily performed in conjunction with towing a vehicle.
  - (e) To charge storage fees for time periods when the towing business is not open or when the release of the vehicle cannot be secured by the owner, the owner's agent or the owner's insurance company. The time periods hereunder shall not include weekends, nights or holidays.

- (f) To charge storage fees which are not pro-rated for any portion of a twenty-four (24) hour period in which the vehicle is stored if a vehicle is stored for less than a twenty-four (24) hour period.
- (g) To refuse to release a vehicle to the owner, the owner's agent or the owner's insurer upon tender of payment in full and/or refusing to provide an itemized receipt for all lawful charges made in connection with the towing and/or storage of a vehicle unless such release is not permissible pursuant to state law, court order or request of a law enforcement agency or coroner.
- (h) To refuse the right of physical inspection of the towed vehicle by the owner, the owner's agent or the owner's insurer prior to payment of fees and release of a vehicle.
- (i) To offer to give any gratuities or inducements of any kind to any police officer or public servant in order to obtain towing business or recommendations for towing or storage of disabled vehicles.

#### **Section 5. Oswego County E-911 Dispatch Towing Permit Requirements**

- A. All commercial tow truck operators dispatched by Oswego County E-911 for both consensual and non-consensual towing must first hold a permit issued by the County of Oswego and must be registered and insured in accordance with NYS Vehicle and Traffic Law §401-b and applicable law.
- B. The name of the permit holder's individual, legal entity and/or trade name must be either painted or permanently affixed on each side of a wrecker or tow truck. Magnetic letters or signs are prohibited. All lettering setting forth the permit holder's legal entity or trade name as required herein shall be at least four inches in height. If the tow truck already has a USDOT number and name permanently affixed in accordance with the Code of Federal Regulations which is the same name as the towing business name that is also sufficient for the purposes of this section.
- C. The County of Oswego shall issue a permit decal to each permit holder for each wrecker or tow truck owned or operated by the permit holder with a unique vehicle identifier, which shall be conspicuously displayed on the driver's side cab rear window on each wrecker or tow truck which is subject to this local law. The decal shall not be displayed on the upper front portion of any window of the wrecker or tow truck in such a way as to impair the driver's vision. Each wrecker or tow truck must be assigned to a tow location. Businesses with multiple tow locations must have a wrecker or tow truck assigned to each.
- D. Upon reasonable notice, each permit holder shall submit each wrecker or tow truck to the



Director of E-911 or the Oswego County Sheriff's Office upon the original application for a license for inspection. Inspection shall be done at a location designated by the Director or his/her designee within the County of Oswego. Such inspection shall include an examination of the permit holder's name, as well as a determination whether such wrecker or tow truck carries a fire extinguisher rated for combustible liquid fire by the National Board of Fire Underwriters, six (6) highway flares, a safety chain, at least one dolly (unless it is a flatbed truck), a street broom and shovel, cable in the minimum amount of fifty (50) feet and a minimum strength of 3,700 pounds, at least one (1) Federal Highway Administration high visibility vest and is equipped with flashers and adequate emergency warning lights as set forth in the Vehicle and Traffic Law. The aforesaid items shall be carried at all times on each wrecker or tow truck. (See, generally: NYS Vehicle & Traffic Law §1219(c)).

- E. Upon reasonable prior notice, each permit holder shall allow the Director of Oswego County E-911 or the Oswego County Sheriff to inspect any impound lot(s) listed on the permit application during normal business hours.

#### Section 6.      **Application for County Permit**

The application for a permit as required by the preceding shall be made to the Oswego County E-911 Department on a prescribed form and shall accurately specify the following information, the truth of which shall be sworn to or affirmed by the applicant:

- A. The year, make, type and NY registration number of the wrecker or tow truck.
- B.T he name and address of the applicant and, if a corporation, the name and address of each officer and director thereof, and, if a partnership, the name and address of each partner thereof, and, if a limited-liability company, the name and address of each member thereof. If an individual conducting business under an assumed name, a copy of the filed Certificate of Doing Business under an Assumed name.
- C.T he name and address of the owner of the wrecker or tow truck(s), if other than the applicant.
- D. The location or locations of the premises at which the wrecker or tow truck is domiciled or garaged.
- E. The location or locations of the premises to which the motor vehicles are to be towed and the maximum number of vehicles to be stored at such premises.
- F. The location of a storage/impound lot or building owned or used by the applicant. A tow location is defined as a location that has a secured storage area and office. It must have appropriate signage and proof of licensed business address must be provided. A vehicle must be towed to an approved tow location for storage.
- G. A copy of the applicant's New York State Certificate of Authority to collect state sales tax. (N.B.: Towing charges for *disabled vehicles* and storage charges for towed vehicles are taxable - See: NYS Tax Bulletin ST-40)



- H.. A complete list of all criminal convictions, except minor traffic violations, of the applicant or, if a corporation, of each officer and director thereof, or, if a partnership, of each partner thereof, or, if a limited-liability company, of each member thereof.

## **Section 7. Insurance**

Each permit application shall be accompanied by certificates of insurance evidencing a current automobile liability policy and a current garage liability policy (if applicable) issued by an insurance company authorized to do business in the State of New York. Policy limits for automobile liability insurance shall be in the minimum amount as set forth in §345(b)(3) of the New York State Vehicle and Traffic Law, as amended. In addition, each applicant and permit holder shall have and keep in effect statutory New York State workers' compensation and disability benefits insurance coverage for all employees or provide a certificate of exemption on an approved. (e.g. Form CE-200, Certificate of Attestation for New York Entities With No Employees; Form C-105.2, Certificate of Workers' Compensation Insurance; Form DB-120.1, Certificate of Disability Benefits Insurance) Policy limits for garage keeper's liability insurance shall be a minimum of \$1,000,000 per occurrence.

## **Section 8. Registration of employees, agents and permit holders not required**

No additional registration of permit holders or of employees or agents of permit holders whom operate a wrecker or tow truck shall be required other than a valid, in class, New York State driver license. If employees or agents or licensees present an out-of-state driver license, it must be valid for operation of a wrecker or tow truck in New York State.

## **Section 9. Permit fee; copies of license; validity**

Each wrecker or tow truck shall be issued a permit and separately numbered decal when an applicant's permit application is approved by the county. The fee for a truck decal is waived for the first tow truck and \$5 thereafter for additional truck decals and/or replacements. Each such permit shall be issued in duplicate. A copy of the permit shall be kept at all times in the wrecker or tow truck, and the second copy shall be kept at all times at the principal place of business of the licensee. Each permit shall be valid for two years from the date of its issuance unless otherwise extended by the county.

## **Section 10. Permit renewal**

Any permit issued hereunder may be renewed for additional periods of two years upon:

- A. Submission to the Director of Oswego County E-911 a renewal application on the form prescribed by the county stating that there have been no changes in the original application or

setting forth any changes; presentation of renewal insurance certificates as required hereunder.

B. There is no fee to renew this permit. The Oswego County E-911 Director may, within thirty (30) days after the submission of all items required by this chapter, deny the renewal of any license if it finds that the applicant no longer is in compliance with this local law. Failure to make application for such renewal within ten (10) days prior to the expiration date of the permit may result in the removal of the applicant from the commercial tow list. After the expiration date of the license, the licensee shall be considered no longer permitted by the county unless an extension has been granted by the county to comply with same. It is the intention of the county to have initial permits and renewals occur on a staggered basis to not overburden the E-911 Department at any given time.

#### **Section 11. Transfer of license or registration**

Any permit required by this local law shall not be transferred or assigned without the prior written approval of the Oswego County E-911 Department, nor shall the domicile of any wrecker or tow truck licensed hereunder or storage lot/building be changed without prior written notification to that department.

#### **Section 12. Revocation or suspension of permit**

In addition to any penalties which may be imposed for the violation of any provision of this local law, the Director of the Oswego County E-911 Department may, in his or her discretion, refuse to issue or renew, or may suspend or revoke, any license required by this chapter, after written notice and opportunity to be heard, for any of the following reasons:

- A. Fraud or willful and knowing misrepresentation or false statements made in an application for a license.
- B.F. raud or willful and knowing misrepresentation or false statements made in the reports or invoices of any wrecking or towing service.
- C.F. ailure to maintain minimum insurance in the amounts set forth herein and as required by the State of New York for tow trucks.
- D. Knowing or willful violation of any other provision of this local law.
- E. Violation of laws or regulations of the State of New York, pertaining to violations of motor vehicle laws and regulations regarding to commercial towing and business/employer operations in general (e.g. workers compensation, insurance, sales tax) and operations of vehicles upon roadways (i.e. Vehicle and Traffic Law).

#### **Section 13. Removal of towed vehicles outside County**

Regarding non-consensual tows, no person shall tow or remove, or cause to be towed or removed, any motor vehicle from a location within Oswego County to a location more than five miles from the border of Oswego County without the express prior consent of the owner thereof. However, if a non-consensually towed vehicle remains unclaimed at the storage yard or premises



of the owner or operator of a wrecker or tow truck for more than twenty (20) days, then said motor vehicle may be removed by such owner or operator of a wrecker or tow truck without the owner's consent to a location outside Oswego County. Should that occur, at least five (5) days prior to any such removal outside the county, the owner of such motor vehicle shall be notified by certified mail, return receipt requested, of the intent to remove such motor vehicle to a location outside Oswego County and of the address of such location.

**Section 14. Maximum charges for Non-consensual towing**

The following charges are the maximum an operator may charge for non-consensual towing and services made at the request of the Oswego County E911 Center or county. No other charges are authorized. Rate schedule will be reviewed and approved annually by the Oswego County Public Safety Committee which shall have the authority to change rates under this section.

A. These rates apply to two (2) axle passenger vehicles, trucks and vans; and motorcycles only. Larger vehicles, specialty vehicles, combination vehicles with trailers and the like which require a "heavy tow", are not restricted to this rate schedule.

1. Days (08:00 AM to 05:00 PM) Mon – Fri ..... \$200.00
2. Nights (5:00 PM to 08:00 AM) Saturdays, Sundays & Holidays ..... \$225.00
3. Dolly/Flatbed Rate (if requested or required) ..... \$50.00
4. Dolly/Flatbed Rate (If requested or required) on Nights & Weekends.....\$65.00
5. Winching Rate \$50.00 Minimum up to first 30 minutes/\$25.00 each additional 15 minutes
6. Service Calls: Days (8:00 AM to 05:00 PM, Mon – Fri) ..... \$200.00
7. Service Calls: Nights, Saturdays, Sundays & Holidays ..... \$225.00
8. Extenuating Circumstances, Service Charge/Cleanup (per 30 minutes)..... \$40.00
9. Storage (24 hours after vehicle is towed) ..... \$60.00 per day
10. Fuel Surcharge (Only when approved by E-911 Director).....\$25.00 per invoice
11. Administration fees (Only eligible when owner notification and lien holder notification required)...\$75.00 per invoice

B.N — o tow truck owner or operator shall charge a fee for services or impose any other charge



whatsoever for non-consensual towing dispatched by the county, except those set forth in this chapter, as from time to time amended. No Mileage charges can be charged if the vehicle is towed back to the operators storage facility.

- C.N      o tow truck owner or operator shall charge a fee for waiting charges by employee-hour, debris cleanup, additional personnel, off-loading, yard charges, towing prep charges or other charges for towing services or any charge or fee of a similar nature unless there is a justifiable extenuating circumstance.

#### **Section 15. Availability of schedule of charges; responsibility for payment of fees**

A.      Every owner and operator of a wrecker or tow truck shall maintain a written schedule of all rates and charges, in compliance with the limitations of the foregoing section, and shall make such schedule available to any person requesting the same at any time.

B.      Whenever practicable, the owner or operator of any motor vehicle utilizing towing or wrecker services shall be given a copy of a full schedule of rates at the time the wrecking or towing services are rendered. In any event, a full schedule of rates shall be annexed to each bill for wrecking or towing services and shall be posted at the business address.

C.      Notwithstanding any provision of this chapter to the contrary, the owner and/or operator of any motor vehicle who requests any consensual towing services shall be responsible for payment to the permit holder of any fees and charges.

#### **Section 16. Storage charges**

No wrecker or tow truck owner or operator shall charge an outdoor storage charge in excess of those set forth in Section 14 for storage resulting from non-consensual tows. For the purpose of this local law, time shall be calculated not by calendar days but from the time the motor vehicle was originally stored. No storage shall be charged if the place of business of the licensee is not open for retrieval of the vehicle during normal business hours (nights, weekends and holidays excepted).

#### **Section 17. General Provisions**

Towing from private property. - No owner or operator of a wrecker or tow truck shall tow a motor vehicle from private property except at the express written request of the owner or lessee of the property or at the express written request of the owner of the vehicle, or the consent of the owner of the motor vehicle and the owner or lessee of the property.

Towing of vehicle without owner's consent. - Every owner and operator of a wrecker or tow truck shall, prior to removal or towing of any motor vehicle without the express consent of the owner or operator thereof, notify the appropriate law enforcement authority of the year, make, model and license number of such motor vehicle, the location from which it is removed and the

location to which it is removed.

#### **Section 17. Nonapplicability**

The terms and provisions of this chapter shall not apply to the owner or operator of any wrecker or tow truck:

- A. Which tows a disabled vehicle outside the county limits that is not covered by this law on a consensual basis or non-consensual basis to include, but not be limited to, tractor trailers, postal vehicles, large commercial trucks.
- B. The services of which, not being domiciled in Oswego County, are requested by the owner or operator of a motor vehicle only for the purpose of towing outside the County.
- C. Which undertakes the booting, towing and removal by a municipality or law enforcement agency.
- D. Which undertakes the removal of a consensual tow of vehicle with upon request/with consent of the owner. In such cases, the rates set forth in this local law shall not apply.
- E. Tows conducted by, for or billed to an Automobile Club, a manufacturer roadside assistance plan or other emergency roadside services not involving towing.
- F. Which is merely passing through or delivering a vehicle to Oswego County.

