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JULY 14, 2022**

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RESOLUTION NO. 156

**RESOLUTION SETTING STANDARD WORKDAYS AND REPORTING FOR
ELECTED AND APPOINTED OFFICIALS**

By Legislator David Holst:

BE IT RESOLVED, that the County of Oswego hereby establishes the following as standard workdays for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body:

Title	Name	Standard Work Day Hrs/Day	Term Begins/Ends	Days/ Month based on Record of Activities
ELECTED				
Legislator	Noelle Salmonsens	6	01/01/22 - 12/31/22	4.75
Legislator	Frank Bombardo	6	01/01/22 - 12/31/22	16.28
Legislator	Frank Castiglia	6	01/01/22 - 12/31/22	24.11
County Clerk	Terry Wilbur	7	01/01/22 - 12/31/22	21.48
APPOINTED				
Medical Director, Hospice	Christina Liepke	7	01/01/22 - 12/31/22	5.17

ADOPTED BY VOICE VOTE ON JULY 14, 2022:

YES: 23 NO: 0 ABSENT: 2 ABSTAIN:

RESOLUTION NO. 157

**RESOLUTION APPROVING AND CONFIRMING THE SALE AND TRANSFER
OF CERTAIN FORECLOSED TAX PROPERTY PURSUANT TO RPTL §1166**

By Legislator David Holst:

WHEREAS, the Enforcing Officer of the County of Oswego has, heretofore, foreclosed against certain delinquent tax property within the county pursuant to Article 11 of the New York State Real Property Tax Law for delinquent property taxes for the years 2020 or prior; and

WHEREAS, the county has obtained a Final Judgment from Supreme Court, Oswego County in an in rem foreclosure proceeding; and

WHEREAS, the county has executed a deed or deeds pursuant to the Final Judgment(s) obtained vesting title in the name of the County of Oswego; and

WHEREAS, the tax district of the County of Oswego enjoys a right of sale under RPTL§1166 either at public auction to the highest bidder or by approval and confirmation of the sale by a majority vote of this body; and

WHEREAS, certain parcels are being sold have offered to pay the county tax district, in full, for all delinquent taxes penalties and interest as part of this purchase thereby making the county whole; and

WHEREAS, other parcels need to be conveyed back due to bankruptcy filings or other issues; and

WHEREAS, a resolution is necessary and desirable,

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

RESOLVED, the County Treasurer be, and is hereby, authorized to sell and transfer the following delinquent tax properties to the person(s) named for the consideration stated hereinbelow. The Consideration named in said deed shall be considered payment of all taxes held against the property, including the 2022 tax, unless otherwise stated:

RESOLVED, that the foregoing sales (attached) are hereby approved and confirmed by this body.

ADOPTED BY VOICE VOTE ON JULY 14, 2022:

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

Oswego County Treasurer's Office



Kevin L. Gardner, *Treasurer*
Brian D. Twiss, *Deputy Treasurer*

County Building
46 East Bridge Street
Oswego, New York 13126
Phone: (315) 349-8393
Fax: (315) 349-8255

6/22/2022

INFORMATIONAL MEMORANDUM

Subject: Redemption of Oswego County foreclosed properties

Background: These are the buyback properties from the Treasurer's Department. These properties have possible legal issues such as bankruptcies and other situations that warrant a buyback. Properties outside bankruptcies can redeem for unpaid taxes plus any penalties and interest.

Recommendation: The Treasurer strongly recommends this request.

By Legislator David Holst:

2022 Buyback list

Co. Prop#	SWIS	Town	Parcel ID#	Deed To Owner 1	Deed to Owner 2	Property Address	Assessed Owner 1	Assessed Owner 2	Total Unpaid
2022-22-01	2200	Amboy	178.00-02-08	Durgan William		152 Nichols Road	Durgan William		\$ 4,563.32
2022-26-01	2601	Cleveland	313.06-02-07.02	Bailey Sigrid		148 North St	Bailey Sigrid		\$ 19,891.14
2022-28-03	2800	Granby	218.00-01-03	Shoults Michael		1835 County Route 8	Shoults Michael		\$ 15,248.46
2022-30-04	3089	Hannibal	233.00-05-06	Merriam Edward		1181 County Rte 3	Merriam Edward		\$ 5,834.31
2022-32-05	3289	Hastings	307.07-02-08.21	Knapp Ashley		Co Rt 37	Knapp Ashley		\$ 3,318.58
2022-36-03	3600	Minetto	184.09-04-07.1	Merriam Ed		2408 County Rte 8	Merriam Ed		\$ 18,096.52
2022-36-05	3600	Minetto	200.00-01-03.03	Gary Robert L II		West 5th St. Road	Gary Robert L II		\$ 4,090.79
2022-44-02	4400	Palermo	205.00-03-13.1	Downs James P.	Downs Dawn M	1656 Co Rte 45	Downs James P.	Downs Dawn M	\$ 10,493.51
2022-46-02	4601	V. of Parish	173.20-06-15	Woodmancy Frank L II (Susan Grubs)		2869 E Main St	Woodmancy Frank L II		\$ 1,967.48
2022-46-03	4601	V. of Parish	173.20-06-16	Woodmancy Frank L II (Susan Grubs)		2865 E Main St	Woodmancy Frank L II		\$ 546.95
2022-50-06	5089	Richland	102.00-01-07.01	Coe Jaimie M		Towne Rd	Coe Jaimie M		\$ 355.02
2022-50-07	5089	Richland	101.00-02-15	Dawley Gary		407 Valley Road	Dawley Gary		\$ 5,247.18
2022-54-02	5089	Schroeppel	291.00-01-38	Parker Patricia		117 Evans Road	Parker Patricia		\$ 2,831.03
2022-48-01	4800	Redfield	066.00-01-12	25 Sportmans Club Inc		5321 County Route 17	25 Sportmans Club Inc		\$ 7,122.02
2022-28-05	2800	Granby	288.01-02-50	Trenback Craig		99 Jones Dr	Trenback Craig		\$ 16,843.70
2022-34-01	3401	V. of Mexico	134.10-08-09	LaPlante Edmund J		3297 Main St	LaPlante Edmund J		\$ 11,009.83
2022-34-03	3489	Mexico	117.00-01-18.2	Palmatier Robert	Palmatier Constance	656 County Route 41	Palmatier Robert	Palmatier Constance	\$ 13,077.54
2022-54-01	5401	V. of Phoenix	303.20-01-35	Eastman Jennifer L		142 State St.	Eastman Jennifer L		\$ 11,602.41
2022-56-03	5600	Scriba	130.00-04-08	Muroski Lawrence R	Muroski Debra L	423 County Route 51A	Muroski Lawrence R	Muroski Debra L	\$ 4,847.20
2022-56-04	5600	Scriba	130.00-04-07	Muroski Lawrence R	Muroski Debra L	427 County Route 51A	Muroski Lawrence R	Muroski Debra L	\$ 2,702.29
2022-55-09	5600	Scriba	095.00-01-13.22	Schlosser Kristin	DuBois Scott	307 Lakeview Rd	Schlosser Kristin	DuBois Scott	\$ 45,841.63
2022-58-05	5800	Volney	185.00-06-08	Dunigan Hugh	Dunigan Maryanne	238 Kingdom Rd	Dunigan Hugh	Dunigan Maryanne	\$ 6,011.82
2022-12-11	1200	City of Oswego	146.24-02-03	Pauldine Michael	Pauldine Susan	14 Tallman St	Pauldine Michael	Pauldine Susan	\$ 18,463.70

RESOLUTION NO. 158

RESOLUTION AUTHORIZING 2022 TAX PROPERTY AUCTION

By Legislator David Holst:

WHEREAS, the County of Oswego has heretofore acquired or soon to be acquired titles, pursuant to provisions of the Real Property Tax Law of the State of New York, to certain parcels of real estate, and

WHEREAS, THE Oswego County Legislature is desirous of selling said parcels at public auction, pursuant to policy, terms and conditions heretofore established.

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

RESOLVED, that the County Treasurer of the County of Oswego, in the name of the Oswego County Legislature, be authorized and empowered to sell and convey under his hand and seal, certain described parcels of real estate, as shown on the attached schedule, titles to which were acquired by tax foreclosures of 2020 and prior. Foreclosures of 2020 and prior pursuant to the 2022 Tax Auction Policy and Terms and conditions of said auction, and be it further

RESOLVED, that the auction will be held on August 18, 2022.

ADOPTED BY VOICE VOTE ON JULY 14, 2022:

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

Oswego County Treasurer's Office



Kevin L. Gardner, *Treasurer*
Brian D. Twiss, *Deputy Treasurer*

County Building
46 East Bridge Street
Oswego, New York 13126
Phone: (315) 349-8393
Fax: (315) 349-8255

6/27/2022

INFORMATIONAL MEMORANDUM

Subject: RESOLUTION AUTHORIZING 2022 TAX PROPERTY AUCTION

Background: Seeking approval to hold the 2022 Tax foreclosure Property Auction. Every property on attached sheet was properly noticed in accordance with the Real Property Law. The properties on this list failed to pay the amount owed for property taxes. The online auction is set to be completed on Thursday, August 18, 2022.