#### **Section 18. Severability**

If any clause, sentence, paragraph, section, subdivision, or other part of this local law, as written or in its application, shall be inconsistent with any federal or state statute, law, regulation or rule then the federal or state statute, law, regulation, or rule shall prevail. If any clause, sentence, paragraph, section, subdivision, or other part of this local law or its application shall be adjudged by a court of competent jurisdiction to be invalid or unconstitutional, such order, judgment or legislation shall not affect, impair, or invalidate the remainder thereof which shall remain in full force and effect except as limited such order or judgment.

#### **Section 19. Effective Date**

This local law shall take effect on the ninetieth day after its adoption.

**RESOLUTION NO. 133**

**RESOLUTION APPOINTING MEMBERS TO THE OSWEGO COUNTY FIRE  
ADVISORY BOARD FOR 2022**

By Legislator Marc Greco:

WHEREAS, the Members' Terms on the Fire Advisory Board have expired.

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

RESOLVED, that the following named individuals be, and they hereby are, they hereby are, appointed to the Fire Advisory Board for a term to expire March 31, 2023

OSWEGO COUNTY LEGISLATURE

	Mike Monnat	Cause & Origin Team, Chairman
	Chris Race	Chief's Assoc., President
	Matt Lenhart	Firefighter's Assoc., President
	Robert Lighthall	Fire Police Assoc., President
District I	Adam Howard	Fulton
	Randy Griffin	Oswego
District II	David Okoniewski	Granby
	Greg Hermann	Oswego Town
District III	Russ Boughton	West Monroe
	Dave Andrews	Caughdenoy
District IV	OPEN	
	OPEN	
District V	Frank Dixon	Sandy Creek
	Nick Marshall	Orwell
District VI	Robert Loomis	Palermo
	Curtis Fischer	New Haven

And be it further,

RESOLVED, that the Oswego County Fire Coordinator shall serve as an ex-officio member to the Fire Advisory Board.

**ADOPTED BY ROLL CALL VOTE ON JUNE 9 2022:**

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



## **ARTICLE I** **ORGANIZATION**

The name of this Organization shall be known as the Oswego County Fire Advisory Board. The Fire Advisory Board shall be comprised of members selected from the Districts that incorporate the thirty-two (32) Fire Departments/Companies in Oswego County.

## **ARTICLE II** **MEMBERSHIP**

The number of members in this organization shall be fixed from time to time by and in the manner provided in the by-laws and may be increased or decreased as therein provided, but the number shall consist of not less than five (5) nor more than twenty-one (21) members (in accordance with Section 225-A of the County Law), representing all the designated Districts, to be appointed for a three (3) year term with the approval on a yearly basis by the Oswego County Legislature. The Fire Advisory Board will also include members comprised of the acting President of the Association, the acting Chairman of the Cause and Origin Team and the acting President of the Fire Police Association. Additionally, the Oswego County Fire Coordinator will act as an ex-officio. Any potential candidate interested in becoming a Fire Advisory Board member shall send a resume to the Fire Advisory Board in care of the Secretary. Selection of a potential Fire Advisory Board member will be through an interview process before a committee appointed by the Chairman of the Fire Advisory Board.

The following are the designated districts:

**DISTRICT I**                      Cities of Fulton and Oswego

**DISTRICT II**                     Hannibal, Granby, Cody, Phoenix, Oswego Town, Volney,  
Pennellville

**DISTRICT III**                    Central Square, West Monroe, Constantia, Cleveland,  
Caughdenoy, Brewerton, Hastings

**DISTRICT IV**                    Altmar, Parish, Williamstown, Redfield, West Amboy

**DISTRICT V**                     Orwell, Sandy Creek, Lacona, Pulaski, Richland

**DISTRICT VI**                    Mexico, New Haven, Novelis, Minetto, Palermo, Scriba

**RESOLUTION NO. 134**

**RESOLUTION ESTABLISHING CAPITAL PROJECT E0222 - COUNTY FIRE  
VEHICLES AND EQUIPMENT**

By Legislator Marc Greco:

WHEREAS, this body has heretofore established Capital Reserve Fund No. 146 – Highway and Automotive Equipment and

WHEREAS, the County Fire Coordinator has submitted a need to replace two response vehicles in the Fire Coordinators department along with the related equipment: and

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

RESOLVED, that Capital Project E0222 – County Fire Vehicles and Equipment be established with a maximum authorization of \$309,460, and be it further

RESOLVED, that the County Treasurer is hereby authorized to transfer \$ 309,460 from Capital Reserve No. 146 – Highway and Equipment to Capital Project No. E0222, 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.

<u>Capital Project # E0222</u>	<u>Total Authorization</u>
County Fire Vehicles and Equipment - 2022	\$ 309,460

**ADOPTED BY VOICE VOTE ON JUNE 9, 2022:**

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

**Authorized Budget Modification**

**Res. 134 of 2022**

H529000 E0222	\$309,460.00
H450310 E0222	(\$309,460.00)
A599014 146	\$309,460.00
A159900	(\$309,460.00)



## OSWEGO COUNTY FIRE COORDINATORS OFFICE

720 East Seneca Street, Oswego, NY 13126

Shane P. Laws  
Fire Coordinator

Office: 315.349.8800  
Fax: 315-349-8810

**TO:** County Legislature/Public Safety Committee

**From:** Shane Laws, County Fire Coordinator

**DATE:** 05/10/2022

**RE:** Create a Capital Project for New Vehicles

### INFORMATIONAL MEMORANDUM

**SUBJECT:** Establish a capital project to replace County Fire Coordinator Command vehicle (2013 Chevy Silverado 2500HD with 105,000 miles), also within in this project is replacing the County Air Cascade vehicle (2000 International Model 4700 with 28,179 miles and over 1000 hrs. on the air cascade system). I am requesting funds from Capital reserve #146. Both vehicles requested will come equipped and ready for service.

**PURPOSE:** To purchase:  
1- 2022 Chevrolet 2500HD Crew cab pick up with cap and emergency lighting and upgraded emergency radios.  
  
1- 2023 International MV607 SBA LP Chassis w/ Morgan van body, 40K generator, 1-Eagle Air Model RAO15M3D4E Air Compressor, 1- Eagle Air Model SSX4 Fill Station, and 1 Eagle Air Model 7066HC04ZCH70 Mobile Air Storage System.

**SUMMARY:** The purchase and replacement of the 2013 pickup is requested due to the cost of repairs on this vehicle and the high mileage. The vehicle is driven as an emergency response vehicle throughout the County.

The purchase and replacement of the 2000 International cascade vehicle is requested due to the most recent inspection and cost of repairs. The frame under the body is rotting and its life expectancy is going to be limited. The proposed replacement could take up to 2 years before we take delivery. The air cascade system has over 1000 hrs. and will require an expensive rebuild if parts are available.



RECOMMENDED:

To purchase

- 1- 2022 Chevrolet 2500HD Crew cab pickup with cap and emergency lighting. Purchase price of \$65,628.50, update emergency radio equipment \$15,000.  
Total Price \$80,628.50
- 1- 2023 International MV607 SBA LP Chassis w/ Morgan van body, 40K generator, 1-Eagle Air Model RAO15M3D4E Air Compressor, 1- Eagle Air Model SSX4 Fill Station, and 1 Eagle Air Model 7066HC04ZCH70 Mobile Air Storage System. Cost of \$228,831

Total of both purchases will be \$309,459.50

ACTION:

Transfer \$ 309,459.50 from the Capital Reserve # 146  
Highway & Auto Equipment to Capitol Project # E0222

## BUDGET MODIFICATION REQUEST

COMMITTEE SIGNATURES \_\_\_\_\_ DATE: \_\_\_\_\_

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

**RESOLUTION NO. 135**

June 9, 2022

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION STOP-DWI  
FFY2022 HIGH VISIBILITY ENGAGEMENT CAMPAIGN**

By Legislator Marc Greco:

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 VOICE VOTE ON JUNE 9, 2022:**

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

LEGISLATURE  
COUNTY  
OSWEGO

Authorized Budget Modification

Res. 135 of 2022

A3315 443890 SDWI  
A3315 543800 SDWI

(\$17,500.00)  
\$17,500.00



In Memory of  
John F. Naloti



**ROBERT J. LIGHTHALL**  
STOP DWI COORDINATOR

OSWEGO



COUNTY

## STOP DWI

PUBLIC SAFETY BUILDING  
39 CHURCHILL ROAD  
OSWEGO, NEW YORK 13126  
315/349-3210 FAX 315/349-3212

### INFORMATIONAL MEMORANDUM

**SUBJECT:** Budget modification      **DATE:** May 31, 2022

**PURPOSE:** Accept grant funding for High Visibility Engagement Campaign.

**SUMMARY:** The NYS STOP-DWI Foundation submitted a grant application with the State of New York Governor's Traffic Safety Committee seeking federal funding of High Visibility Engagement Campaign.

The NYS STOP-DWI Foundation has been awarded Oswego County's an allocation of **\$17,500**. Such funds must be approved by the county legislature and reimbursement shall be made to the county based on actual expenses incurred. These federal funds would be received through budget Line 3315.443890 Project SDWI and expended through Line 3315.543800 Project SDWI, Other Fees and Services. The grant cycle is October 1, 2021 through September 30, 2022.

**RECOMMENDED ACTION:** The Oswego County STOP-DWI Program recommends acceptance of the grant funds in the amount of \$17,500.





October 1, 2021





Alex Kurilovitch, Oswego County STOP-DWI  
Via email

Please accept this letter as official notification of a High Visibility Engagement Campaign (formerly known as Crackdown) award in the amount of \$17,500 for use in your county. Initial each line below, sign the bottom and scan back a copy of this letter, there is no need to send me a hard copy. This will serve as your acceptance of these funds. Failure to return this form will result in non-reimbursement. Let me know if you have any questions.

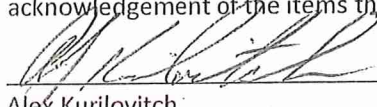
***Our focus will no longer be enforcement only***

-  All HVEC efforts will include increased visibility and engaging the public with educational materials. The County STOP-DWI Coordinator will report the details using the provided HVEC Activity Form. (one form per county per HVEC)
-  The funds listed above will be utilized for Enforcement Overtime during the following crackdown dates only (unless permission has been granted for alternate dates).

HALLOWEEN:	October 29 - November 1, 2021
THANKSGIVING:	November 24 - November 28, 2021
HOLIDAY SEASON (NATIONAL):	December 17 - January 1, 2022
SUPER BOWL:	February 11 - February 14, 2022
ST. PATRICK'S DAY:	March 16 - March 20, 2022
(and/or any parade day in your community- with prior approval)	
MEMORIAL DAY:	May 27 - May 31, 2022
JULY 4 <sup>th</sup> :	July 1 - July 5, 2022
LABOR DAY (NATIONAL):	August 19 - September 5, 2022

-  All enforcement details (sobriety checkpoints and/or roving patrols) will be multi-agency details.
-  If circumstances result in only one agency participating in any crackdown, an email will be sent to Pam Aini, Grant Administrator, describing the reasoning for only one agency participating.
-  All HVEC efforts will be 'high visibility' and advertised in your county.
-  All PS-1's and activity sheets will be submitted to Pam Aini, Grant Administrator within 45 days of each event with the exception of the Labor Day HVEC and that paperwork must be submitted by September 30<sup>th</sup> due to grant end date. Paperwork submitted after 45 days (or 9/30 for Labor Day) shall not be considered for reimbursement.


My signature here shall serve as acceptance of the grant detailed above and my initials above serve as acknowledgement of the items that I am responsible for.

  
Alex Kurilovitch  
Oswego County STOP-DWI Coordinator

Reginald Crowley  
Reginald Crowley, Chairperson  
STOP-DWI Foundation, Inc.

## COUNTY OF OSWEGO

(FROM)			TO		
ACCOUNT NUMBER			ACCOUNT NUMBER		
ORG	OBJECT	PROJ	ORG	OBJECT	PROJ
A3315	443890	SDWI			
			A3315	543800	SDWI

COMMITTEE SIGNATURES	DATE
Wm. Greco	5/31/22
J. Navarro	5/31/22
D. V. V.	5-21-22
Frank Bombard	5-21-22
	5-31-22
Herbert Gordon	5/31/22

COUNTY TREASURER	DATE
------------------	------

PERSONNEL DIRECTOR ~~DATE~~

COUNTY ADMINISTRATOR  
DATE /

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



**RESOLUTION NO. 136**

**RESOLUTION ACCEPTING GRANT FROM THE OSWEGO COUNTY ATV CLUB, INC. REGARDING ENHANCED ATV SAFETY AND ENFORCEMENT**

By Legislator Marc Greco:

WHEREAS there are 4615 All-Terrain Vehicles registered within Oswego County: and

WHEREAS, although the vast majority of owners are responsible and comply with laws regarding speed, use and other requirements such as registration and insurance, some do not; and

WHEREAS the Oswego County ATV Club, Inc. has 2,000 members and wishes to donate to the Oswego County Sheriff's Office to promote ATV safety and enforcement of laws pertaining to the use of ATVs by way of enhanced patrols along public roadways and county-owned trails; and

WHEREAS a resolution is both necessary and desirable,

NOW, THEREFORE, upon the recommendation of the Public Safety Committee of this body, it is hereby,

RESOLVED, that the County of Oswego hereby accepts a grant of \$1,000 from the Oswego County ATV Club, Inc. to be used by the Oswego County Sheriff's Office for enhanced ATV patrols and safety checks along county-owned trails and roadways.

**ADOPTED BY VOICE VOTE ON JUNE 9, 2022:**

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

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification

Res. 136 of 2022

A3110 427700  
A3110 511000

(\$1,000.00)  
\$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

**SUBJECT:** Budget Modification Request

**DATE:** May 12, 2022

**PURPOSE:** To accept and transfer funding received from the Oswego County ATV Club.

**SUMMARY:** The Sheriff's Office requests permission to accept funds from the Oswego County ATV Club in the amount of \$1,000 into revenue line A3110.427700 (Miscellaneous Revenue) and to transfer the funds into expenditure line A3110.511000 (Salary Expense). The funds will be used to enhance patrols along public roadways and county-owned trails.