Recommendation: The Treasurer strongly recommends this request.

(Co Prop #) RE_Userdefined06	RE_StreetLocation	RE_City	LotDescription	RE_OwnerName	RE_TaxMap1	Taxes Due
2022-20-01	552 Churchill Rd	Albion	157.00-01-02	Boberg Ole	157.00-01-02	\$2,524.87
2022-20-02	72 Salmon Run	Albion	088.19-01-07.15	Piehler Robert	088.19-01-07.15	\$34,816.93
2020-22-14	Island Rd	Amboy	196.00-01-13.16	Sweeting Eugene	196.00-01-13.16	\$1,525.20
2022-22-02	1268 County Route 26	Amboy	194.00-04-15	Muraski Richard	194.00-04-15	\$3,485.55
2022-22-03	State Route 183	Amboy	196.00-03-13	Johst Edward & Elizabeth	196.00-03-13	\$703.60
2022-22-04	Fisher Trail Rd	Amboy	230.00-01-25.33	Lamenza Radames & Silvia	230.00-01-25.33	\$2,980.46
2022-26-02	179 North St	Village of Cleveland	313.06-01-11.01	Brownell Carolyn	313.06-01-11.01	\$4,288.88
2022-26-03	103 Center St	Village of Cleveland	313.09-01-09	Kirkhoff Mark	313.09-01-09	\$5,109.56
2022-26-04	21 34th St	Constantia	310.05-01-26	Dempster Carrol	310.05-01-26	\$19,802.69
2022-26-05	1075 State Route 49	Constantia	311.06-01-05	Max Wild Horse LLC	311.06-01-05	\$22,008.87
2022-26-06	County Route 23	Constantia	296.00-02-09	Galvin Joseph J & Lori A	296.00-02-09	\$2,633.25
2022-26-07	State Route 49	Constantia	296.00-01-10.02	Gladle Kimberly J	296.00-01-10.02	\$2,550.59
2022-26-08	Lower Rd	Constantia	295.00-04-08.12	Williams Wilhelmena	295.00-04-08.12	\$2,751.22
2022-26-09	83 Lower Rd	Constantia	296.00-06-09	Bisson Donald & Andrea E	296.00-06-09	\$18,578.88
2022-26-10	153 Reservoir Dr	Constantia	299.00-02-02.03	Johnson Tammy L	299.00-02-02.03	\$6,843.43
2022-28-01	43 Ritchie Rd	Granby	300.00-05-11	De Beau Cynthia D	300.00-05-11	\$16,507.32
2022-28-02	270 State Route 48	Granby	302.00-03-14.01	Lattimore Michael R Jr.	302.00-03-14.01	\$5,828.91
2022-28-04	34 Rodgers Dr	Granby	288.03-01-28	Tracy Leonard J Jr	288.03-01-28	\$6,304.89
2022-28-06	723 County Route 55	Granby	270.00-06-09.01	Wells Fargo Bank NA	270.00-06-09.01	\$11,870.51
2022-28-07	1 Hofmann Dr	Granby	269.00-02-08	Graham Arthur James	269.00-02-08	\$15,118.96
2022-28-08	Off State Route 48	Granby	287.00-04-10	Hall Robert & Hilda	287.00-04-10	\$968.13
2022-28-09	State Route 176	Granby	253.03-02-13	Huard Francis E	253.03-02-13	\$1,495.76
2022-28-10	Rodgers Dr	Granby	288.03-01-09	Tracy Leonard J Jr	288.03-01-09	\$1,571.16
2022-30-01	148 Oswego St	Village of Hannibal	232.16-04-03	Butterfield Drew A & Mary	232.16-04-03	\$5,150.01
2022-30-02	285 Church St	Village of Hannibal	232.15-01-24.1	Frey David K	232.15-01-24.1	\$10,903.45
2021-30-05	285 Peat Bed Rd	Hannibal	250.00-03-10	Matteson David F Estate	250.00-03-10	\$1,922.05

2021-30-07	Wiltshire Rd	Hannibal	232.00-08-04.06	Kingsley Kelly	232.00-08-04.06	\$3,969.42
2022-30-03	73 State Route 176	Hannibal	284.00-03-11	Judd Helen	284.00-03-11	\$6,412.06
2022-30-05	355 State Route 34	Hannibal	266.00-04-13	Santore Paul A & Karyn A	266.00-04-13	\$37,768.62
2022-30-06	432-436 Harris Hill Rd	Hannibal	251.00-03-10	Zufelt Edward J	251.00-03-10	\$4,727.96
2022-30-07	Summerville Rd	Hannibal	284.00-03-20.01	Cunningham Raymond F	284.00-03-20.01	\$1,225.61
2022-30-08	33 Goodman Rd	Hannibal	285.00-01-15	Connolly William	285.00-01-15	\$11,927.45
2022-30-09	584 Peat Bed Rd	Hannibal	250.00-01-19.03	Deveney Ray G	250.00-01-19.03	\$17,812.06
2022-30-10	1360 County Route 3	Hannibal	233.00-03-22.2	Homyack John	233.00-03-22.2	\$12,036.57
2021-32-11	County Route 45	Hastings	207.00-02-03.05	Russ Deborah L	207.00-02-03.05	\$2,796.36
2022-32-02	457 Baum Rd	Hastings	225.00-03-03	Home Opportunity LLC	225.00-03-03	\$28,810.55
2022-32-03	594 Baum Rd	Hastings	209.00-04-09.2	Kiesinger Jeanne & Gary	209.00-04-09.2	\$2,190.34
2022-32-04	261 US Route 11	Hastings	293.14-01-02	White Dale	293.14-01-02	\$26,988.57
2022-32-06	Hogs Back Rd	Hastings	225.00-02-39	Zahn Stephen	225.00-02-39	\$1,715.55
2022-32-07	31 Manhattan Park Dr	Hastings	291.02-02-14	Goodman Sirlener (Derrick)	291.02-02-14	\$13,261.96
2022-34-02	2293 State Route 104	Mexico	136.00-04-11	Murray Donald W & Dean R	136.00-04-11	\$9,385.33
2022-34-04	2257 State Route 104	Mexico	136.00-04-13.04	Shattuck Lisa A	136.00-04-13.04	\$6,208.68
2022-34-05	5269 State Route 3	Mexico	152.00-01-37.01	Widmann Gerald L	152.00-01-37.01	\$5,682.66
2022-34-06	La Casse Rd	Mexico	154.00-02-17.2	Carysfort Reef LLC	154.00-02-17.2	\$1,342.34
2022-34-07	4904 State Route 3	Mexico	171.00-01-07.2	Chant Cory & Sara	171.00-01-07.2	\$12,570.86
2022-36-01	2259 County Route 8	Minetto	184.00-04-09.1	DeStevens Joseph J	184.00-04-09.1	\$3,018.75
2022-36-02	860 County Route 25	Minetto	165.10-01-05	DeStevens Joseph J	165.10-01-05	\$2,097.13
2022-36-04	2327 State Route 48	Minetto	201.11-01-03	Woodard Jodi	201.11-01-03	\$54,090.99
2021-38-01	143 Lee Rd	New Haven	115.00-03-05	Barney Wayne I	115.00-03-05	\$26,453.18
2021-38-03	Hickory Grove Dr	New Haven	097.07-01-08	Kinney Desirae	097.07-01-08	\$1,034.75
2022-38-01	448-80 County Route 51	New Haven	131.00-02-14	Allen George & Linda	131.00-02-14	\$5,381.60
2022-38-02	278 Lee Rd	New Haven	115.00-02-01.02	Bailey William R Estate	115.00-02-01.02	\$4,691.61
2022-38-03	301 Lee Rd	New Haven	097.00-04-19	Bailey William R Estate	097.00-04-19	\$43,038.80
2022-38-04	113 Hickory Grove Dr	New Haven	081.19-04-13	Gardner Bradley	081.19-04-13	\$17,020.29