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

(FROM) TO

COMMITTEE SIGNATURES	DATE
<i>Leo Greer</i>	5-31-22
<i>J. Mangano</i>	5-31-22
<i>Allyson</i>	5-31-22
<i>Paul Bombardieri</i>	5-31-22
<i>Robert J. Greer</i>	5-31-22

DEPARTMENT HEAD \_\_\_\_\_ DATE \_\_\_\_\_



**RESOLUTION NO. 137**

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION SHERIFF'S  
OFFICE TRANSFER FROM SALE OF EQUIPMENT (SHERIFF'S OFFICE) TO  
AUTOMOTIVE EQUIPMENT (ROAD DIVISION)**

By Legislator Marc Greco:

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 VOICE VOTE ON JUNE 9, 2022:**

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

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification

Res. 137 of 2022

A3110 426650

(\$105,150.00)

A3110 523000

\$105,150.00



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

39 Churchill Road, Oswego, New York 13126-6613



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

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

## INFORMATIONAL MEMORANDUM

**DATE:** May 17, 2022

**SUBJECT:** Automotive Equipment from the Sale of Equipment

**SUMMARY:** A request is being made to transfer funds from the Sale of Equipment Fund (A3110.426650) in the amount of \$105,150.00 into Automotive Equipment (A3110.523000) to purchase equipment that will be used to help maintain the safety of the Oswego County citizens.

### RECOMMENDED

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

(FROM) TO

COMMITTEE SIGNATURES	DATE
<i>Francisco</i>	5/31/22
<i>J. Navarro</i>	5/31/22
<i>R. L. L.</i>	5-31-22
<i>Frank Bombardieri</i>	5-31-22
<i>Herbert J. Gordon</i>	5-31-22

**COMMITTEE SIGNATURES** **DATE**

## ~~COMMITTEE SIGNATURES~~

DATE \_\_\_\_\_

**COUNTY TREASURER**

DATE \_\_\_\_\_

PERSONNEL DIRECTOR

DATE \_\_\_\_\_

**COUNTY ADMINISTRATOR**

DATE \_\_\_\_\_

DEPARTMENT HEAD

DATE \_\_\_\_\_



**RESOLUTION NO. 138**

**RESOLUTION AUTHORIZING THE OSWEGO COUNTY EMERGENCY  
MANAGEMENT OFFICE TO ACCEPT FUNDING FROM THE WALMART  
COMMUNITY GRANT PROGRAM**

By Legislator Marc Greco:

WHEREAS, the Walmart Community Grant Program has a commitment to give back to the community where they operate and supports public safety initiatives; and

WHEREAS, Oswego County Emergency Management has been awarded three community grants from Walmart, one for \$1,000.00, one for \$500.00 and one for \$250.00 for the drone program to support public safety initiatives.

NOW, THEREFORE, BE IT RESOLVED, that upon the recommendation of the Public Safety Committee, that the County accept the grant funding for the drone program.

**ADOPTED BY VOICE VOTE ON JUNE 9, 2022:**

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

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification

Res. 138 of 2022

A3640 526000 DRONE  
A3640 427700

\$1,750.00  
(\$1,750.00)



OSWEGO COUNTY  
**EMERGENCY MANAGEMENT OFFICE**

Phone (315) 591-9150  
Fax: (315) 591-9176

COUNTY OFFICE BUILDING – 200 NORTH 2<sup>ND</sup> STREET, FULTON, NY 13069

*Cathee Palmitesso, Director*  
Email: Cathleen.Palmitesso@OswegoCounty.com

## **Informational Memorandum**

Date: June 9, 2022

To: Members of the Public Safety Committee, Oswego County Legislature

From: Cathee Palmitesso, Director

Subject: Request for approval to accept \$1,750.00 from the Walmart Community Grant Program for the county drone program.

---

**Purpose:** Request to accept grant funding and place in the drone other equipment budget line. Please refer to attached budget modification for the specific details.

**Summary:** The Oswego County EMO has received notification and have been awarded three separate Walmart Community Grants in the amount of \$1,750.00. This grant will be used for the county drone program public safety initiatives. The funds from this grant will be used to acquire additional equipment and supplies to support the drone program.

**Recommended**

**Action:** The Emergency Management Office would respectfully request the members of the Public Safety Committee and Oswego County Legislature to accept this funding from the Walmart Community Grant Program accordingly.

BUDGET MODIFICATION REQUEST

5/18/2022

ACCOUNT NUMBER		ACCOUNT NUMBER			DESCRIPTION	DOLLAR AMOUNT
ORG	OBJECT	PROJ	ORG	OBJECT	PROG	
A3640	526000	Drone				1,750.00
			A3640	427700		(1,750.00)
					Walmart Community Grant Facility #2911 (\$1000)	
					Walmart Community Grant Facility #3332 (\$500)	
					Walmart Community Grant Facility #1831 (\$250)	

0.00

Total Amount

COMMITTEE SIGNATURES

DATE

*Flare Greco* 5/23/22  
*J. Mangano* 5/31/22

COUNTY TREASURER

DATE

PERSONNEL DIRECTOR

DATE

*Raymond* 5/31/22

COUNTY ADMINISTRATOR

DATE

DEPARTMENT HEAD

DATE

*Robert Gordon* 5/31/22



**RESOLUTION NO. 139**

**RESOLUTION AUTHORIZING BUDGET MODIFICATION YOUTH BUREAU-  
ADDITIONAL 2022 NYS YOUTH DEVELOPMENT PROGRAM FUNDS**

By Legislator Roy Reehil:

Upon recommendation of the Human Services Committee of this body, with the approval of 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 and Budget Officer shall be his authority to affect such transfer and make such adjustments.

**ADOPTED BY VOICE VOTE ON JUNE 9, 2022:**

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

OSWEGO COUNTY LEGISLATURE

**Authorized Budget Modification**

A7310 438200  
A7310 545500

**Res. 139 of 2022**

(\$12,751.00.00)  
\$12,751.00

# *Oswego City-County Youth Bureau*

OSWEGO COUNTY COMPLEX  
70 BUNNER STREET  
OSWEGO, NY 13126

(315) 349-3451  
FAX (315)-349-3231



Brian Chetney Executive Director  
brian.chetney@oswegocounty.com

June 9, 2022

## **Informational Memorandum**

<b>Purpose:</b>	Additional 2022 New York State Youth Development Aid
<b>Summary:</b>	The attached budget modification corrects budget lines to include additional 2022 New York State Office of Children & Family Services Youth Development Aid.
<b>Recommended Action:</b>	The department recommends the budget modification correcting budget lines with additional 2022 Youth Development Aid be approved.

4/27/2022

COMMITTEE SIGNATURES	DATE
Herbert Gordon	5/31/22
R. G. G. G.	5/31/22
Michael G. Gordon	5/31/22
Frank Bamberger	5/31/22
James A. G. G.	5/31/22

DEPARTMENT HEAD	DATE
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**RESOLUTION NO. 140**

**RESOLUTION AUTHORIZING BUDGET MODIFICATION YOUTH BUREAU-  
2022 NYS SPORTS & EDUCATION OPPORTUNITY FUNDS**

By Legislator Roy Reehil:

Upon recommendation of the Human Services Committee of this body, with the approval of 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 and Budget Officer shall be his authority to affect such transfer and make such adjustments.

**ADOPTED BY VOICE VOTE ON JUNE 9, 2022:**

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

LEGISLATURE  
COUNTY  
OSWEGO

**Authorized Budget Modification**

**Res. 140 of 2022**

**A7310 438200**

**(\$9,458.00)**

**A7310 545500**

**\$12,751.00**

# *Oswego City-County Youth Bureau*

OSWEGO COUNTY COMPLEX  
70 BUNNER STREET  
OSWEGO, NY 13126

(315) 349-3451  
FAX (315)-349-3231



Brian Chetney Executive Director  
brian.chetney@oswegocounty.com

June 9, 2022

## **Informational Memorandum**

<b>Purpose:</b>	2022 Youth Sports & Education Opportunity Funding
<b>Summary:</b>	The attached budget modification adds \$9,458.00 to the Youth Bureau budget as the allocation for Oswego County. These new funds for 2022 are part of a statewide youth sports activities and education grant program for underserved youth under the age of eighteen.
<b>Recommended Action:</b>	The department recommends the budget modification to accept 2022 Youth Sports & Education Opportunity Funding for Oswego County be approved.

## 5/9/2022

COMMITTEE SIGNATURES DATE

Frank Bombardo 5/31/22

DATE \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_

**RESOLUTION NO. 141**

**RESOLUTION AUTHORIZING RESTRUCTURE OF DSS/EMPLOYMENT AND TRAINING**

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, the Social Services Commissioner has identified the need to restructure the DSS Employment and Training Team and to integrate DSS/Employment and Training with the Local Workforce Development Board, so be it

RESOLVED, that activities and oversight of the Workforce Development Board of Oswego County be integrated into DSS/Employment and Training under the supervision of the Director of Employment and Training, Rachel Pierce, and be it

RESOLVED, to approve the attached budget modification to accept Workforce Development funds, and be it

RESOLVED, that one (1) Coordinator of Client Services, SG40 in the Oswego County Professional Association be created, and be it

RESOLVED, that one (1) Senior Employment Specialist, Grade 12 in the CSEA Oswego County Local 838 be created, and be it

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

**ADOPTED BY VOICE VOTE ON JUNE 9, 2022:**

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

**Authorized Budget Modification**

**Res. 141 of 2022**

CD6292 447910	(\$19,245.48)
CD6292 428010	(\$1,288.43)
CD6292 427700	(\$68,012.89)
CD6292 511000	\$58,215.00
CD6292 590898	\$30,271.80





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:** Local Workforce Development Board integration into Department of Social Services Division of Employment & Training and subsequent restructure of the Division
- Purpose:** To remain in compliance with the Workforce Innovation and Opportunity Act of 2014 (WIOA sec. 107) regulations and requirements for the establishment of a Local Workforce Development Board (LWDB). Per WIOA 20 CFR §679.400, the Local Workforce Development Board (LWDB) has the authority to hire a director and other staff to assist in carrying out the functions of the LWDB outlined in WIOA sec. 107(d).
- Summary:** SUNY Oswego Office of Business and Community Relations informed the Chairman of the Legislature and the County Administrator that the institution has chosen not to renew the contract with Oswego County for the operations of the LWDB effective July 1, 2022.

The LWDB is responsible for the oversight of the following functions of the Local Workforce Development Area (LWDA):

- Local & Regional Plan
- Workforce Research and Regional Labor Market Analysis
- Convening, Brokering, Leveraging LWDA system stakeholders
- Employer Engagement
- Career Pathways Development
- Proven and Promising Practices
- Technology
- Program Oversight
- Negotiation of Local Performance Accountability
- Selection of Operators and Providers
- Coordination with Education Providers
- Budget and Administration
- Accessibility for Individuals with Disabilities

We propose the integration of the Oswego County LWDB into the Department of Social Services Division of Employment & Training (OCDSS DET) will allow for seamless support of the LWDB and service delivery through the Workforce NY Career Center and One-Stop Partners.

The duties of the current LWDB staff will be reassigned to Rachel Pierce, Director of Employment & Training, with other duties assigned to E&T support staff. She possesses the knowledge and experience needed to support the functions of the LWDB and continued operations of WIOA programs and services with ten years in workforce development, two as the Director of E&T. She holds a Master in Business Administration and Master

of Arts in American History, both earned at SUNY Oswego. Ms. Pierce would remain as Director of E&T but need to redistribute duties to additional administrative and support staff.

This transition will prompt a subsequent restructure of management and supervisory positions within Oswego County Department of Social Services Division of Employment & Training to ensure compliance with federal WIOA firewall regulations, per New York State Department of Labor Financial Oversight and Technical Assistance consultants. A proposed organizational chart is attached.

The alternatives to this integration would be to:

- Integrate the Local Workforce Development Board under chosen Oswego County Dept. Hire WDB Executive Director and support staff. There would be disruption in operations until a candidate is hired and trained. This could become a longer term issue due to difficulty in recruitment as seen across the county, which could impact the Division's ability to meet funding expenditure requirements and service outcomes.

*Estimated budget modification: to exceed \$200,000 in WIOA funds with 0% local share*

- Issue RFP to contract Local Workforce Development Board to outside entity. This would also cause disruption in operations until contract awarded and staff hired and trained, and again could be potentially longer term than is practicable.

*Estimated budget modification: to exceed \$200,000 in WIOA funds with 0% local share*

Failure to comply with federal and state WIOA regulations, to meet funding expenditure requirements, and to reach performance measures for service outcomes will jeopardize \$1.4 million annual federal funding for the continued operation of the Oswego County Workforce NY Career Center.

### **Restructure Plan Details**

#### **Director of E&T will assume role and functions of WDB Executive Director**

This restructure plan as outlined includes the addition of the WDB Executive Director's role and functions to Rachel Pierce's current title with a salary increase of 4% over her current salary, adjusting it to \$69,750. It also includes the creation of two new positions – a Coordinator of Client Services and a Sr. Employment Specialist.

#### **Addition of Coordinator of Client Services**

The reintroduction of the Coordinator of Client Services is due to the requirement for the separation of duties between the WDB Executive Director and the Provider of Career Services per federal and state WIOA regulations. Without this additional position and level in the hierarchy of the DSS DET team, Oswego County would be noncompliant and cited for conflict of interest.



Reintegration of the LWDB to DSS DET requires the full-time attention of the WDB Executive Director/Director of E&T. Current Director E&T duties associated with the daily operations of the Workforce NY Career Center will need to be redistributed to the Coordinator of Client Services. Prior to the exit of the WDB to SUNY Oswego in 1995-1996, DSS DET employed a Director of E&T and a Coordinator of Client Services to efficiently manage the division, career center, and numerous grants for continued service and workforce development for local businesses and community members. With the absorption of the WDB, this division structure is again needed.

### **Addition of Senior Employment Specialist**

The addition of a Senior Employment Specialist will allow for an equal division of duties with the existing Senior Employment Specialist. The incumbent currently supervises a team of 13 Employment Specialists and support staff, along with 2 contracted CASACs. The personnel duties and regulated reporting demands from NYS OTDA do not allow time for consistent and comprehensive monitoring of noncompliance by clients. The addition of a Senior Employment Specialist will result in enhanced accountability and increased conciliation of clients for failure to adhere to regulations to work towards realizing self-sufficiency through employment.