2022-38-05	260 Nine Mile Point Rd	New Haven	080.00-01-07.01	Compass Credit Union (Victory Debora)	080.00-01-07.01	\$6,588.17
2022-38-06	620 County Route 51	New Haven	131.00-01-07.02	Pryor Randy A Sr	131.00-01-07.02	\$18,958.18
2022-38-07	120 County Route 51	New Haven	150.00-01-04	Roberts Joel	150.00-01-04	\$12,465.56
2022-38-08	3865 County Route 6	New Haven	097.00-03-45	Adams Ervin (Adams Melissa)	097.00-03-45	\$38,320.88
2022-42-01	380 County Route 89	Oswego	145.13-01-04	Latuga Michael	145.13-01-04	\$4,322.07
2022-42-02	17 Maple Ave	Oswego	127.19-04-18	Shambo Heather	127.19-04-18	\$9,302.66
2022-42-03	134 Lakeshore Rd	Oswego	144.12-01-03	Welsh James F Estate	144.12-01-03	\$9,849.09
2022-42-04	Perry Hill Rd	Oswego	144.16-02-38	Doolittle Brian	144.16-02-38	\$4,678.35
2022-42-05	Mc Cracken Dr	Oswego	144.16-02-38.01	Doolittle Brian	144.16-02-38.01	\$4,639.34
2022-42-06	Mc Cracken Dr	Oswego	144.16-02-38.02	Doolittle Brian	144.16-02-38.02	\$4,743.33
2022-42-07	Mc Cracken Dr	Oswego	144.16-02-38.03	Doolittle Brian	144.16-02-38.03	\$4,756.37
2022-42-08	Perry Hill Rd	Oswego	144.16-02-40	Doolittle Brian	144.16-02-40	\$4,431.28
2022-42-09	Mc Cracken Dr	Oswego	144.20-01-06.01	Doolittle Brian	144.20-01-06.01	\$5,161.54
2021-44-02	County Route 35	Palermo	188.00-02-10.2	Dunham Alton L Estate	188.00-02-10.2	\$891.55
2022-44-01	393 County Route 18	Palermo	223.00-06-11	Sec of Housing & Urban Dev	223.00-06-11	\$13,272.74
2022-44-03	1462 County Route 4	Palermo	206.00-01-12	Steinbrecher Robert	206.00-01-12	\$2,870.24
2022-44-04	5276 State Route 49	Palermo	238.00-01-04.03	Reynolds Christina	238.00-01-04.03	\$30,936.95
2022-46-01	26 Montgomery St	Village of Parish	173.19-04-08	Bubis Bill Estate	173.19-04-08	\$11,682.22
2022-46-04	1681 County 11	Parish	209.00-01-11.01	Shirley Joan P	209.00-01-11.01	\$3,305.23
2022-48-02	Off County Route 47	Redfield	067.00-02-06.11	Kolodziejczyk Francis R & Francis R Jr	067.00-02-06.11	\$9,603.27
2022-48-03	306 County Route 47	Redfield	078.00-01-09	Portville Forest Products Inc	078.00-01-09	\$4,890.44
2022-48-04	Off County Route 47	Redfield	077.00-05-05	Adsit Winnie E & Laurena B	077.00-05-05	\$1,234.38
2022-48-05	Off County Route 47	Redfield	067.00-02-08	Kolodziejczyk Frank R	067.00-02-08	\$5,026.57
2022-48-06	326 Mc Caw Rd	Redfield	093.00-03-01	Ott David A & Gracie L	093.00-03-01	\$3,906.28
2022-48-07	5010 County Route 17	Redfield	077.00-01-14.03	Ott David A & Gracie L	077.00-01-14.03	\$48,747.18
2022-48-08	5014 County Route 17	Redfield	077.00-01-14.01	Ott David A & Gracie L	077.00-01-14.01	\$47,743.58
2022-48-09	311 County Route 39	Redfield	109.00-04-06.02	Taylor Donald & Linda	109.00-04-06.02	\$20,665.21
2022-50-01	4004 Port St	Village of Pulaski	059.15-07-15	La Celle Thomas	059.15-07-15	\$17,305.99

2022-50-02	28 Scotch Grove Rd	Village of Pulaski	059.19-03-12.01	Shaaly Inc	059.19-03-12.01	\$43,257.92
2022-50-03	58 S Jefferson St	Village of Pulaski	059.15-07-04	Red River Properties LLC	059.15-07-04	\$36,693.07
2022-50-04	419 S Daysville Rd	Richland	084.00-01-08	Donath James	084.00-01-08	\$9,550.83
2022-50-05	250-053 Pine Grove Rd	Richland	058.05-01-13	Manzi Diane M & Frank J	058.05-01-13	\$29,392.41
2020-52-08	306 Center Rd	Sandy Creek	020.00-01-06	Eldridge James	020.00-01-06	\$8,369.49
2022-52-01	25 Beaver Lane	Sandy Creek	018.00-01-11.09	Manzi Frank J	018.00-01-11.09	\$21,119.71
2022-52-02	Rainbow Shores Rd	Sandy Creek	037.09-02-05.1	Riel Marcel & Gloria A	037.09-02-05.1	\$8,394.96
2022-52-03	Off County Route 22	Sandy Creek	010.00-01-03	Grubbs Susan	010.00-01-03	\$2,796.81
2022-52-04	Rainbow Shores Rd	Sandy Creek	037.09-02-04	Riel Marcel & Gloria A	037.09-02-04	\$1,689.87
2022-54-03	Kline Rd	Schroepfel	290.00-03-18	Rawson Jerry J	290.00-03-18	\$7,656.60
2022-54-04	Kline Rd	Schroepfel	291.00-07-35.01	Rawson Jerry J & Rebecca	291.00-07-35.01	\$7,713.36
2022-56-01	32 Penfield Dr	Scriba	129.00-06-10	Germain Jeanenne P Phillip Jr	129.00-06-10	\$7,739.17
2022-56-02	278 County Route 51A	Scriba	131.00-01-39.02	Morton Richard N & Frances L	131.00-01-39.02	\$8,484.56
2022-56-05	Off County Route 1A	Scriba	094.00-01-63.04	Atkinson Danoe; G & Mari J	094.00-01-63.04	\$1,860.23
2022-56-06	County Route 29	Scriba	096.00-03-28.01	Charles Kenneth A	096.00-03-28.01	\$2,134.35
2022-56-07	Dutch Ridge Rd	Scriba	166.00-03-31	Lower Paul	166.00-03-31	\$2,136.21
2022-56-08	City Line Rd	Scriba	129.17-01-02.02	Nagelschmidt John F Jr	129.17-01-02.02	\$901.04
2022-56-09	453 Middle Rd	Scriba	112.00-03-23.1	Homyack John	112.00-03-23.1	\$8,703.24
2022-58-01	2945 State Route 3	Volney	220.00-04-08	Duciaume Dorothy Estate	220.00-04-08	\$3,368.63
2022-58-02	3661 County Route 57	Volney	184.05-01-10	Fischer Julie A	184.05-01-10	\$9,292.05
2022-58-03	712 Rowlee	Volney	202.00-05-11	Schrader Norbert H Jr	202.00-05-11	\$3,954.56
2022-58-04	2154 County Route 176	Volney	219.00-05-23	Aluzzi Samuel D Estate	219.00-05-23	\$30,071.57
2022-58-06	761 County Route 6	Volney	254.00-03-08	McBride Bunny	254.00-03-08	\$17,264.95
2022-58-07	129 Flood Dr	Volney	219.00-05-11	Dew Holly	219.00-05-11	\$6,503.28
2022-58-08	393 Rowlee Rd	Volney	203.00-05-11.12	Taber Leslie A	203.00-05-11.12	\$12,973.45
2022-60-01	226 Morey Rd	West Monroe	260.00-02-16.02	Tucker Gary R & Victoria	260.00-02-16.02	\$5,449.60
2021-62-01	Ricard Rd	Williamstown	106.00-02-13.02	King Ronald R	106.00-02-13.02	\$765.95
2022-62-01	919 Stone Hill Rd	Williamstown	159.00-04-10	Angerone Salvatore	159.00-04-10	\$4,590.38

2022-62-02	Hidden Meadow Rd	Williamstown	160.00-01-38.27	Smith Ryan D & Elizabeth M	160.00-01-38.27	\$2,663.54
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RESOLUTION NO. 159

**RESOLUTION AWARDING PROFESSIONAL SERVICES CONTRACT –
RFP 22-CC-002 – TEXT AND IMAGE MANAGEMENT**

By Legislator David Holst

WHEREAS, the County issued a request for proposal from qualified consultants, companies, and/or individuals to provide Text and Image Management Services; and

WHEREAS, in accordance with Oswego County Purchasing Policy, the Oswego County Purchasing Department solicited Requests for Proposals (RFP 22-CC-002) from multiple qualified firms to provide Text and Image Management Services; and

WHEREAS, the Oswego County Clerks Office and Oswego County Purchasing Department have reviewed the proposal received and determined the proposal from Info Quick Solutions, Inc. 7460 Morgan Road, Liverpool, NY 13090, meets the County's needs;

NOW, THEREFORE, BE IT RESOLVED, that upon the recommendation of the Government, Courts, and Consumer Affairs Committee that County of Oswego awards the professional service contract for providing Text and Image Management Services, to Info Quick Solutions, Inc, 7460 Morgan Road, Liverpool, NY 13090, to not exceed the cost of \$5.90 per document for all recorded, filed, and cancelled documents, \$2.50 per document (one day turn around) for full-service data entry, \$1.20 per document (one day turn around) for verify only, \$2.50 per map, digitize older maps (prior to 1990) and add to stand-alone computer, working from aperture cards and/or original maps, \$800 per book for grantor/grantee manual indices (prior to 1963) to the computer and link the information to the images, and \$1.25 per document for oath of office cards-historical record back scanned and indexed, 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 JULY 14, 2022:

YES: 21 NO: 2 ABSENT: 2 ABSTAIN: 0



OSWEGO COUNTY PURCHASING

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

RFP 22-CC-002 – TEXT AND IMAGE MANAGEMENT

Name of Company	Location	Evaluation Rating	Required Documentation PRCS/PIS/SHC/NCC/RFC				
IQS Info Quick Solutions, Inc.	7460 Morgan Road, Liverpool, NY 13090	93.3%	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-CC-002 was publicly advertised in the official newspaper, on Bidnet, and on the Oswego County website on May 31, 2022. It was also sent directly to the following vendors:

- Cott Systems
- Laserfiche
- Toshiba
- Info Quick Solutions

Number of Response(s): One (1)

<p style="text-align: center;"><u>IQS</u> <u>Info Quick Solutions, Inc.</u></p>	<p><u>Pro</u></p> <ul style="list-style-type: none"> • Complete product, No outsourcing • Proven track record in NYS. • E-Filing & E- Recording Compliant • Upgrades No additional costs • They have great communication skills <p><u>Con</u></p> <p>N/A</p>
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Proposals Reviewed By:

- Terry Wilbur
- Matt Bacon
- Laurie Mangano
- Nancy Belcher

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 Info Quick Solutions, Inc.

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-CC-002 Text and Image Management

Total Points	Evaluation Criteria	Info Quick Solutions			
		MB	TW	LC	NB
40	Evaluator Experience & Capabilities	38	35	40	40
30	Management Outline and Project Approach	30	30	25	28
10	Business & Organization	9	10	10	10
20	Cost	20	18	15	15
100	Total Points	97	93	90	93
Rating per Evaluation		93.3			

RESOLUTION NO. 160

**RESOLUTION AUTHORIZING THE TRANSFER OF TAX-FORECLOSED
PROPERTIES TO THE OSWEGO COUNTY LAND BANK CORPORATION**

By Legislator David Holst

WHEREAS, the County of Oswego has formed one of fewer than 25 land banks within the State of New York; and

WHEREAS, the County as a foreclosing governmental unit has, heretofore, foreclosed upon various delinquent and blighted tax properties within the County of Oswego; and

WHEREAS, the Oswego County Land Bank, herein after referred to as "Land Bank," has previously examined the inventory of tax foreclosed properties and identified several properties consistent with its mission throughout the county that it can return to productive use; and

WHEREAS, the Land Bank is both a not-for-profit corporation and a public authority and its Board of Directors has authorized the acquisition of same; and

WHEREAS, transfer of these properties to the Land Bank will be consistent with the purposes of land bank corporations and will result in improvements which will, in turn, make the properties return to productive use and will contribute to quality of life and improve property values,

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

RESOLVED that the annexed schedule of tax properties listed below are hereby sold and transferred to the Land Bank effective upon the date of adoption of this resolution; and, it is further

- 43 Ritchie Road, Granby, N.Y.
- 261 U.S. Route 11, Hastings, N.Y.
- 134 Lakeshore Road, Oswego, N.Y.
- 4004 Port Street, Pulaski, N.Y.
- 2327 State Route 48, Minetto, N.Y.
- 83 Lower Road, Constantia, N.Y.
- 355 State Route 34, Hannibal, N.Y.
- 285 Church Street, Hannibal, N.Y.

ADOPTED BY VOICE VOTE ON JULY 14, 2022:

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

Oswego County Land Bank Current Property Inventory

Property Address	Municipality	Current Status
28 West Street	Cleveland	Listed/Complete
165 County Route 65	Constantia	Reviewing Purchase Offers
466 State Route 13	Williamstown	Purchase Offer Accepted
104 Niagara Street	City of Oswego	Complete
533 State Route 264	Schroeppel	Nearing Completion
211 Harris Hill Road	Granby	Nearing Completion
213 East 7 th Street	City of Oswego	In Process
100 Niagara Street	City of Oswego	Hold for Legacy Cities Grant
102 East 10 th Street	City of Oswego	Hold for Legacy Cities Grant
104 East 10 th Street	City of Oswego	Hold for Legacy Cities Grant
348 West 5 th Street	City of Oswego	Hold for Legacy Cities Grant
2744 U.S. Route 11	Mexico	County Sold

The 12 properties in the Oswego County Land Bank inventory as of June 30 represent seven municipalities throughout Oswego County. More than half of the properties have been renovated and listed for sale or are nearing completion.

Oswego County
**LAND
BANK**



Oswego County Land Bank Property Requests

Property Address	Municipality
43 Ritchie Road	Granby
261 U.S. Route 11	Hastings
134 Lakeshore Road	Oswego
4004 Port Street	Pulaski
2327 State Route 48	Minetto
83 Lower Road	Constantia
355 State Route 34	Hannibal
285 Church Street**	Hannibal

Each of the eight listed properties are in the foreclosure process and would otherwise be included in the county's annual property auction.

***Planned Demolition*

Oswego County
**LAND
BANK**



RESOLUTION NO. 161

**RESOLUTION AUTHORIZING POSITION RECLASSIFICATION
COUNTY CLERK – MOTOR VEHICLE**

By Legislator David Holst:

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

RESOLVED, that the Oswego County Clerk has identified the need to reclassify one (1) existing full-time Motor Vehicle Clerk to a full-time Senior Motor Vehicle Clerk to properly staff all three Department of Motor Vehicle offices.

RESOLVED, that one full-time Motor Vehicle Clerk position, 141116123, grade five (5) in the CSEA Oswego County Local 838 Agreement, be reclassified to a full-time Senior Motor Vehicle Clerk, grade six (6) in the CSEA Oswego County Local 838 Agreement, and be it,

RESOLVED, that the salary increase due to the reclassification will not require budget modification as it will be absorbed by the current salary and wages allocations, and be it further,

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

ADOPTED BY VOICE VOTE ON JULY 14, 2022:

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



OSWEGO COUNTY CLERK'S OFFICE

46 EAST BRIDGE STREET, OSWEGO, NEW YORK 13126

Phone 315-349-8621 315-349-8383 (Fax)

CATHY M. SHARKEY
SUPERVISOR – MOTOR VEHICLES
DMV OFFICES
OSWEGO/FULTON/PULASKI

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

MATTHEW BACON
DEPUTY CLERK
NANCY BELCHER
DEPUTY CLERK OF OPERATIONS

Date: June 22, 2022

To: Members of the Government, Courts and Consumer Affairs Committee

From: Terry M. Wilbur, County Clerk

Informational Memorandum

Subject: Reclassification of Job Title

Purpose: Reclassify a Motor Vehicle Clerk to a Senior Motor Vehicle Clerk

Summary: This reclassification allows the Motor Vehicle offices to function autonomously for supervision and opening & closing of the offices. Currently there are two Senior Motor Vehicle Clerks in each office but one. Having a consistent administrative structure will allow seamless supervision and alleviate the need to repurpose staff and pay mileage.

Recommended

Action: The Government, Courts and Consumer Affairs Committee approve the reclassification.

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: OSWEGO COUNTY CLERK-
MOTOR VEHICLE **DIVISION/UNIT:** 1411

A. NEW POSITION REQUEST

1. Position Title

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

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

b. Management or PEF – 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: Motor Vehicle Clerk 2. Position #: 141116123

3. Present Salary/Hourly Rate: \$16.94 Grade: 5

4. Requested Title: Senior Motor Vehicle Clerk

5. Requested Salary: \$17.77

a. Bargaining Unit: CO-OP Hourly Rate: \$17.77 Grade: 6

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

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

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

This reclassification allows the Motor Vehicle offices to function more efficiently and effectively for supervision and opening & closing of the offices. Currently there are two Senior Motor Vehicle Clerks in each office but one. Having to repurpose staff has a budgetary cost in mileage and often times creates a gap in supervision and related job duties.

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

C. POSITION DELETION

1. Title to be Deleted:

2. Position #

1. 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 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.

[illegible]

(Attach additional sheets if more space is needed)

5/01

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

NAME	TITLE	TYPE OF SUPERVISION
CATHY SHARKEY	MOTOR VEHICLE SUPERVISOR	GENERAL/DIRECT

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

NAME	TITLE	TYPE OF SUPERVISION
VARIOUS	MOTOR VEHICLE CLERK	GENERAL/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
MICHELLE HARDY	SENIOR MOTOR VEHICLE CLERK	PULASKI
DANA SEINOSKI	SENIOR MOTOR VEHICLE CLERK	FULTON
DIANE PAROW	SENIOR MOTOR VEHICLE CLERK	OSWEGO

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

Education: ☐ High School _____ years
☐ College _____ years, with specialization in _____
☐ Other _____ years, with specialization in _____

Experience (list amount and type): *SEE ATTACHED JOB DESCRIPTION*

Essential knowledge, skills and abilities: *SEE ATTACHED JOB DESCRIPTION*

Type of license or certificate required:

7. The above statements are accurate and complete.

Date: June 22, 2022

Title: OSWEGO COUNTY CLERK

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

POSITION CLASS TITLE: SENIOR MOTOR VEHICLE CLERK

JURISDICTIONAL CLASS: Competitive
CIVIL DIVISION: County
AUTHORIZATION: Oswego County Personnel Officer
December 1993

POSITION CLASS DEFINITION:

Essential nature of work, degree of difficulty and responsibility.