The Analysis of the Employment Unit by Bonadio & Co., LLP in 2017 cited, "succession planning will allow the unit to continue to function smoothly and without interruption of services to individuals and workers". In preparation for retirement, the ability for a second Senior Employment Specialist to train alongside the incumbent will lend to the seamless transition and continuation of operations following the loss of institutional knowledge. The Division of Employment & Training has retired 6 employees with over 30 years each in less than 3 years. This upheaval in leadership, along with the coronavirus pandemic, has forced adaptation of processes and policies without experience and institutional knowledge to rely on. This position request is to protect operational disruption and increase accountability of mandated activities for public assistance recipients.

### **Summary:**

The Department respectfully requests:

- **Acceptance of the existing WDB funding of \$68,013** less remaining Quarter 4 expenses, to be applied to salaries and wages for the support of the continued operations of the Oswego County Workforce NY Career Center and administration of programs and services. The attached budget modification reflects this request.
- The salary increase for the Director Employment & Training to \$69,750, due to the complex oversight, monitoring, and analysis of multiple federal, state, and local grant applications and management. The attached budget modification reflects this request. **The increase from current salary for the remainder of 2022 (\$2,117) is covered with 100% federal funds. There is no local share.**
- The addition of one Coordinator of Client Services to oversee the daily operations of the Workforce NY Career Center and other functions to support E&T services in the Fulton Office. The salary + 52% estimated fringe for the remainder of 2022 is \$47,516, **which will be covered with 96% federal funds (\$2,408 local share).** The annual salary requirement for this position is \$60,205 + estimated 52% fringe (total:

\$93,920 – local share: \$3,757). We also request approval for Sr. Employment Specialist and Employment Specialist backfills behind this promotion.

- The addition of one Senior Employment Specialist to assist with oversight of the Welfare to Work caseload in the Mexico Office. **The salary requirement + estimated 52% fringe for the remainder of 2022 is \$38,855, covered with 78% state and federal funds. The 2022 local share increase is \$8,548 (22%).** The annual salary requirement for this position is \$49,231 + estimated 52% fringe (total: \$74,831 – local share: \$16,463). We also request approval for Employment Specialist Backfill behind this promotion.

**Recommended  
Action:**

The Department of Social Services recommends the Health and Human Services Committee, the Finance & Personnel Committee and the Oswego County Legislature authorize the Department of Social Services Division of Employment & Training to accept the integration of the LWDB, the subsequent restructure of the E&T Division, creation of 2 new positions and their related backfills and the budget modification as requested.

Title	Costs – remainder of 2022			Annualized Costs		
	Proposed – salary + 52% fringe	funded state/federal	Local share	Proposed – salary + 52% fringe	funded state/federal	Local share
Director of E&T	\$ 2,117 (inc)	\$2,117	\$0	\$106,921	\$106,921	\$0
Coordinator of Client Services	\$47,516 (new)	\$45,615	(4%) \$2,408	\$93,920	\$90,163	(4%) \$3,757
Sr. Employment Spec	\$38,855 (new)	\$30,306	(22%) \$8,548	\$74,831	\$58,368	(22%) \$16,463
SAVINGS from backfills			(\$980)			(\$2,396)
Totals	\$88,488	\$130,970	\$9,976	\$275,672	\$255,452	\$17,824



**Oswego County  
Workforce Development Board – CEO Firewall Agreement**

**I. Roles and Responsibilities**

The Oswego County Department of Social Services Division of Employment and Training (DSS DET) has been designated to carry out the following WIOA Title I funded roles:

- Staff to the board; and
- Service provider

As staff to the board, Oswego County DSS DET is responsible for assisting the local board in carrying out the following, per WIOA Section 107:

- Local Plan
- Workforce Research and Regional Labor Market Analysis
- Convening, Brokering, Leveraging LWDA system stakeholders
- Employer Engagement
- Career Pathways Development
- Proven and Promising Practices
- Technology
- Program Oversight
- Negotiation of Local Performance Accountability
- Selection of Operators and Providers
- Coordination with Education Providers
- Budget and Administration
- Accessibility for Individuals with Disabilities

As service provider, Oswego County DSS DET is responsible for the following:

- Administer Adult, Dislocated Worker and Youth programs and services under Title I of WIOA
  - Basic Career Services (20 CFR§678.430(a)and §678.435)
  - Individualized Career Services (20 CFR§678.430(b))
  - Follow-Up Services (20 CFR§678.430(c))
- Operate and manage Oswego County Workforce New York One-Stop Career Center

**II. Risk Assessment**

The following item(s) have been identified as potential risks and/or conflicts of interest.

- There is a potential for conflicts of interest between the staff to the board role and the service provider role, including but not limited to activities such as board monitoring of services and procurement.
- Direct supervisory report of Coordinator of Client Services to Director of Employment & Training/Workforce Development Board Director within Oswego County Department of Social Services Division of Employment & Training (Organizational Chart attached)

**III. Control Activities**

The Commissioner of Oswego County Department of Social Services will provide daily supervision and oversight to staff performing as staff to the board. The Director of Employment and Training of Oswego County Department of Social Services will provide daily supervision and oversight to staff performing the service provision function.

In addition to daily supervision and oversight, additional firewalls, and internal controls between the Oswego County DSS DET staff acting as staff to the board and service provider include the following:

- New York State Department of Labor
  - Monthly Fiscal Desk Review
  - Annual Fiscal Monitoring
  - Annual Program Monitoring
- Oswego County Audits
  - County Auditor Reviews
  - Annual Single Audit
- Separation of Duties for Payments
  - Approval for Payment Department
  - Oversight and review from Audit Department and Treasurer's Office
- MUNIS Financial System
  - Internal Controls
  - Audit Trail for payments and authorizations

#### IV. Parties to the Agreement

The parties to this agreement are the Oswego County Workforce Development Board, the Oswego County Grant Recipient Chief Elected Official (CEO) James Weatherup, and the Oswego County DSS DET who is the entity performing multiple roles.

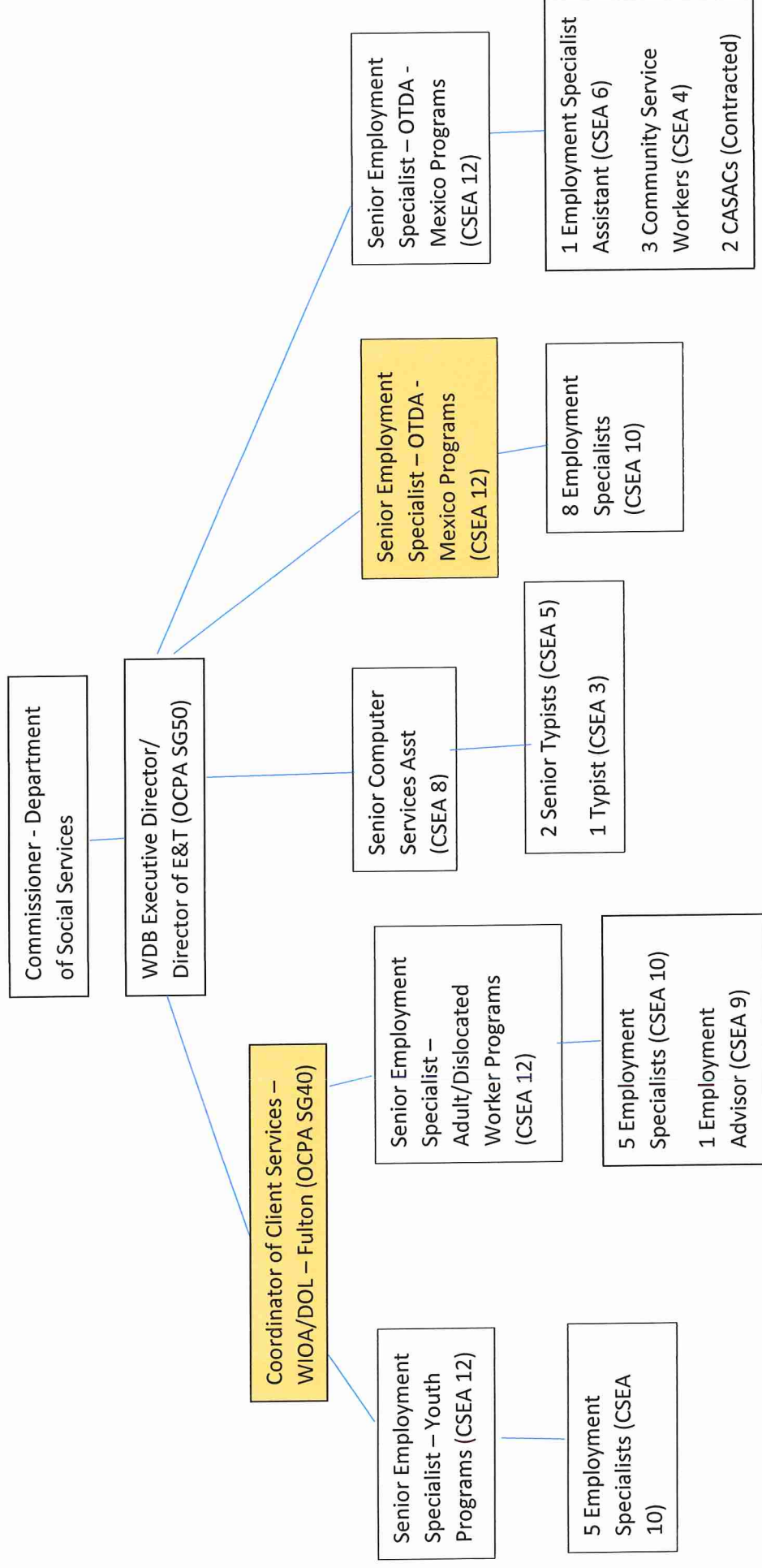
It is agreed that this firewall agreement will go into effect July 1, 2022, and last until expiration of LWDA Local Plan June 30, 2025. Upon which the agreement will be reviewed and revised as needed.

This agreement is complete and contains the entire understanding of the parties relating to the subject matter contained herein, including all the terms and conditions of the parties' agreement. This agreement supersedes any and all prior understandings, representations, negotiations, discussions, and/or agreements between the parties relating hereto, whether written or oral. This agreement may only be amended by the mutual consent of the parties in writing.

If any terms or conditions of this agreement are held to be invalid or unenforceable as a matter of law, the other terms and conditions thereof will not be affected thereby and shall remain in full force and effect.

Each of the parties represents that the individual signing this agreement on behalf of such party is duly authorized to execute this agreement and to agree to the terms and conditions of the agreement on behalf of its respective party. This agreement shall not be deemed valid until executed by each of the parties.

Signature of Oswego County WDB Chair	Email and Phone	Date
Signature of CEO	Email and Phone	Date
Oswego County DSS DET Director	Email and Phone	Date



WIOA Separation of Duties:

- WDB Director – Oversight of WIOA programs
- Coordinator of Client Services – Fulton – Career & Training Services provider (signatory for client service payment authorization)
- Senior Accountant – Fiscal Agent – reports to DSS Director of Financial Management
- One-Stop Operator – contract with Action Collaboration (outside entity)



# POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: DSS-E&T

DIVISION/UNIT (NUMBER): 6292

## A. NEW POSITION REQUEST

1. Position Title Requested: Coordinator of Client Services

2. Bargaining Unit: ☐ CO-OP ☐ Highway ☐ Silver Star ☐ Deputies ☒ OCPA ☐ Mgmt.

3. a. Bargaining Unit – Hourly Rate from Grade plan: \_\_\_\_\_ Grade: \_\_\_\_\_

b. Management or OCPA – Salary Requested: \$60,205 Grade: SG40

4. Percent of Federal and or State Reimbursement: 96% Fringe Reimbursed: ☒ Yes ☐ No

5. Justification of Need (Use additional sheets as necessary):

*This professional and administrative position involves responsibility for coordination and oversight of the Employment and Training programs within DSS. Work is performed under the general direction of the Director of Employment & Training. General supervision is exercised over professional and support staff at the Workforce NY One-Stop Career Center in Fulton. Incumbant does related work as required.*

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

## B. RECLASSIFICATION REQUEST

1. Present Title: \_\_\_\_\_ 2. Position #: \_\_\_\_\_

3. Present Salary/Hourly Rate: \_\_\_\_\_ Grade: \_\_\_\_\_

4. Requested Title: \_\_\_\_\_

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

a. Bargaining Unit: \_\_\_\_\_ Hourly Rate: \_\_\_\_\_ Grade: \_\_\_\_\_

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

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

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

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



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

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

**OSWEGO COUNTY HUMAN RESOURCES  
DEPARTMENT**

**NEW POSITION DUTIES STATEMENT**

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

<b>1. DEPARTMENTS/SCHOOL DISTRICT/TOWN OR VILLAGE</b> DSS-E&T	<b>DIVISION, UNIT, OR WORK SECTION</b> 6292	<b>LOCATION OF POSITION</b> Fulton Career Center
<b>2. DESCRIPTION OF DUTIES:</b> Describe the work in sufficient detail to give a clear word picture of the job. Use a separate Paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.  Title requested: <i>Coordiantor of Client Services</i>		
<b>PERCENT OF WORK TIME</b>		
15%	<i>Assists in preparation of programs proposals, modifications, budgets and comprehensive statistical information for efficient administration and direction of programs</i>	
20%	<i>Plans, directs and evaluates work in program operations to insure provision of comprehensive services to clients</i>	
10%	<i>Assists in developing long-range plans to maintain continuous employment and training programs under the guidance of the Workforce Development Board</i>	
10%	<i>Establishes and maintains liaison with representatives of private industry, local organizations and governmental agencies to enlist their participation in employment and training programs</i>	
5%	<i>Represents the agency in the decision-making capacity by collaborating with outside agencies to tap new sources of funding in order to expand or improve existing programs and services</i>	
5%	<i>Recommends program and policy changes to improve services</i>	
10%	<i>Prepares a variety of records and reports for internal use and external presentation, including quarterly Workforce Development Board analysis presentations</i>	
10%	<i>Analyzes progress toward program goals and performance measures in accordance with federal, state and local laws, rules and regulations</i>	
5%	<i>Analyzes impact of legislative changes on program performance expectations and makes adjustments to ensure compliance</i>	
10%	<i>Authorizes funding requests from career center staff for the adminstration of client services to local community members</i>	
<b>(Attach additional sheets if more space is needed)</b>		

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

NAME	TITLE	TYPE OF SUPERVISION
Rachel Pierce	Director of Employment & Training	Direct

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

NAME	TITLE	TYPE OF SUPERVISION
Adult Team - Fulton	Senior Employment Specialist	Direct
Youth Team - Fulton	Senior Employment Specialist	Direct

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

NAME	TITLE	LOCATION OF POSITION

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

Education: ☐ High School \_\_\_\_\_ years  
☒ College 4 years, with specialization in public administration, economics, a social science, communications or closely related field  
☐ Other \_\_\_\_\_ years, with specialization in \_\_\_\_\_

Experience (list amount and type): 4 years of experience as a counselor, caseworker, employment interviewer, job analyst, or in a closely related position, including two years in a supervisory capacity.

Essential knowledge, skills and abilities: Knowledge of information related to career guidance, training & placement; Federal, state, & local laws, rules & regulations as they relate to E&T programs; Principles & practices of supervision. Ability to prepare & analyze records & reports; Develop & maintain effective working relations with the public, private & government agencies; Communicate effectively; Understand, interpret & prepare written material; Plan, assign & supervise the work of others

Type of license or certificate required: N/A

7. The above statements are accurate and complete.

Date: \_\_\_\_\_ Title: Commissioner of Social Services Signature: \_\_\_\_\_  
**CERTIFICATE OF OSWEGO COUNTY PERSONNEL OFFICER**

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

POSITION CLASS TITLE:  
JURISDICTIONAL CLASS:

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

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

**DEPARTMENT:**

**DIVISION/UNIT (NUMBER):**

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

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

(Add pages as needed.)

-OVER-

(page 1 of 2)



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

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

## OTHER HOURS BUDGET REQUEST FORM

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

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

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

# POSITION REQUEST/DELETE BUDGET FORM

**DEPARTMENT:** DSS-E&T

**DIVISION/UNIT (NUMBER):** 6292

## A. NEW POSITION REQUEST

1. Position Title Requested: Senior Employment Specialist

2. Bargaining Unit: ☒ CO-OP ☐ Highway ☐ Silver Star ☐ Deputies ☐ OCPA ☐ Mgmt.

3. a. Bargaining Unit – Hourly Rate from Grade plan: \$27.05 Grade: 12

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

4. Percent of Federal and or State Reimbursement: 78% Fringe Reimbursed: ☒ Yes ☐ No

5. Justification of Need (Use additional sheets as necessary):

*This position is responsible for overseeing and coordinating vocational program activities and directing professional work related to programs. The incumbent is responsible for developing comprehensive plans, directing activities to meet goals, and implementing a variety of program components. This is a supervisory position involving the formulation, coordination, and administration of segments of numerous employment and training programs, focusing on mandated work activities of public assistance recipients. Independent judgement is required for this position.*

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

## B. RECLASSIFICATION REQUEST

1. Present Title: \_\_\_\_\_ 2. Position #: \_\_\_\_\_

3. Present Salary/Hourly Rate: \_\_\_\_\_ Grade: \_\_\_\_\_

4. Requested Title: \_\_\_\_\_

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

a. Bargaining Unit: \_\_\_\_\_ Hourly Rate: \_\_\_\_\_ Grade: \_\_\_\_\_

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

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

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

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

**C. POSITION DELETION**

1. Title to be Deleted:

2. Position #

3. Salary Savings:

4. Reason for Deletion:



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

**OSWEGO COUNTY HUMAN RESOURCES  
DEPARTMENT**

**NEW POSITION DUTIES STATEMENT**

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

<b>1. DEPARTMENTS/SCHOOL DISTRICT/TOWN OR VILLAGE</b> DSS-E&T	<b>DIVISION, UNIT, OR WORK SECTION</b> 6292	<b>LOCATION OF POSITION</b> Mexico DSS
<b>2. DESCRIPTION OF DUTIES:</b> Describe the work in sufficient detail to give a clear word picture of the job. Use a separate Paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.  <b>Title requested:</b> <i>Senior Employment Specialist</i>		
<b>PERCENT OF WORK TIME</b>		
30%	<i>Oversees and supervises unit efforts to develop employment opportunities for clients</i>	
10%	<i>Develops and writes policies and procedures for program implementation</i>	
5%	<i>Oversees, performs, and supervises the planning, negotiating, and development of sub-contracts for training and job-training placemnet programs</i>	
5%	<i>Prepares and reviews grant applications and modifications</i>	
15%	<i>Oversees the placement of clients in training or job positions</i>	
10%	<i>Prepares a variety of narrative and tabular reports. Evaluates programs for cost effectiveness and to ensure expenditures and enrollments meet goals of grants</i>	
5%	<i>Holds regular staff meetings to keep program staff advised of problems or new developments</i>	
10%	<i>Monitors programs to determine if contract goals and objectives are being achieved</i>	
5%	<i>Plans and participates in meetings with civic, public, or government leaders to promote employment and training programs</i>	
5%	<i>Recommends program and policy changes to improve services</i>	
<b>(Attach additional sheets if more space is needed)</b>		

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

NAME	TITLE	TYPE OF SUPERVISION
Rachel Pierce	Director of Employment & Training	Direct

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

NAME	TITLE	TYPE OF SUPERVISION
	8 Employment Specialists	Direct
	2 CASACs	Contracted

**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
Karryn Anthony	Senior Employment Specialist	Mexico DSS

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

Education: ☐ High School \_\_\_\_\_ years  
☒ College 4 years, with specialization in public administration, economics, a social science, communications, or a closely related field  
☐ Other \_\_\_\_\_ years, with specialization in \_\_\_\_\_

**Experience (list amount and type):** 3 years of experience as a counselor, caseworker, employment interviewer, job analyst, or in another closely related position.

**Essential knowledge, skills and abilities:** Knowledge of information related to career guidance, training & placement; Federal, state, & local laws, rules & regulations as they relate to E&T programs; Principles & practices of supervision. Ability to collect, organize & interpret information related to E&T programs; Prepare records & reports; Develop & maintain effective working relations with public, private & government agencies; Communicate effectively; Understand, interpret & prepare written material; Plan, assign & review the work of others

**Type of license or certificate required:** N/A

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

**Date:** \_\_\_\_\_ **Title:** Commissioner of Social Services **Signature:** \_\_\_\_\_

**CERTIFICATE OF OSWEGO COUNTY PERSONNEL OFFICER**

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

**POSITION CLASS TITLE:**

**JURISDICTIONAL CLASS:**

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

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

DEPARTMENT:

DIVISION/UNIT (NUMBER):

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

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

(Add pages as needed.)

-OVER-



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

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

# OTHER HOURS BUDGET REQUEST FORM

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

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

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

COUNTY OF OSWEGO  
BUDGET MODIFICATION REQUEST

2022  
5/23/2022

ACCOUNT NUMBER		ACCOUNT NUMBER			DESCRIPTION	DOLLAR AMOUNT
ORG.	OBJECT	PROJ.	ORG.	OBJECT		
CD6292	447910				FED AID WIOA	\$ (19,245.48)
CD6292	428010				INTERFUND REVENUE	\$ (1,228.43)
CD6292	427700				MISCELLANEOUS REVENUE	\$ (68,012.89)
			CD6292	511000	SALARIES AND WAGES REG	\$ 58,215.00
			CD6292	590898	OTHER BENEFITS	\$ 30,271.80
					ACCEPT WORKFORCE DEVELOPMENT BOARD ACCOUNT FUNDS	
					ADDITION OF COORD OF CLIENT SVCS, SR EMPL SPEC AND SALARY ADJUST FOR DIR OF E&T W/ ESTIMATED 52% FRINGE	
TOTAL AMOUNT						\$ -

COMMITTEE SIGNATURES		DATE
<i>Robert J. Gordon</i>	<i>5/31/22</i>	
<i>Michael A. Gordon</i>	<i>5/31/22</i>	
<i>Frank Bombardieri</i>	<i>5/31/22</i>	
COUNTY TREASURER		DATE
HUMAN RESOURCES DIRECTOR		DATE
<i>[Signature]</i>		<i>5/31/22</i>
COUNTY ADMINISTRATOR		DATE
DEPARTMENT HEAD		DATE

**RESOLUTION NO. 142**

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT  
OF SOCIAL SERVICES TO ACCEPT RAISE THE AGE 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 VOICE VOTE ON JUNE 9, 2022:**

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

LEGISLATURE  
COUNTY  
OSWEGO

**Authorized Budget Modification**

**Res. 142 of 2022**

**A6070 545500 RTA  
A6070 436090 RTA**

**\$650,000.00  
(\$650,000.00)**





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:** May 18, 2022  
**SUBJECT:** Raise the Age

**SUMMARY:** A locality is eligible for Raise the Age (RTA) state reimbursement if the locality meets the criteria set forth in State Finance Law §54-m. RTA services and related expenses, such as foster care, preventive, aftercare, independent living, or program oversight and monitoring services, are eligible for RTA state reimbursement if the expenses are included in the locality's New York State Division of the Budget (DOB)-approved Comprehensive Fiscal Plan for RTA and are provided to RTA-eligible youth.

An RTA eligible youth is, effective October 1, 2018, a 16-year-old who commits an act that results in the youth being at-risk of becoming, or results in the youth being, an alleged or adjudicated, juvenile delinquent, or effective October 1, 2019, a 16 or 17-year-old who commits such an act and the youth is receiving eligible services solely because of committing such an act.

The Oswego County Probation Department and County Attorney's Office are responsible for the charges and Family Court petition to place a youth in a Raise The Age residential center. Once the youth is placed, they are "transferred" to DSS services. They are provided a caseworker. DSS is responsible for paying the facility, claiming of expenses of the placement, and tracking revenue received at 100% state reimbursement.

The chart below shows 2022 RTA DSS expenses:

PLACEMENT	PLACED	DISCHARGED	TOTAL EXPENSE THROUGH 12/31/22
1	8/16/21	3/27/22	\$ 100,729.10
2	12/22/21	Still in care	\$ 453,709.60
3	5/04/22	Still in care	\$ 293,456.46 minimum

The 2022 DSS budget estimated \$200,000 for RTA. Due to these three placements, DSS estimates a \$650,000 shortfall.

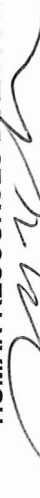
**RECOMMENDED  
ACTION:**

The Social Services Department recommends the Human Services Committee; the Finance & Personnel Committee and the Oswego County Legislature approve this budget modification.

**2022 Budget**  
**5/17/2022**

COMMITTEE SIGNATURES	DATE
Herbert Gordon	5/31/22
John	5/31/22
Michael B. Gordon	5/31/22
Frank Bombardieri	5/31/22

COUNTY TREASURER	DATE

HUMAN RESOURCES DIRECTOR	DATE
	5-31-22

COUNTY ADMINISTRATOR	DATE

DEPARTMENT HEAD	DATE

**RESOLUTION NO. 143**

**RESOLUTION AWARDED PROFESSIONAL SERVICES CONTRACT –RFP 22-OFA-003 - CURB TO CURB TRANSPORTATION SERVICE**

By Legislator Roy Reehil

WHEREAS, the County issued a request for proposal for a vendor to provide Curb to Curb Transportation Service; and

WHEREAS, in accordance with Oswego County Purchasing Policy, the Oswego County Purchasing Department solicited Requests for Proposals (RFP 22-OFA-003) from multiple qualified firms to provide Curb to Curb Transportation Services and,

WHEREAS, the Oswego County Office for the Aging and Oswego County Purchasing Department have reviewed the proposals received and determined the proposal from Oswego County Opportunities, of Fulton, NY 13069 meets the County's needs;

NOW, THEREFORE, BE IT RESOLVED, that upon the recommendation of the Human Service Committee that the County of Oswego awards the professional service contract for providing Curb to Curb Transportation Service to Oswego County Opportunities, 239 Oneida Street, Fulton, NY 13069 at \$17.30 per one way trip(appx 200-325 one way trips per month) \$5,622.50 monthly or \$67,470 annually 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 VOICE VOTE ON JUNE 9, 2022:**

**YES: 20    NO: 2    ABSENT: 3    ABSTAIN:**





County of Oswego  
OFFICE FOR THE AGING

(315) 349-3484

Sara Sunday  
Aging Services Administrator  
[www.oswegocounty.com/ofa](http://www.oswegocounty.com/ofa)

County Office Complex  
70 Bunner Street  
Oswego, NY 13126

## Informational Memorandum

From: Sara Sunday

Date: May 18, 2022

Subject: Curb to Curb Transportation (formerly Call N Ride Program)

Purpose: To approve Curb to Curb Transportation contract for Oswego County residents aged 60+.

Background: Since 2015 OFA has had an agreement with Oswego County Opportunities, Inc for the Call N Ride Program providing curb to curb transportation service, mainly for elderly and disabled persons who are not on a fixed transportation route.

Funding for the transportation has been provided by the New York State Office for the Aging (NYSOFA) utilizing the Community Services for the Elderly (CSE) grant. The agreement between Office for the Aging (OFA) and OCO for this transportation service ended on March 31, 2022. A three-month extension was agreed upon when the OFA was required to have the service posted as a Request for Proposal (RFP). The first RFP solicitation had no respondents. The second request received one proposal from OCO, Inc.

The proposal calls for a cost of \$17.30 per one way trip. Historically, the Call N Ride Program provided between 200 to 325 one-way trips per month. On the high end, the monthly cost could be \$5,622.50, or \$67,470 annually.

Fiscal Impact: OFA budgeted \$20,000 for the Call N Ride Program for 2022. \$10,000 will be allocated through June 30, 2022. The remainder of the year – July through December will be a potential additional cost of \$23,735 which will be covered with UnMet Need funding that is already in the OFA budget. There will be no impact on the 2022 budget.