This position involves responsibility for supervising and directing the daily activities of an office of the Motor Vehicle Bureau.

Independent judgment is exercised in planning and overseeing clerical activities on a moderately large scale. The work is performed under the general supervision of the Motor Vehicle Bureau Supervisor and in accordance with the Vehicle and Traffic Law and the procedures established by the Commissioner of Motor Vehicles. Employee may be assigned responsibility for a branch office or assists Motor Vehicle Bureau Supervisor with administrative duties. Direct supervision is exercised over Motor Vehicle Clerks and other clerical staff assigned. The incumbent does related work as required.

PRIMARY WORK ACTIVITIES:

Typical activities characteristic of the class.

- Trains, supervises, and evaluates staff;
- Supervises and assists in the issuance of license plates and registrations;
- Supervises and assists in the collection, recording, and depositing of monies;
- Supervises and assists in giving written, vision, and color tests for learner's permits;
- Provides information to the public on all phases of law and procedures related to motor vehicles;
- Prepares routine correspondence on matters where policies and procedures are well defined;
- Prepares and maintains a variety of financial and statistical records and reports on a regular basis;
- Maintains stock levels of documents, license plates, and general supplies;
- Assists Motor Vehicle Clerks in dealing with unruly customers or unusual problems;
- Keeps informed of new laws and impending changes to the Vehicle and Traffic Law as they relate to the Bureau, so that necessary changes can be initiated promptly and effectively;
- Makes suggestions on improving methods and procedures and assists with implementing changes;
- Enters and retrieves data through use of a computer terminal.

SENIOR MOTOR VEHICLE CLERK (212)

KNOWLEDGE, SKILLS AND ABILITIES:

Summary of full performance level characteristics.

GOOD KNOWLEDGE OF: 21. business arithmetic; 22. business English; 196. Vehicle and Traffic Laws; 107. office equipment; 108. office terminology, practices, and procedures; 150. procedures and reports of New York State as applicable to the operations of a County Motor Vehicle Bureau; 135. principles and practices of supervision;

ABILITY TO: 209. understand and follow oral and written instructions; 107. manipulate an alphanumeric keyboard such as a typewriter, word processor or microcomputer; 43. deal with unruly and often impatient customers with tact and courtesy; 125. perform detailed work involving visual effort and strain; 151. prepare financial and statistical reports; 178. secure the cooperation of others; 25. communicate effectively, both orally and in writing; 137. plan, assign, and review the work of others.

MINIMUM QUALIFICATIONS:

Education, specialized background, training and experience.

- A. Completion of 60 credit hours from a regionally accredited or NYS registered college, university, or business school and one year of clerical experience; **OR**
- B. Graduation from high school or possession of an equivalency diploma and three years of clerical experience; **OR**
- C. An equivalent combination of training and experience as defined by the limits of "A" and "B" above.

RESOLUTION NO. 162

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION COUNTY
ATTORNEY'S OFFICE – LIABILITY & OTHER INSURANCE**

By Legislator David Holst:

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

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

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

ADOPTED BY VOICE VOTE ON JULY 14, 2022:

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

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification

Res. 162 of 2022

**A159900
A1910 545600**

**(\$100,000.00)
\$100,000.00**

INFORMATIONAL MEMORANDUM

To: Oswego County Legislature

From: Richard C. Mitchell

Date: June 23, 2022

Re: Budget Modification - Insurance Department - A1910

Attached please find a budget modification for the Insurance Department. Insurance policies cover all county departments and officers/employees. This request is necessary, in part, to pay the county's 2022 premiums due and payable semi-annually for all lines of coverage (auto, general liability, environmental tank liability, public officials, inland marine, healthcare professional, police professional, fire, boiler, etc.) The difference between the budget line and the renewal premiums due in July is approximately \$72,000. A substantial portion of this is due to increased coverage required by state programs.

The 2022 insurance line is estimated as part of the budget adoption process but actual premiums are not known or due until the following January. All major policies run with the county's fiscal year. Some lines of insurance have premiums tied to the adopted county budget amount as the carrier views the budget itself as an indicia of risk and county operations. In addition to experience, factors that affect premiums are the market, changing/replacement value of items covered and other factors. For example, replacing an older truck for a 2022 model or renting a crane or milling machine not scheduled on the policy on balance may trigger an increase in premium.

The balance of the request is to cover anticipated deductibles for claims through the end of the year. Thank you.

[illegible]

7/15/22

COMMITTEE SIGNATURES DATE
 Dasu Wang Active CHAIR

Michael V. Gabor 7/5/02

7-5-22

19. 1948 1-3-22

7/5/22
pure strand

COUNTY TREASURER

~~PERSONNEL DIRECTOR~~

PERSONNEL DIRECTOR

COUNTY ADMINISTRATOR

COUNTY ADMINISTRATOR

DEPARTMENT HEAD

DATE _____

DATE

DATE 7/5/22

DATE /

DATE _____

RESOLUTION NO. 163

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION SHERIFF'S
OFFICE TRANSFER FROM INSURANCE RECOVERY (TREASURER'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 JULY 14, 2022:

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

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification

A1325 426800
A3110 523000

Res. 163 of 2022

(\$5,381.29)
\$5,381.29



OSWEGO COUNTY SHERIFF'S OFFICE



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

DONALD R. HILTON
SHERIFF

JOHN F. TOOMEY
UNDERSHERIFF
MICHAEL R. BENJAMIN
JAIL ADMINISTRATOR

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

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

39 Churchill Road, Oswego, New York 13126-6613

INFORMATIONAL MEMORANDUM

DATE: June 16, 2022

SUBJECT: Vehicle Repair from the Insurance Recovery Fund

SUMMARY: A request is being made to transfer funds from the Insurance Recovery Fund (A1325.426800) in the amount of \$5,381.29 into Automotive Equipment (A3110.523000) to repair one 2018 Ford Explorer Utility Police Interceptor that collided with a deer. Attached is a copy of the claim check sent from New York Municipal Insurance Reciprocal.

RECOMMENDED ACTION:

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

NEW YORK MUNICIPAL INSURANCE RECIPROCAL

DATE ISSUED 6/07/22

CHECK NO. 0000123404

Description	Check Amount
Claim No: OSWEG-2022-021-001, Commercial Automobile	\$5,381.29
Comprehensive/Glass, Invoice No:	
First and Final - Claimant: Oswego County	
DOL: 5/12/2022, 2018 Ford, VIN: 5767, Less \$500 Ded	
CHECK TOTAL	\$5,381.29

6/16/22
Sent to Treasurer
- E Bill Buzzell

THIS CHECK IS VOID WITHOUT A BLUE & GREEN BACKGROUND AND A WATERMARK PATTERN ON THE BACK - HOLD AT ANGLE TO VIEW

NEW YORK MUNICIPAL INSURANCE RECIPROCAL

119 WASHINGTON AVENUE
ALBANY, NY 12210

KEY BANK OF NEW YORK
99 WASHINGTON AVENUE, ALBANY, NY 12210
TWIN TOWERS OFFICE

CHECK NO. 0000123404

29-7 213	DATE 6/07/22
-------------	-----------------

PAY: Five thousand three hundred eighty one and 29/100 Dollars

TO THE
THE ORDER
OF OSWEGO COUNTY

CHECK AMOUNT \$*****5,381.29

MAIL TO OSWEGO COUNTY
46 EAST BRIDGE STREET
OSWEGO, NY 13126

[Signature]
[Signature]

SIGNATURE HAS A COLORED BACKGROUND

0000123404 021300077 325680004174

Date: June 16, 2022

FROM
(OR REVENUE)

TO
(OR APPROPRIATION)

(OR REVENUE)			(OR APPROPRIATION)			REASON FOR REQUEST	DOLLAR AMOUNT
ACCOUNT NUMBER			ACCOUNT NUMBER				
DEPT.	OBJECT	SUB.	DEPT.	OBJECT	SUB.		
A1325	426800					Insurance Recovery	(\$5,381.29)
			A3110	523000		Automotive Equipment	\$5,381.29
TOTAL AMOUNT							0.00

COMMITTEE SIGNATURES

COUNTY TREASURER

DATE _____

PERSONNEL DIRECTOR

(Personnel Services Only)

DATE _____

DEPARTMENT HEAD

COUNTY ADMINISTRATOR

DATE _____

RESOLUTION NO. 164

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION SHERIFF'S
OFFICE TRANSFER FROM INSURANCE RECOVERY (TREASURER'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 JULY 14, 2022:

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

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification

A1325 426800
A3110 523000

Res. 164 of 2022

(\$1,021.07)
\$1,021.07



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

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

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

OSWEGO COUNTY SHERIFF'S OFFICE

DONALD R. HILTON
SHERIFF



JOHN F. TOOMEY
UNDERSHERIFF
MICHAEL R. BENJAMIN
JAIL ADMINISTRATOR



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

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

39 Churchill Road, Oswego, New York 13126-6613

INFORMATIONAL MEMORANDUM

DATE: June 16, 2022

SUBJECT: Vehicle Repair from the Insurance Recovery Fund

SUMMARY: A request is being made to transfer funds from the Insurance Recovery Fund (A1325.426800) in the amount of \$1,021.07 into Automotive Equipment (A3110.523000) to repair one 2018 Nissan that collided with a 2015 Kia. Attached is a copy of the claim check sent from New York Municipal Insurance Reciprocal.