Recommendation: The Office for the Aging recommends the Human Services Committee and the Oswego County Legislature authorize an agreement between OCO, Inc. and Oswego County for Curb to Curb Transportation services for the elderly of Oswego County.



# OSWEGO COUNTY PURCHASING

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

## RFP 22-OFA-003 - CURB TO CURB TRANSPORTATION SERVICE

Name of Company	Location	Evaluation Rating	Proposed Price	Required Documentation PRCS/PIS/SHC/NCC/RFC					
Oswego County Opportunities	239 Oneida Street Fulton NY 13069	95.8	\$17.30 per one way trip(appx200-325 per mo) \$5,622.50 Mo \$67,470 Annually	<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

**Solicitation Process:** RFP 22-OFA-003- Curb to Curb Transportation Service was publicly advertised in the official newspaper, on Bidnet, and on the Oswego County website on April 12, 2022. It was also sent directly to the following vendor:

- Oswego County Opportunities

**Number of Responses:** One(1)

<p>Oswego County Opportunities</p>	<p>Pro</p> <ul style="list-style-type: none"> <li>• Have utilized for the last 5+ yrs - smooth transition;</li> <li>• Provides similar transportation to other agencies;</li> <li>• Drivers drug/alcohol tested;</li> <li>• Drivers CPR trained;</li> <li>• 40+ yrs experience with both elderly and individuals with disabilities;</li> <li>• Scheduling software utilized to facilitate best route;</li> <li>• Opportunity to lower costs</li> </ul> <p>Con</p> <ul style="list-style-type: none"> <li>• Communication is not outlined in proposal - what are thoughts on how to increase ridership and gets costs down;</li> <li>• Much higher cost than current rate;</li> <li>• Limitations on stops per trip; and</li> <li>• No timeline/milestones specified</li> </ul>
------------------------------------	--

## **RFP 22-OFA-003 - CURB TO CURB TRANSPORTATION SERVICE**

### **Proposals Reviewed By:**

- Sara Sunday
- Hope Cimilluca
- Elizabeth Weimer
- Pallas Carter

**Evaluation Summary:** The evaluation committee reviewed and rated the proposal according to the criteria listed on the attached schedule. The Committee recommends awarding the contract to Oswego County Opportunities.

**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.

## Schedule A

Evaluation Comparison  
RFP 22-OFA-003 Curb to Curb Transportation Service

Total Points	Evaluation Criteria	OCO														
		PC	HC	SS	EW											
40	Evaluator Experience & Capabilities	40	40	40	40											
30	Management Outline and Project Approach	28	30	28	27											
10	Business & Organization	10	10	10	10											
20	Cost	18	20	17	15											
100	Total Points	96	100	95	92	0	0	0	0	0	0	0	0	0	0	0
Rating per Evaluation		95.8					0.0					0.0				



**RESOLUTION NO. 144**

**RESOLUTION APPROVING APPOINTMENT OF  
DIRECTOR OF VETERANS SERVICES**

By Legislator Roy Reehil:

WHEREAS, Pursuant to Section 357 of the Executive Law, the Chairman of this Legislature, with the approval of the Legislature may appointment the position of Director of Veterans Services, to serve at his/her pleasure,

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

RESOLVED, that the appointment of Eric Boozer of Pulaski, NY as Director of Veterans Services is hereby approved, shall be effective June 4, 2022, and shall be compensated according to the management compensation plan at \$54,846, Salary Grade 40, step 4.

**ADOPTED BY VOICE VOTE ON JUNE 9, 2022:**

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

**RESOLUTION NO. 145**

**RESOLUTION AUTHORIZING THE CREATION OF ONE POSITION IN THE  
COMMUNITY DEVELOPMENT, TOURISM AND PLANNING DEPARTMENT**

By Legislator Tim Stahl:

WHEREAS, Resolution #28 of 2006 established the Department of Community Development, Tourism and Planning; and

WHEREAS, this Legislature deems it appropriate to maintain a management level of supervision over the various work teams in the existing Department of Community Development, Tourism and Planning and that this is best accomplished by the addition of the title of Deputy Director of Community Development, Tourism and Planning; and

WHEREAS, the position of Deputy Director of Community Development, Tourism and Planning will be granted all powers and authority to act for and in place of the Director in their absence.

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

RESOLVED, that position, Deputy Director of Community Development, Tourism and Planning, Grade 50, Step 5, \$64,363, Management Personnel Compensation Plan be created and be funded by using the allocation currently in the line established for the Director (802006901), and be it further

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

**ADOPTED BY VOICE VOTE ON JUNE 9, 2022:**

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



**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

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

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

**INFORMATIONAL MEMORANDUM**

**SUBJECT:** Staffing request

**PURPOSE:** For well over 6 months, there has been an effort to find an individual that could be presented to the Legislature for consideration as the new Director of Community Development, Tourism & Planning. The job, as it exists today is complex and requires a wide variety of skill sets and personality traits. Internal and external potential candidates have been considered and at least a couple of potential candidates were queried as to their interest to be considered. To date, there is not a candidate that meets the existing qualifications for the position. As an alternative, we are proposing to hire an excellent candidate who is well suited for and can meet the qualifications for the title/position of Deputy Director and we are seeking permission to do so.

To facilitate this effort, we are proposing to amend the job description of the Director of Strategic Initiatives to include the oversight of the Department of Community Development, Tourism & Planning. The Deputy would then be mentored and supervised by the Director of Strategic Initiatives while managing the day-to-day activities of the various work teams within the department and conducting the other related tasks that would typically fall to the director. The position is proposed to be filled in the management group as a grade 50, step 5.

**FISCAL IMPACT:** The budget line for the Director of Community Development, Tourism & Planning will be used to fund the Deputy's new position line and given the amount of time that has passed since the beginning of the year and the salary proposed, there should be a savings in the existing budget line in excess of \$30,000 for FY2022.

**RECOMMENDED ACTION:** The Economic Development & Planning Committee in concert with Committee on Finance & Personnel, recommends that the legislature approve this request at the grade and step proposed.

**RESOLUTION NO. 146**

**RESOLUTION AUTHORIZING AN EXTENSION OF THE CONTRACT FOR  
MOBILITY MANAGEMENT SERVICES BETWEEN OSWEGO COUNTY AND  
THE VOLUNTEER TRANSPORTATION CENTER INC.**

By Legislator Tim Stahl,

WHEREAS, the state and federal governments now require a process called “mobility management” to be part of a funded transit program, and

WHEREAS, funding is available to provide these services to support and enhance our rural transportation services, and

WHEREAS, the Volunteer Transportation Center, Inc. (VTC) of Watertown NY was the sole responder to the County’s RFP for these services in 2019 and has been authorized to provide these services by Resolution # 290 of 2019, and

WHEREAS, VTC has a successful record of providing these services and the County desires to continue this engagement, then therefore be it and it is hereby

RESOLVED, that contingent on the availability of supplemental funds from the NYS DOT, the County wishes to extend the mobility management services of VTC into and throughout 2022 so that we may continue our efforts to provide affordable and efficient transportation services to our residents, and be it further

RESOLVED, that the Chairman is authorized to execute any and all documents that may be necessary in this process.

**ADOPTED BY VOICE VOTE ON JUNE 9, 2022:**

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





**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

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

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

**INFORMATIONAL MEMORANDUM**

**SUBJECT:** Contract Extension

**PURPOSE:** Resolutions #289 & 290 of 2019 authorized a contract with the Volunteer Transportation Center, Inc. (VTC) for the purpose of providing "mobility management" services and set aside the funding necessary to do so. Mobility Management services are considered a priority service by the state and federal transportation agencies that fund our local transit programs. VTC was the only respondent to our procurement solicitation for these services.

During the award and contracting process, a typo by the Onondaga County Purchasing office on the Vendor Agreement inadvertently made the contract appear to be for a three-year period even though all related documents clearly stated a two-year term of service with options to extend.

The contract with VTC technically expired on 12/31/2021 but VTC has continued to provide service into 2022. Our program manager at the NYS DOT has identified funding for the continuation of the VTC services into 2022 up to 12/31/2022 and we are respectfully requesting authorization for the Chairman to extend the VTC mobility management contract through 2022, retroactively to 01/01/2022.

**FISCAL IMPACT:** None to the county

**RECOMMENDED  
ACTION:**

The Economic Development & Planning Committee in concert with Committee on Finance & Personnel, recommends that the legislature approve this request.

**RESOLUTION NO. 147**

**RESOLUTION FOR SETTING UP AN INTERDEPARTMENTAL MOU BETWEEN  
THE HEALTH DEPARTMENT AND THE SHERIFF'S DEPARTMENT**

By Legislator James Karasek:

WHEREAS, there has been a work environment safety and security concern for the County Health Department employees for many years; and

WHEREAS, during that period the department has been exploring solutions to solve the concern with the County Human Resources, the Administration, and the Sheriff; and

WHEREAS, in March of 2020, Deputy Mike Gaita did a walkthrough of the building with our Safety Officer and recommended that all outside doors be locked at all times, with the exception of the main entrance of the building, Entrance B, for the public to access. This will secure the safety of employees in the building; and

WHEREAS, until recently, the Health Department is informed that the state Article 6 funding, the main public health funding from the state to local health department, is allowed to use for the health department's security; and

WHEREAS, now is the time for using the state funding to the County and setting up an MOU between the County Health Department and the Sheriff's Department to put the years' long employees' safety concerns aside.

NOW, THEREFORE, BE IT RESOLVED, that upon the recommendation of the Health Committee to approve the interdepartmental MOU between the County Health Department and the Sheriff's Department and corresponding budget modification for \$31,593 for the Health Department building's security in the second half of the year 2022.

**ADOPTED BY VOICE VOTE ON JUNE 9, 2022:**

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

**Authorized Budget Modification**

**Res. 147 of 2022**

**A4010 434010**

**(\$22,115.00)**

**A4189 543800**

**(\$9,478.00)**

**A4010 543800**

**\$31,593.00**



## INFORMATIONAL MEMORANDUM

**Subject:** Set up an interdepartmental MOU between the Health Department and the Sheriff's Department

**Purpose:** Oswego County Health Department employees' safety and the building security

**Summary:** A safe and secure work environment for County Health Department employees at the Bunner Street Complex has been a major concern for many years. In March of 2020, Deputy Mike Gaita did a walkthrough of the building with our Safety Officer and recommended that all outside doors be locked at all times, with the exception of the main entrance of the building, Entrance B, for the public to access. This will secure the safety of employees in the building. Sheriff's Deputy will ensure that any weapons or alcohol observed being brought into the building be asked to be returned to the client's vehicle. If a customer appears to be under the influence of drugs/alcohol, the Deputy will move them to a more private interview area to conduct a brief assessment to determine whether it's appropriate for them to remain in the building. A Sheriff's Deputy at the main entrance will ensure that potential threats to employee safety are timely prevented and mitigated.

**Fiscal Impact:** OCHD will utilize an MOA with the Sheriff's department to provide one Deputy daily to cover the public entrance to the Bunner Street Complex. Salary and fringe for the sheriff are reimbursed at 70% by Article 6 and 30% from savings in Hospice Medical Supplies.

### **Recommended**

**Action:** The Health Committee approve the attached budget modification for setting up an MOU for the safety and security of County Health Department.



From  
To

ACCOUNT NUMBER			ACCOUNT NUMBER			DESCRIPTION	DOLLAR AMOUNT
ORG.	OBJECT	PROJ.	ORG.	OBJECT	PROJ.		
A4010	434010					Admin: State Aid	(22,115)
A4189	543800					Hospice: Medical Fees	(9,478)
			A4010	543800		Admin: Other Fees and Services	31,593
						OCHD Security June 2022 thru Dec 2022	
						TOTAL AMOUNT	-

COMMITTEE SIGNATURES

DATE

DATE \_\_\_\_\_

---

**COUNTY TREASURER**

DATE \_\_\_\_\_

Wednesday 6-1-64  
 Fine Clear 6/1/22

**HUMAN RESOURCES DIRECTOR**

DATE \_\_\_\_\_

6/1/22

06/01/2022

**COUNTY ADMINISTRATOR**

DATE \_\_\_\_\_

2/2

DEPARTMENT HEAD

DATE \_\_\_\_\_



**RESOLUTION NO. 148**

**RESOLUTION APPOINTING MEMBERS TO THE OSWEGO COUNTY  
TRAFFIC SAFETY BOARD**

By Legislator James Karasek:

WHEREAS, Local Law No. 2 of 1969 established the Oswego County Traffic Safety Board with members serving 3-year, staggered terms; and

WHEREAS, the terms of certain members of the Oswego County Traffic Safety Board have expired and volunteers have come forth to fill the unexpired terms of others.

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

RESOLVED, that the following individuals be, and they hereby are, re-appointed and/or appointed to the Oswego County Traffic Safety Board for a term to expire as hereinafter set forth:

Scott Bullard	SUNY Oswego Police Dept	5/24/2025
Michelle Necomb	Mentor Ambulance	5/24/2025
Paul Conzone	Oswego City Fire Dept	5/24/2025

**ADOPTED BY VOICE VOTE ON JUNE 9, 2022:**

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



## Oswego County Traffic Safety Board

May 24th, 2022

TO: James Weatherup, Chairman of the Legislature

FROM: Margaret Beers, Traffic Safety Board Chair

SUBJECT: Board Appointments and Updates

The Board has accepted the resignation of State University of New York Police Chief, Kevin Velzy and has voted to approve as his replacement Officer Scott Bullard of The State University of New York Police Department to continue for the duration of the term assigned to Chief Velzy.

Officer Bullard has the following qualifications to be a member of this board. Scott has lived in Oswego county his entire life and has been with University Police since 2017 with his entire career being at SUNY Oswego. He is a patrol officer and field training officer at the department. A majority of his time at SUNY Oswego is spent with traffic enforcement and he is proactive in DWI enforcement, resulting in the Traffic Safety Board awarding me the "Traffic Safety Champion" award for 2021. With field training he works to make sure new officers are proactive in traffic safety enforcement. He also continues to attend as many trainings as he can to enhance his knowledge in different Traffic Safety fields.

Additionally, the Traffic Safety Board has voted to approve the renewal of Michelle Newcomb of Menter Ambulance and Paul Conzone of the Oswego Fire Department for another term of 3 years to the Traffic Safety Board.

**RESOLUTION NO. 149**

**RESOLUTION MAKING APPOINTMENTS TO ENSURE CONTINUITY OF  
LEADERSHIP AT THE HEALTH DEPARTMENT**

By Legislator James Karasek:

WHEREAS, the County is desirous of providing continuity of management of its Health Department in the absence of the director; and

WHEREAS, due to retirement the position of Director of Health will become vacant July 23, with the last day of work being June 13; and

WHEREAS, pending a search for a new director, it is both necessary and desirable to appoint a qualified individual to act in the absence of the director and have the powers, duties and authorities of the director; and

WHEREAS, a qualified internal candidate, with 15 years experience in the Health Department including supervisory responsibilities, has been found and is willing to serve in that role;

NOW, THEREFORE, on recommendation of the County Administrator, with the approval of the Health Committee and Finance and Personnel Committee of this body, be it

RESOLVED, that Vera Dunsmoor of Fulton NY be appointed to the vacant position of Deputy Director, for the period June 14, 2022 to July 23, 2022, at a salary of \$87,316, Salary Grade 70, Step 8 in the Management Personnel Compensation Plan; and be it further

RESOLVED, that Vera Dunsmoor of Fulton NY be appointed Acting Director of Health, effective July 23, 2022 and until such time as a permanent appointment is made, at a salary of \$89,835, Salary Grade 80, Step 2, in the Management Personnel

**ADOPTED BY VOICE VOTE ON JUNE 9, 2022:**

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

**RESOLUTION NO. 150**

**RESOLUTION AUTHORIZING THE PREPARATION AND FILING OF A  
CLOSURE PLAN WITH NYS DOH REGARDING HOSPICE**

By Legislator James Karasek:

WHEREAS, the Oswego County Hospice Program has been understaffed at various times in recent years and there has been significant turnover with RNs; and

WHEREAS, with the Health Department is concerned that due to low nursing staff in the Program employee burnout and meeting patient safety concerns become significant factors than can impact operations; and

WHEREAS, while County Legislature has supported measures to retain nursing staff for the Program last year, a nationwide shortage of nurses has had an impact on employee retention as the employment market is highly competitive; and

WHEREAS, assigning staff from other divisions within the Health Department is not a viable option due to other public health needs; and

WHEREAS, the Oswego County Hospice Program is not the sole hospice provider in the County and a regional service group will be able to fill the needs within the county; and

WHEREAS, bereavement services will continue for 13 months unless no longer requested/required, and

NOW, upon recommendation of the Health Committee of this body, be it hereby

RESOLVED, the Oswego County Health Department be and is hereby authorized to prepare and file a closure plan with the New York State Department of Health regarding the county's hospice services per NYS Department of Health's regulations.

**ADOPTED BY VOICE VOTE ON JUNE 9, 2022:**

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





## INFORMATIONAL MEMORANDUM

**Subject:** Nursing staff shortage has put Oswego County Hospice Program's operation and service at risk.

**Purpose:** To discontinue the operation of the Oswego County Hospice Program due to an extreme and irreversible nursing staff shortage.

**Summary:** It is well known that the COVID pandemic has enormous negative impacts on the nation's healthcare system. Oswego County has no exception. The Oswego County Hospice Program has been running understaffed on and off in recent years. The County had put efforts to keep nursing staff for the program. But nurses kept leaving. From February to May, the Oswego County Hospice Program lost three RNs due to retirement or resignation. The Program has had nursing staff openings for years but has never been able fully staffed. The Program will have only one RN case manager in June 2022 and has to reduce the patient volume to a level for operational safety. This will put the remaining staff at incredible risk of burnout. In the background of a nationwide nurse shortage, it is hard to expect that more nurses come in to fill in the gaps and keep the program providing services safely. Pulling nursing staff from the Preventive Division is not a viable option because hospice nursing requires different sets of skills and experience from preventative nursing. Furthermore, pulling nurses from the Preventive would hurt all the efforts on retaining Preventive nurses. Additionally, the Program reduces the patient volume to a point that the revenue would never meet the cost of the operation. The Oswego County Hospice Program is not a sole service provider in the County. The Hospice of Central New York and of the Finger Lakes Hospice of Central New York and Hospice of the Finger Lakes is the region's expert resource at the end-of-life and provides comprehensive comfort care to patients and families.

### Recommended

**Action:** The OCHD asks the Legislature for discontinuing services by the Oswego County Hospice Program following the state healthcare rules and regulations.

**RESOLUTION NO. 151**

**RESOLUTION FOR THE RECLASSIFICATION OF THE HEALTHY FAMILIES PROGRAM MANAGER POSITION FROM SPHN TO COORDINATOR OF THE PROGRAM**

WHEREAS, Healthy Families Oswego County (HFOC) is an evidence-based program funded by state OCFS funded program and operated via community partnership with OCHD as the leading agency.

WHEREAS, the program increases parent-child bond for benefiting enrolled families and improving the overall community. And it has been widely recognized that HFOC has great potential for the wellbeing of the residents of the County.

WHEREAS, the program is short in meeting the funding agency's requirements.

WHEREAS, the Healthy Families Program Manager position is vital for the success of the Healthy Families program.

WHEREAS, this position should be filled quickly to resume and enhance the Program.

WHEREAS, a Sr. Medical Social Worker who is a trained and experienced in the human development and behavior, including the social, economic, and cultural systems in which people function Healthy Families improves parent/child bonding, maternal and child health and social outcomes for families at high risk of abuse or maltreatment and poor health outcomes. And her experience and skills are transferrable to lead the HFOC.

WHEREAS, now we have a nursing staff shortage and could not find a nursing staff to refill the manager position of the program.

NOW, THEREFORE, BE IT RESOLVED, that upon the recommendation of the Health Committee to re-classify the Supervising Public Health Nurse, Position #: 403523602 at the Health Department to Coordinator of Healthy Families Program.

**ADOPTED BY VOICE VOTE ON JUNE 9, 2022:**

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



## **INFORMATIONAL MEMORANDUM**

**Subject:** Request to re-classify Supervising Public Health Nurse position #403523602 to Coordinator of Healthy Families Program.

**Purpose:** To continue the operation of the state OCFS funded Healthy Families Oswego County (HFOC) and ensure HFOC to meet the Healthy Families' benchmarks.

**Summary:** The Healthy Families USA is an evidence based national program. The Healthy Families Oswego County is funded by the State Office of Children and Family Services (OCFS). The goal of HFOC is to increase parent-child bond for benefiting enrolled families and improving the overall community. HFOC has great potential for the residents of the county to reduce child abuse and maltreatment. OCFS requires a Program Manager to ensure goals and program metrics are being met timely and the program is run successfully according to HFOC standards. HFOC is arranged OCHD as the program lead and a subcontract as the program conductor. By reclassifying this position, it will provide a trained professional provide critical program management and coordination with the subcontract.

**Recommended Action:** The OCHD asks the Legislature for approval of the re-classification of Position #: 403523602 from a Supervising Public Health Nurse to Coordinator of Healthy Families Program.

**OSWEGO COUNTY HUMAN RESOURCES DEPARTMENT**  
**Request for Personnel Vacancy Review Authorization**  
**Waiver of 30-Day Waiting Period**

**Form B**

**Title:** Coordinator of Healthy Families Program

**Position No.:** 403523602

1. Complete Request for Personnel Vacancy Review Authorization questions and the following:

Explain why your department cannot wait 30 days to fill this position. Please be specific on the consequence(s) of waiting.

This professional administrative position exists in the Oswego County Public Health Department and involves responsibility for administration of one of the various public health programs operated by the agency. The employee coordinates services provided to families enrolled into the Healthy Families program in an assigned functional or geographic location. The work is performed under the direct supervision of the Director of Public Health with the employee exercising a wide degree of independent judgment. Supervision is exercised over several subordinate staff that are employed by the sub-contractor at Cornell Cooperative Extension. The program has been under the state OCFS' urgent attention for the past months. The 30 days waiver is critical to show the state that Oswego County is enhancing its efforts to meet the state OCFS' requirements and HF's standards.

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date of Request

Vacancy Review Committee Recommendation: ☐ Yes ☐ No

Finance and Personnel Committee Action: ☐ Approved ☐ Disapproved ☐ Other Date: \_\_\_\_\_



# POSITION REQUEST/DELETE BUDGET FORM

**DEPARTMENT:**    **Health**

**DIVISION/UNIT (NUMBER):**

## A. NEW POSITION REQUEST

1. Position Title Requested:

2. Bargaining Unit:   ☐ CO-OP   ☐ Highway   ☐ Silver Star   ☐ Deputies   ☐ OCPA   ☐ Mgmt.

3. a. Bargaining Unit – Hourly Rate from Grade plan: \_\_\_\_\_ Grade: \_\_\_\_\_

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

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

5. Justification of Need (Use additional sheets as necessary):

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

## B. RECLASSIFICATION REQUEST

1. Present Title:    Supervising Public Health                      2. Position #:            403523602

3. Present Salary/Hourly Rate:    \$66,486                      Grade: SG40

4. Requested Title:    Coordinator of Healthy Families Program

5. Requested Salary:    \$65,710

a. Bargaining Unit:    OCPA                      Hourly Rate:            \_\_\_\_\_                      Grade:            \_\_\_\_\_

b. Management or OCPA – Salary Requested:    \$65,710                      Grade:            SG40

6. Percent of Federal and/or State Reimbursement:    85%                      Fringe Reimbursed:    ☒ Yes    ☐ No

7. Justification of Need (use additional sheets as necessary): Healthy Families Oswego County (HFOC) is an evidence-based program funded by state OCFS and operated via community partnership with OCHD as the leading agency. The program increases parent-child bond for benefiting enrolled families and improving the overall community. It has been widely recognized that HFOC has great potential for the wellbeing of the residents of the County, but the program is short in meeting the funding agency's requirements. By reclassifying this position, an experienced, trained professional will step into the program and up to the leadership role immediately, being the program manager to coordinate operation with the subcontract agency. Her previous focuses on meeting the human and family's needs will be translated to children and family's positive growth and development for strong parent/child bonding, maternal and child health and social outcomes for families at high risk of abuse or maltreatment and poor health outcomes. She will also streamline the County and the subcontract agency's collaboration and program operation.

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

<b>C. POSITION DELETION</b>		
1. Title to be Deleted:		
2. Position #	3. Salary Savings: (See attached the memo)	
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 DEPARTMENT OF PERSONNEL

**NEW POSITION DUTIES STATEMENT**

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

<b>1. DEPARTMENTS/SCHOOL DISTRICT/TOWN OR VILLAGE</b> Health	<b>DIVISION, UNIT, OR WORK SECTION</b> Healthy Families/Prevention	<b>LOCATION OF POSITION</b> 70 Bunner Street
<b>2. DESCRIPTION OF DUTIES:</b> Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.		
Title requested:		
<b>PERCENT OF WORK TIME</b>		
35%	Is responsible for the day-to-day operations of the Healthy families Oswego County program, hands-on management of the site, that includes, program planning, contract development, budgeting, staffing, supervision, training, and coordinating with the subcontract for team building, quality assurance and evaluation.	
15%	Responsible for ongoing collaboration with community/state partners, promoting their program within their community, and for maintaining positive working relationships with early childhood partners and providers.	
5%	Assist in the develop agreements and contracts where applicable to provide agency services or to secure services needed by the agency.	
5%	May interpret and/or review policies, programs, and procedures for staff and general public.	
5%	May coordinate or serve on related committees	
5%	Assists in preparation and control of program budget	
5%	Assists in planning and conducting educational programs for nursing staff	
5%	Provide supervision to HFOC direct service staff, which include Family Support Specialists (FSS) and Family Resource Specialists (FRS) that are employed by the contract agency as needed.	
5%	Complete clinical psychological and psychosocial assessments of patients in County Health Department programs.	
2%	Provides therapeutic interventions through counseling and education to maximize coping capacity and promote client self-determination and advocacy for patients in the County Health Department.	
2%	Provides counseling to patients in various Health Department programs	

2%	Participates in the process of transfer of patients to other levels of treatment as appropriate.
2%	Provides medical social work services to help patients and their families adjust to disabilities and social environment;
1%	Refers clients to other governmental and non-governmental agencies; and coordinates various activity and treatment programs with other social agencies;
1%	Participates as a team member in individual, group and family therapy.
1%	Refers clients to other governmental and non-governmental agencies; coordinates various activity and treatment program with other social agencies.
1%	Compiles case studies, recording pertinent information; informs other health care staff of family and patient's needs; participates in inter disciplinary team meetings.
1%	Meets with professionals of agencies outside of the community to obtain assistance for patients; Maintain information on community and health resources which can be utilized during patients care.
1%	Train for emergencies such as natural disasters and county wide epidemics.
1%	Provide psychological first aid to county residents during emergencies.



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

NAME	TITLE	TYPE OF SUPERVISION
Jiancheng Huang	Director of Public Health	Direct

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

NAME	TITLE	TYPE OF SUPERVISION

NAME	TITLE	LOCATION OF POSITION
None		

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

Education: ☐ High School \_\_\_\_\_ years

☒ College 4 years, with specialization in Social Work

☐ Other \_\_\_\_\_ years, with specialization in \_\_\_\_\_

**Experience (list amount and type):** Possession of a master's degree from a regionally accredited or NYS registered college or university in social work and one (1) year of experience as a Sr. Social worker

**OR**

B. Graduation from a regionally accredited or NYS registered college or university with a master's degree in Social Work and two (2) years of public health experience

**Essential knowledge, skills and abilities:**

Possession of a current valid license and registration to practice as a Medical Social Worker in New York State.

A Coordinator of Healthy Families program must satisfactorily complete 15 hours of continuing education in public health and management related topics approved by the New York State Health Department within one (1) year of appointment.

Must have transportation available to perform the duties of the position.

Participation in Public Health emergency preparedness drills and responses may be required. Select immunizations may be required at time of appointment or at any time throughout the course of employment according to New York State Department of Health or other oversight agency requirements.