RECOMMENDED

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

NEW YORK MUNICIPAL INSURANCE RECIPROCAL

DATE ISSUED 6/07/22

CHECK NO. 0000123435

Description	Check Amount
Claim No: OSWEG-2022-005-002, Commercial Automobile Collision, Invoice No:	\$1,021.07
First and Final - Claimant: Oswego County	
DOL: 1/12/2022, COLL LESS 500 DED 18 NISSAN 5506	
CHECK TOTAL	\$1,021.07

6/16/22
sent to Treasurer
& Bill Bozzelli
(Sheriff's Dept)

THIS CHECK IS VOID WITHOUT A BLUE & GREEN BACKGROUND AND A WATERMARK PATTERN ON THE BACK - HOLD AT ANGLE TO VIEW.

NEW YORK MUNICIPAL INSURANCE RECIPROCAL

119 WASHINGTON AVENUE
ALBANY, NY 12210

KEY BANK OF NEW YORK
99 WASHINGTON AVENUE, ALBANY, NY 12210
TWIN TOWERS OFFICE

CHECK NO. 0000123435

PAY: One thousand twenty one and 07/100 Dollars

TO THE ORDER OF OSWEGO COUNTY

MAIL TO OSWEGO COUNTY
46 EAST BRIDGE STREET
OSWEGO, NY 13126

29-7
213
DATE
6/07/22

CHECK AMOUNT
\$*****1,021.07

Robert A. Bozzelli
Auctioneer

SIGNATURE HAS A COLORED BACKGROUND

⑈0000123435⑈ ⑆021300077⑆ 325680004174⑈

Date: June 16, 2022

FROM
TO

TOTAL AMOUNT

DATE _____

DATE _____

COUNTY ADMINISTRATOR

DATE _____

RESOLUTION NO. 165

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION SHERIFF'S
OFFICE TRANSFER FROM INSURANCE RECOVERY (TREASURER'S OFFICE)
TO OTHER EQUIPMENT-DRONE (EMERGENCY MANAGEMENT)**

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 JULY 14, 2022:

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

LEGISLATURE
COUNTY
OSWEGO

Authorized Budget Modification

Res. 165 of 2022

**A1325 426800
A3640 526000**

**(\$8,785.00)
\$8,785.00**



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: June 15, 2022

SUBJECT: Drone purchase from the Insurance Recovery Fund

SUMMARY: A request is being made to transfer funds from the Insurance Recovery Fund (A1325.426800) in the amount of \$8,785.00 into Other Equipment-Drone (A33640.526000) to purchase a replacement drone for one that was damaged. Attached is a copy of the claim check sent from New York Municipal Insurance Reciprocal.

**RECOMMENDED
ACTION:**

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

NEW YORK MUNICIPAL INSURANCE RECIPROCAL

DATE ISSUED 6/07/22

CHECK NO. 0000123400

Description	Check Amount
Claim No: OSWEG-2022-020-001, Commercial Inland Marine	\$8,785.00
Other, Invoice No:	
First and Final - Claimant: Oswego County	
DOL: 5/3/2022, damaged drone	\$8,785.00
CHECK TOTAL	

6/13 -
Sent to Office
Treasurer's
E. H. Wills

THIS CHECK IS VOID WITHOUT A BLUE & GREEN BACKGROUND AND A WATERMARK PATTERN ON THE BACK - HOLD AT ANGLE TO VIEW

NEW YORK MUNICIPAL INSURANCE RECIPROCAL

119 WASHINGTON AVENUE
ALBANY, NY 12210

KEY BANK OF NEW YORK
99 WASHINGTON AVENUE, ALBANY, NY 12210
TWIN TOWERS OFFICE

CHECK NO. 0000123400

29-7 213	DATE 6/07/22
-------------	-----------------

PAY: Eight thousand seven hundred eighty five and 00/100 Dollars

TO THE
THE ORDER
OF OSWEGO COUNTY

CHECK AMOUNT \$*****8,785.00

MAIL TO OSWEGO COUNTY
46 EAST BRIDGE STREET
ATTN: JENNIFER SHEPARDSON
OSWEGO, NY 13126

[Signature]
[Signature]

SIGNATURE HAS A COLORED BACKGROUND

⑈0000123400⑈ ⑈021300077⑈ 325680004174⑈

Date: June 15, 2022FROM
TOTOTAL AMOUNT

COUNTY TREASURER

(Personnel Services Only)

DATE _____

 COUNTY ADMINISTRATOR

DATE 7-5-22

RESOLUTION NO. 166

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION SHERIFF'S
OFFICE TRANSFER FROM INSURANCE RECOVERY (TREASURER'S OFFICE)
TO AUTOMOTIVE SUPPLIES AND REPAIR (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 JULY 14, 2022:

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

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification

Res. 166 of 2022

**A1325 426800
A3110 544100**

**(\$9,958.62)
\$9,958.62**



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

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

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

OSWEGO COUNTY SHERIFF'S OFFICE

DONALD R. HILTON
SHERIFF



JOHN F. TOOMEY
UNDERSHERIFF
MICHAEL R. BENJAMIN
JAIL ADMINISTRATOR



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

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

39 Churchill Road, Oswego, New York 13126-6613

INFORMATIONAL MEMORANDUM

DATE: June 22, 2022

SUBJECT: Vehicle Repair from the Insurance Recovery Fund

SUMMARY: A request is being made to transfer funds from the Insurance Recovery Fund (A1325.426800) in the amount of \$9,958.62 into Automotive Supplies and Repair (A3110.544100) to repair one 2016 Ford Utility Police Interceptor that collided with a deer. Attached is a copy of the claim check sent from New York Municipal Insurance Reciprocal.

**RECOMMENDED
ACTION:**

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

NEW YORK MUNICIPAL INSURANCE RECIPROCAL

DATE ISSUED 4/26/22

CHECK NO. 0000122563

Description	Check Amount
Claim No: OSWEG-2022-011-001, Commercial Automobile Comprehensive/Glass, Invoice No: First and Final - Claimant: Oswego County DOL: 4/4/2022, COMP LESS \$500 DED 2016 FORD 6812	\$6,517.55
CHECK TOTAL	\$6,517.55

THIS CHECK IS VOID WITHOUT A BLUE & GREEN BACKGROUND AND A WATERMARK PATTERN ON THE BACK - HOLD AT ANGLE TO VIEW

NEW YORK MUNICIPAL INSURANCE RECIPROCAL

119 WASHINGTON AVENUE
ALBANY, NY 12210

KEY BANK OF NEW YORK
99 WASHINGTON AVENUE, ALBANY, NY 12210
TWIN TOWERS OFFICE

CHECK NO. 0000122563

29-7
213

DATE
4/26/22

PAY: Six thousand five hundred seventeen and 55/100 Dollars.

TO THE
THE ORDER
OF OSWEGO COUNTY

MAIL TO OSWEGO COUNTY
46 EAST BRIDGE STREET
OSWEGO, NY 13126

CHECK AMOUNT
\$*****6,517.55

Patricia B...
Austin J. ...