**NOTE:** The minimum qualifications are mandated under Article 154 of the New York State Education Law and derived from Part 11 of the New York State Health Rules and Regulations NYCRR Title 10.

**Type of license or certificate required:**

7. The above statements are accurate and complete.

Date: 5/24/22

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:

5/01

(page 4 of 4)

**RESOLUTION NO. 152**

**RESOLUTION AWARDING PROFESSIONAL SERVICES CONTRACT – RFP 22-BG-007 – COOLING WATER TOWER MAINTENANCE**

By Legislator Stephen Walpole,

WHEREAS, the County issued a request for proposal for a vendor to provide Cooling Tower Water Maintenance Services; and

WHEREAS, in accordance with Oswego County Purchasing Policy, the Oswego County Purchasing Department solicited Requests for Proposals (RFP 22-BG-007) from multiple qualified firms to provide Cooling Tower Water Maintenance Services; and

WHEREAS, the Oswego County Facilities and Technology Department and Oswego County Purchasing Department have reviewed the proposals received and determined the proposal from Jemco Water Treatment, 7035 Van Buren Road, Syracuse NY 13209, meets the County's needs;

NOW, THEREFORE, BE IT RESOLVED, that upon the recommendation of the Infrastructure, Facilities and Technology Committee that the County of Oswego awards the professional service contract for providing Cooling Tower Water Maintenance, to Jemco Water Treatment, 7035 Van Buren Road, Syracuse, NY 13209, to not exceed the cost of \$7,800 per year 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 VOICE VOTE ON JUNE 9, 2022:**

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



# OSWEGO COUNTY PURCHASING

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

## RFP 22-BG-007 – Cooling Water Tower Maintenance Services

Name of Company	Location	Evaluation Rating	5 cooling towers Lump sum Price (Per Year)	Required Documentation PRCS/PIS/SHC/NCC/RFC				
Barclay Water Management	55 Chapel Street, Suite 400 Newton, MA 02458	60.0	\$10,700.00	X	X	X	X	X
Jemco Water Treatment	7035 Van Buren Road Syracuse, NY 13209	100.0	\$7,800.00	X	X	X	X	X
The Metro Group	650 Mile Crossing Blvd. Ste 4 Rochester, NY 14624	70.0	\$9,000.00	X	X	X	X	N/A
Purity Labs	1 Maple Street, Unit 5 East Rutherford, NJ 07073	55.0	\$19,950.00	X	X	X	X	X
Water Wise Inc.	395 Summit Point Dr. Ste 1 Henrietta, NY 14467	65.0	\$18,876.00	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

**Solicitation Process:** RFP 22-BG-007 was publicly advertised in the official newspaper, on Bidnet, and on the Oswego County website on April 20, 2022. It was also sent directly to the following vendors:

- Aqua Tools
- Barclay Water Management
- Cyclops Process Equipment
- Integrated Water Management
- Jemco Water Treatment Services
- Metro Group
- Water Wise of America

**Number of Responses:** Five (5)



Barclay Water Management	<p>Pro</p> <p>Con</p> <ul style="list-style-type: none"> <li>• Not located within 50-mile radius</li> <li>• Expensive</li> </ul>
Jemco Water Treatment	<p>Pro</p> <ul style="list-style-type: none"> <li>• Oswego County has worked w/ Jemco over 10 years</li> <li>• Reliable for all service calls</li> <li>• Office is located less than an hour away.</li> <li>• Best available pricing</li> </ul> <p>Con</p>
The Metro Group	<p>Pro</p> <p>Con</p> <ul style="list-style-type: none"> <li>• Expensive</li> </ul>
Purity Labs	<p>Pro</p> <p>Con</p> <ul style="list-style-type: none"> <li>• No Office within 50-mile radius</li> <li>• Very expensive</li> </ul>
Water Wise Inc.	<p>Pro</p> <p>Con</p> <ul style="list-style-type: none"> <li>• Expensive</li> </ul>

**Proposals Reviewed By:**

- Rick Doten
- Terri Bernys

**Evaluation Summary:** The evaluation committee reviewed and rated each proposal according to the criteria listed on the attached schedule. The Committee recommends awarding the contract to Jemco Water Treatment.

**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.

**Evaluation Comparison**  
**RFP 22-BG-007 Cooling water Tower Maintenance Services**

Total Points	Evaluation Criteria	Barclay Water Management		Jemco Water Treatment		The Metro Group		Purity Labs		Water Wise Inc.	
		Terri	Rick	Terri	Rick	Terri	Rick	Terri	Rick	Terri	Rick
40	Experience & Capabilities	30	30	40	40	30	30	30	30	30	30
30	Management Outline and Project Approach	20	20	30	30	25	25	20	20	25	25
10	Business & Organization	5	5	10	10	5	5	5	5	10	10
20	Cost	5	5	20	20	10	10	0	0	0	0
100	Total Points	60	60	100	100	70	70	55	55	65	65
Rating per Evaluation		60		100		70.0		55.0		65.0	

**RESOLUTION NO. 153**

**RESOLUTION ESTABLISHING CAPITAL PROJECT NO. 0422, ERF CAPITAL REPAIRS**

By Legislator Stephen Walpole:

WHEREAS, the Oswego County Energy Recovery Facility is a solid waste incineration facility operated by the Department of Solid Waste; and

WHEREAS, the Energy Recovery Facility requires immediate and continuing repair of its plant machinery and systems to sustain operations; and

WHEREAS, the Department of Solid Waste has determined that funds in the amount of One-Million Three-Hundred Thousand (\$1,300,000.00) Dollars will be required to complete necessary repairs planned for the year 2022; now,

Upon 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 be, and hereby is, authorized to transfer the funds from and to the accounts shown on the attached budget modification request, and be it further

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

**ADOPTED BY VOICE VOTE ON JUNE 9, 2022:**

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

Authorized Budget Modification

Res. 153 of 2022

CL159900

(\$1,300,000.00)

Cap Proj. No. 0422

\$1,300,000.00





## Oswego County Department of Solid Waste

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TO: Infrastructure, Facilities and Technology Committee  
Personnel and Finance Committee

FROM: Carl Schmidt, Acting Director of Solid Waste Programs

RE: Establishment of Capital Project - ERF Capital Repairs

DATE: May 17, 2022

The Department of Solid Waste is planning to perform significant repairs to its plant equipment and machinery at its Energy Recovery Facility (ERF). This facility is thirty-seven years old and was retrofitted twenty-three years ago to install new boilers and an advanced air pollution control and monitoring system. These aging systems require substantial annual expenditure to maintain the plant in operable condition. Likewise, some legacy equipment has reached the end of its serviceable lifespan and requires complete replacement.

Through the past several years, the ERF has largely funded plant maintenance and repair evolutions through its annual operating budget. The current market for industrial machinery, materials and repair work is subject to rapid price inflation and extended lead times before receipt of any deliverables. This makes the planning and execution of larger budget projects unwieldy within the annual budget framework.

Unfortunately, the limitations of this funding methodology have led to deferred plant maintenance such that several of ERF's systems are in dire need of immediate repair. Failure to address these repairs will result in increased unplanned outages, higher tonnages bypassed to the landfill and eventually to regulatory compliance concerns.

The Department currently proposes establishing a capital project to address the ERFs current and continuing capital repair demands. This proposed budgetary structure will facilitate the development of a strategic plan to address plant repairs over a number of years versus the current reactive annual planning process. ERF's management team contemplates and is in the process of developing a five-year rolling capital repair plan with the goal of sustaining continued efficient plant operation in the long term.

Once implemented, this strategic capital repair plan, as supported by the immediately proposed capital project, will allow the department and this body to better evaluate the forward maintenance costs relevant to the ERF. This will support more meaningful future planning and development of the department's revenue structure for tipping fees and steam sales to ensure economical plant operations.

In the immediate term, however, the department seeks to overhaul or replace a significant portfolio of plant equipment which repairs are essential to plant operations. The proposed project list is provided below:

<b>2022 ERF PROJECT LIST</b>		
<b>Project</b>	<b>BID No. (as applicable)</b>	<b>Proposal Cost</b>
Boiler Tube Replacement	22-SW-009	\$571,902
No. 4 Transfer Conveyor	22-SW-008	\$165,402
Lower Chambers Rebrick	22-SW-005	\$132,144
Switchgear Maintenance	22-SW-007	\$78,525
Baghouse Bags and Cages	22-SW-010	\$28,703
Baghouse Residue Conditioner	n/a	\$210,000
APC Relighting	n/a	\$35,000
	<b>TOTAL:</b>	<b>\$1,221,676</b>

These cost estimates are largely based upon actual bid prices as noted above for the required projects relying upon department recommended awards where the same have not been approved through the legislative process. Where actual bid prices are not available the estimates rely upon budgetary quotes provided by competent vendors. To cover any other incidental changes or additional work that may arise, the department propose a transfer of One-Million Three-Hundred Thousand (\$1,300,000.00) Dollars into the proposed capital project fund from the Department of Solid Waste's unappropriated fund balance.

A fiscally conservative posture in combination with increased revenue from tipping fees in recent years have allowed the department to accumulate a healthy unappropriated fund balance to support the capital repairs outlined above. The department had a fund balance of \$13,790,811.62 as of the end of the year 2021. Likewise, delivered tonnages for this year are on track with recent years' averages permitting a favorable revenue projection so far for 2022. As such, the requested transfer into the proposed capital project should not have a budgetary impact sufficient to require any immediate changes in our revenue generating tipping fee structure.

Accordingly, the Department of Solid Waste is requesting the establishment of a capital project to for Energy Recovery Capital Repairs and a corresponding budget transfer from unappropriated funds into the same capital project to accommodate ERF repair work for 2022.

2022  
5/20/2022

COMMITTEE SIGNATURES	DATE
<i>[Signature]</i>	6-1-22
<i>[Signature]</i>	6-1-22
<i>[Signature]</i>	6-6-22
<i>[Signature]</i>	6-6-22
<i>[Signature]</i>	6-1-22
<i>[Signature]</i>	6-1-22

DATE \_\_\_\_\_

DEPARTMENT HEAD



**RESOLUTION NO. 154**

**A RESOLUTION DEDICATING THE PUBLIC SAFETY CENTER TO  
REUEL TODD**

Legislator Stephen Walpole:

WHEREAS, Reuel Todd, a lifetime Oswego County resident, was employed by the Oswego County Sheriff's Department for nearly forty-five years;

WHEREAS, he started in 1974 and worked his way up the department ranks to sergeant, investigator, undersheriff and eventually sheriff; and

WHEREAS, Reuel Todd took an Oath of Office to enforce the laws of Oswego County pursuant to the United States Constitution; and

WHEREAS, within every community of the State of New York there are certain individuals who, by virtue of their commitment and dedication, command the respect and admiration of their community for their exemplary contributions and service on behalf of others; and

WHEREAS, due to his fierce dedication to serving and protecting the people of Oswego County Reuel Todd made significant contributions to the County as the Sheriff, which resulted in a safer place for all residents in the County, and,

WHEREAS, it is the sense of this Legislative Body that those dedicated public servants who unselfishly devote their lives to the preservation of order and the protection of others are worthy and due full praise for their commitment and noble endeavors,

NOW THEREFORE, BE IT RESOLVED THAT the Oswego County Legislature dedicates the Oswego County Public Safety Building to Reuel Todd.

**ADOPTED BY ROLL CALL VOTE ON JUNE 9, 2022:**

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



**RESOLUTION NO. 155**

**RESOLUTION AWARDING CUSTODIAL TRUSTEE SERVICES FOR THE  
OSWEGO COUNTY DEFERRED COMPENSATION PLAN**

By Legislator John Martino:

WHEREAS, the Oswego County Deferred Compensation Committee issued a Request for Proposal (RFP #22-HR-001) for Custodial Trustee Services for the Oswego County Deferred Compensation Plan pursuant to Purchasing Policy (PRP2021-19); and

WHEREAS, the Purchasing Department assisted the Human Resources Department in the solicitation of proposals for custodial trustee services related to the Oswego County Deferred Compensation Plan; and

WHEREAS, the Deferred Compensation Committee has reviewed the sole proposal submitted and their compliance with the laws and regulations of New York State and is in agreement with accepting same; and

WHEREAS, a resolution is both necessary and desirable to award services,

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

RESOLVED, the County of Oswego as Plan Sponsor hereby award the professional service contract for custodial trustee services to: Great-West Life & Annuity Insurance Company of New York (Empower), Greenwood Village, CO, with an implementation date of July 1, 2022; and, it is further

RESOLVED, that the Plan Secretary shall notify the NYS Deferred Compensation Committee, employees, retirees, participants and any others required by law to be notified of the award for custodial trustee services.

**ADOPTED BY VOICE VOTE ON JUNE 9, 2022:**

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



Julie A. Bell  
Director of Human Resources

## OSWEGO COUNTY HUMAN RESOURCES DEPARTMENT

COUNTY BUILDING  
46 EAST BRIDGE STREET  
OSWEGO, NEW YORK 13126  
(315) 349-8209 • Fax: (315) 349-8254  
[www.oswegocounty.com](http://www.oswegocounty.com)

### INFORMATIONAL MEMORANDUM

**Subject:** Resolution awarding custodial trustee services for the Deferred Compensation Plan for Employees of the County of Oswego.

**Purpose:** To recommend approval of a contract with Great-West Life & Annuity Insurance Company of New York (Empower). This contract would ensure that the County's Deferred Compensation Plan would continue to be in compliance with IRS Code.

**Summary:** The Oswego County Deferred Compensation Committee issued a Request for Proposal (RFP #22-HR-001) for Custodial Trustee Services for the Oswego County Deferred Compensation Plan pursuant to Purchasing Policy (PRP2021-19). Proposals were accepted until Wednesday, March 2, 2022 with one (1) vendor submission. The Deferred Compensation Committee reviewed the sole proposal submitted and their compliance with the laws and regulations of New York State.

**Recommended** To award the professional service contract for custodial trustee services to: Great-West Life & Annuity Insurance Company of New York (Empower), Greenwood Village, CO, with an implementation date of July 1, 2022.

**Fiscal Impact:** None.