SIGNATURE HAS A COLORED BACKGROUND

⑈0000122563⑈ ⑆021300077⑆ 325680004174⑈

NEW YORK MUNICIPAL INSURANCE RECIPROCAL

DATE ISSUED 6/14/22

CHECK NO. 0000123547

Description	Check Amount
Claim No: OSWEG-2022-011-001, Commercial Automobile Comprehensive/Glass, Invoice No: Claimant: Oswego County DOL: 4/4/2022, SUPPLEMENT 16 FORD 6812	\$3,441.07
CHECK TOTAL	\$3,441.07

6/21/2022
sent to Treasurer
Bill Bozzell

THIS CHECK IS VOID WITHOUT A BLUE & GREEN BACKGROUND AND A WATERMARK PATTERN ON THE BACK - HOLD AT ANGLE TO VIEW

NEW YORK MUNICIPAL INSURANCE RECIPROCAL

119 WASHINGTON AVENUE
ALBANY, NY 12210

KEY BANK OF NEW YORK
99 WASHINGTON AVENUE, ALBANY, NY 12210
TWIN TOWERS OFFICE

CHECK NO. 0000123547

29-7 213	DATE 6/14/22
-------------	-----------------

PAY: Three thousand four hundred forty one and 07/100 Dollars

TO THE ORDER OF OSWEGO COUNTY

MAIL TO OSWEGO COUNTY
46 EAST BRIDGE STREET
OSWEGO, NY 13126

CHECK AMOUNT \$*****3,441.07

Robert A. Bozzell
Alexander J. Bozzell

SIGNATURE HAS A COLORED BACKGROUND

0000123547 021300077 325680004174

Date: June 22, 2022

TO

TOTAL AMOUNT

DATE _____

DATE _____

DATE _____

RESOLUTION NO. 167

**RESOLUTION AUTHORIZING AN INTERMUNICIPAL AGREEMENT BY AND
BETWEEN THE COUNTY OF OSWEGO AND THE COUNTY OF ONONDAGA,
FOR WEBEOC INCIDENT MANAGEMENT SYSTEM**

By Legislator Marc Greco:

WHEREAS, WebEOC is the industry leading emergency incident management software that provides real-time information sharing or operation details from various government and public safety groups in response to an imminent threat, emergency or disaster; and

WHEREAS, enhancing partnerships and collaboration between local and regional public and private sector entities to establish a common operating principle improves emergency response and communication during an emergency; and

WHEREAS, the Oswego County Emergency Management office is in possession of eligible grant funds which will be used to pay the cost associated with the subscription and continued use; and

WHEREAS, this agreement promotes municipal cooperation and efficiency and is made pursuant to General Municipal Law §119-o, Article 5-G; and

WHEREAS, a written agreement is both necessary and desirable; and

NOW, THEREFORE, BE IT RESOLVED, that upon recommendation of the Public Safety Committee, that the County of Oswego authorize entering an intermunicipal agreement with the other partners and execute all documents that may be necessary for this agreement.

ADOPTED BY VOICE VOTE ON JULY 14, 2022:

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



OSWEGO COUNTY
EMERGENCY MANAGEMENT OFFICE

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

COUNTY OFFICE BUILDING – 200 NORTH 2ND STREET, FULTON, NY 13069

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

Informational Memorandum

Date: July 5, 2022
To: Members of the Public Safety Committee, Oswego County Legislature
From: Cathee Palmitesso, Director

Subject: Request to enter an Intermunicipal Agreement for WebEOC Incident Management System.

Purpose: The COVID-19 public health emergency has shown the use of social distancing is one of the key elements in reducing the spread of the virus. The Emergency Management Office (EMO) would like to incorporate a web-based platform to manage incidents that can be utilized in-person and remotely. WebEOC is used by many State, Federal and local agencies, and non-governmental emergency management partners such as Corporations, Hospitals and Education Institutions to monitor and manage activities before, during and after an emergency or disaster.

WebEOC is the most widely used, battle-tested emergency management technology available. It helps organizations prepare and respond to incidents of any kind. It could be utilized to prepare for large scale events such as Harborfest and Super Dirt Week as well as manage incidents such as flooding, snow events or ice storms, public health emergencies and radiological incidents. Once implemented this platform can be used by all county departments for incident management therefore there is a benefit to the entire county to invest in this system.

WebEOC is a secure, internet-based emergency information management system that provides real-time information sharing or operation details from various government and public safety groups in response to an imminent threat, emergency, or disaster. It has the capability to establish situation and daily reports, request resources, and initiate requests for preliminary damage assessments in the aftermath of a disaster. The system can also capture financial data and intelligence reporting information, records activities, tasks, decisions, plans, media releases, briefings, and online meetings. There is also a file library included in the platform which is an important resource for accessing emergency management plans, (such as a CEMP, Hazard Mitigation or REP plans) and agency specific documentation and self-help guides.

Summary: By entering into this agreement EMO will partner with Onondaga County to bring this system to Oswego County at a significant price saving than if we were to invest on our own. By partnering with Onondaga County we will be entering into the highest “gold star” version of the application at a cost of \$13,435 1st year and \$6,124 2nd year and successive with a marginal increase each year. EMO has secured grant funding to pay for this for at least the first three years and will work to continue funding through eligible grant programs thereafter.

Recommended

Action: The Emergency Management would respectfully request the members of the Public Safety Committee and Oswego County Legislature authorize entering this Intermunicipal Agreement to bring this online incident management tool to Oswego County.

INTERMUNICIPAL AGREEMENT

THIS INTERMUNICIPAL AGREEMENT ("the Agreement"), by and between the COUNTY OF ONONDAGA, a municipal corporation with principal offices at 421 Montgomery Street, Syracuse, NY 13202, by J. Ryan McMahon II, its County Executive ("Onondaga County"); and the COUNTY OF OSWEGO [specifically, the Office of Emergency Management], a municipal corporation with principal offices at located at 46 E. Bridge Street, Oswego, NY 13216, by James Weatherup as Chairman of the Oswego County Legislature ("Oswego County").

WHEREAS, in preparation for and response to emergency incidents, enhancing partnerships and collaboration between local and regional public and private sector entities to establish a common operating picture, will allow each user to increase their situational awareness, to make informed, data-driven, and effective decisions in an effort to preserve the lives and property of their respective populations; and

WHEREAS, WebEOC is the industry leading emergency incident management software that provides shared workspace where various, customizable dashboards allow users to view real-time information to make data-driven decisions for day-to-day operations, to prepare for emergency situations, and to communicate and respond during emergency incidents; and

WHEREAS, utilizing WebEOC will allow Onondaga County and Oswego County to share data in order to collaborate and communicate effectively in preparation for and response to emergency incidents;

NOW, THEREFORE, the parties hereby agree as follows:

TERM

This Agreement shall be in effect from October 1, 2021, and shall continue until September 30, 2024, as to the emergency preparation and response support services provided for pursuant to this Agreement.

Notwithstanding the foregoing, any party may terminate this Agreement at any time upon ninety (90) days' written notice, served upon the Office of the Onondaga County Attorney located at 421 Montgomery Street, 10th Floor, Syracuse, New York 13202.

If this Agreement is terminated by a party, written notice must be sent to the other party as set forth below:

- The Oswego County Attorney's Office, with a copy sent to the Oswego County Emergency Management Office;
- Onondaga County Law Department, with a copy sent to the Department of Emergency Management for Onondaga County

In the event this Agreement is terminated by Onondaga County or Oswego County, or an equivalent agreement between Onondaga County and another Participating Agency is terminated by a party thereto ("WebEOC Agreement"), Onondaga County will provide written notice of said termination to all WebEOC Agreement Participating Agencies.

SCOPE OF SERVICES

Advice by Subject Matter Experts

Oswego County may request advice from Onondaga County personnel who have acquired knowledge and expertise as users of the WebEOC software. Onondaga County will ask those experts to provide the requested advice to Oswego

County in a timely manner, subject to Onondaga County workflow of the experts, but responding in good faith to the time sensitive needs of the parties.

Oversight Committee

All parties agree that there shall be a Program Oversight Committee to ensure effective communication and partnership between the parties. Onondaga County, Oswego County, and any other WebEOC Agreement Participating Agency will each have one voting representative, collectively comprising the WebEOC Oversight Committee. This Committee shall make recommendations, changes and amendments, as necessary and agreed upon, in collaboration with this Agreement and WebEOC Agreements.

COMPENSATION

Advice by Subject Matter Experts

Onondaga County shall not seek reimbursement for advice provided to Oswego County by Onondaga County experts.

Implementation and Continued Use

<i>Implementation Costs:</i>	<i>First Year of Service (2021-2022):</i>	<i>Total First Year Expense per Entity:</i>
Onondaga County: \$13,200	Onondaga County: \$7,935	Onondaga County: \$21,135
Oswego County: \$5,500	Oswego County: \$7,935	Oswego County: \$13,435

Note: The first year of costs total \$74,875, which is divided equally amongst 5 participating agencies.

Future years will accrue yearly service costs of \$6,124 for Oswego County. Annual recurring costs will be based on the current subscription level, and divided equally among the parties to WebEOC Agreements, inclusive of this Agreement. In the event that the WebEOC Oversight Committee seeks to make changes to such WebEOC Agreements by purchasing additional WebEOC software capabilities, the costs will be split equally, if said capabilities benefit all the parties thereto. If a single party seeks to purchase additional WebEOC software capabilities for their sole benefit, that single party will be required to pay the full costs of that purchase.

Oswego County, will pay its fees to Onondaga County annually and Onondaga County will thereafter pay all expenses on Oswego County's behalf.

MODIFICATIONS

This Agreement represents the entire and integrated understanding between Onondaga County and Oswego County and supersedes all prior negotiations, representations, or understandings either written or oral. This Agreement may be amended only by written instruments signed by all involved parties. It is understood that amendments may be required from time to time due to the potential changes in the work that may be required.

SEVERABILITY

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

CLAUSES REQUIRED BY LAW

The parties hereto understand and agree that each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to have been inserted herein, and if through mistake or inadvertence such provision is not inserted, said clause shall be deemed to have been inserted and shall have the full force and effect of law.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the date and year hereinafter written.

COUNTY OF ONONDAGA

Dated: _____, 2022

By: _____
J. Ryan McMahon II, County Executive

COUNTY OF OSWEGO

Dated: _____, 2022

By: _____
James Weatherup, Chairman of the Oswego County Legislature

RESOLUTION NO. 168

RESOLUTION AUTHORIZING BUDGETARY MODIFICATION E911 – Overtime

By Legislator Marc Greco:

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

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

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

ADOPTED BY VOICE VOTE ON JULY 14, 2022:

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

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification

**A3020 511000
A3020 512000**

Res. 168 of 2022

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



Kevin B. Pooley
Director

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

315-349-8215
Fax 315-349-8500

PUBLIC SAFETY CENTER

39 CHURCHILL ROAD

OSWEGO, NY 13126

Informational Memo

E911 Overtime budget mod request
6/20/2022

2022 has again been a difficult year with staffing for the E911 Department. E911 currently has 5 full time telecommunicator positions and 2 part time telecommunicator positions open. These vacancies have increased our overtime costs unexpectedly in the last couple months to maintain appropriate coverage of the department. We also installed a 911 phone system upgrade earlier this year that required staff to come in for an extra day which had to be scheduled on over time due to coverage requirements.

I am requesting a budget modification from salaries and wages to overtime to cover the required overtime that E911 is incurring. I am requesting to move \$15,000 to the overtime budget line A3020-512000 from salaries and wages line A3020-511000. This amount should cover overtime expenses for the remainder of 2022 barring any further major impacts to staffing.

From
To

~~COMMITTEE SIGNATURES~~ DATE

DATE _____

RESOLUTION NO. 169

**RESOLUTION AUTHORIZING STIPENDS FOR ADDITIONAL DUTIES
PERFORMED BY MEMBERS OF DISTRICT ATTORNEY'S OFFICE**

By Legislator Marc Greco:

WHEREAS, in January of 2020, Oswego County had to implement a Centralized Arraignment Part (CAP Court) to make sure that assigned counsel attorneys were present for all criminal arraignments, as required by law, and

WHEREAS, the CAP Court meets at the Public Safety Center, 39 Churchill Road, in Oswego, every evening from 5:30 pm to 10:00 pm, 365 days a year, as well as every weekend morning and holiday mornings at 8:00 am, and

WHEREAS, assigned counsel attorneys who are part of the 18-B Panel are compensated for all evening, weekend, and holiday appearances at CAP Court; and

WHEREAS, prosecutors from the Oswego County District Attorney's Office appear at all evening CAP Court arraignments, either virtually or in person, and facilitate every weekend / holiday morning arraignment; and

WHEREAS, the CAP Court appearances occur outside of standard business hours and are in addition to the normal duties performed by prosecutors in the District Attorney's Office, and

WHEREAS, adequately and compensating prosecutors who appear at and perform additional duties for CAP Court helps to promote the retention of experienced Assistant District Attorneys, which is in the County's best interest; and

WHEREAS, the Management Compensation Plan is expired

NOW, THEREFORE, upon the recommendation of the Public Safety and Finance and Personnel Committees of this body, it is hereby

RESOLVED, that the Oswego County Legislature authorizes a stipend to compensate prosecutors for the additional appearances and duties related to CAP Court, at a rate of \$200 per evening (\$300 if it's a holiday), and at a rate of \$75 per weekend morning (non-holiday), and at a rate of \$125 per holiday morning, and that the Human Resources Department will establish pay codes and develop ancillary documents or forms as may be necessary to effectuate same; and be it further

RESOLVED that a separate line should be established within the District Attorney's Office budget from which the CAP Court stipend will be paid, to be funded in 2022 from salary and benefits associated with a full-time Assistant District Attorney position (116501306) that is now vacant, per the attached budget amendment; and be it further

RESOLVED that vacant Assistant District Attorney position (116501306) shall hereby be eliminated from the budget of the District Attorney's Office; and be it further

RESOLVED that these stipends shall continue until such time as the County Legislature adopts a new Management Compensation Plan.

ADOPTED BY VOICE VOTE ON JULY 14, 2022:

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

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification

**A1165 511000
A1165 514500 STPND**

Res. 169 of 2022

**(\$42,000.00)
\$42,000.00**

DATE: May 18, 2022

TO: Public Safety / Finance & Personnel Committee Members

FROM: Gregory Oakes, District Attorney

INFORMATIONAL MEMO

SUBJECT: Provide a Stipend for additional duties performed by prosecutors related to the Centralized Arraignment Part (CAP Court)

PURPOSE: To establish a stipend for additional duties regularly performed by prosecutors on evenings, weekends, and holidays, outside of standard business hours.

SUMMARY: In January of 2020, Oswego County had to implement a Centralized Arraignment Part (CAP Court) to make sure that a defense attorney is present for all criminal arraignments, as required by law. The CAP Court meets at the Public Safety Center, 39 Churchill Road in Oswego, every evening from 5:30 pm to 10:00 pm, 365 days a year. Additionally, CAP Court meets at 8:00 am on both weekend days and on holidays.

Defense attorneys under the County's 18-B Assigned Counsel Plan appear at CAP Court and are compensated at a rate of \$325 per night (\$475 on holidays), \$150 per weekend morning, and \$250 per morning on holidays.

Prosecutors from the District Attorney's Office have appeared at and facilitated all CAP Court appearances since the inception of the program but have received no additional compensation or remuneration for these additional duties that occur outside of normal business hours, as well as on weekends and holidays.

To fairly compensate the prosecutors for their work at CAP Court, which will help promote the retention of qualified and experienced Assistant District Attorneys, I would like to provide a stipend for this additional work at a rate of \$200 per evening (\$300 on holiday evenings), \$75 per weekend morning, and \$125 on holiday mornings.

This stipend would be funded by eliminating a full-time Assistant District Attorney position that was recently vacated (position 116501306) and transferring the salary and fringe benefits associated with that position to a new budget line within the District Attorney's Office, to be used to pay prosecutors the CAP Court stipend.

RECOMMENDED

ACTION: It is respectfully recommended that the Public Safety and Finance & Personnel Committees authorize a stipend to compensate prosecutors for the additional appearances and duties related to CAP Court, at a rate of \$200 per evening (\$300 if it's a holiday), and at a rate of \$75 per weekend morning (non-holiday), and at a rate of \$125 per holiday morning, and direct the Human Resources Department to establish pay codes and develop ancillary documents or forms as may be necessary to effectuate same; and further, that a separate line should be established within the District Attorney's Office budget from which the CAP Court stipend will be paid, to be funded in 2022 from salary and benefits associated with a full-time Assistant District Attorney position (116501306) that is now vacant; and further, that vacant Assistant District Attorney position (116501306) shall hereby be eliminated from the budget of the District Attorney's Office.

COUNTY OF OSWEGO

COMMITTEE SIGNATURES	DATE
John F. [Signature]	7-7-22
[Signature]	7/7/22
Linda Lockwood	7/7/22
[Signature]	7-7-22
L. Mangano	7/7/22

DATE _____

TOTAL AMOUNT

RESOLUTION NO. 170

**RESOLUTION AUTHORIZING THE RECLASSIFICATION OF ONE POSITION
IN THE DISTRICT ATTORNEY'S OFFICE**

By Legislator Marc Greco:

WHEREAS a review of workload, staffing, and succession planning needs has been conducted; and

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

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

RESOLVED, that position #116524701, Typist, Grade 3, County of Oswego Office Personnel Unit (COOP), be reclassified to a Senior Typist, Grade 5, in the same COOP Bargaining Unit, and be it further

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

ADOPTED BY VOICE VOTE ON JULY 14, 2022:

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

INFORMATIONAL MEMORANDUM

Subject: Request for authorization to reclassify the Typist position (COOP Grade 3) to Senior Typist (COOP Grade 5) within the District Attorney's Office.

Purpose: Due to the re-evaluation of departmental staffing, this proposed change will allow the department to function efficiently and effectively while maintaining and providing continued succession planning opportunities within the department.

Summary: With the continued progression of administrative duties, the opportunity exists to restructure operations. The individual in this position will continue to perform functions associated with the current Typist position while also taking on more complex duties that are associated with the position of Senior Typist. This promotion will help retain a valuable employee and is consistent with ensuring the continuation of the professional and efficient operations of the department.

Recommended Action: To authorize the proposed reclassification of the Typist position (COOP Grade 3) to Senior Typist (COOP Grade 5) within the District Attorney's Office.

Fiscal Impact: This reclassification will have a minimal budgetary impact, as the employee currently makes \$16.07/hr as a Typist and will earn \$17.48/hr as a Senior Typist. This would result in an annual salary increase of approximately \$2,566.0. (A Typist position at the office has been vacant throughout most of this year and will remain so through the balance of this year, so funds will not need to be transferred to cover the additional pay for this year.)

Public Safety

- 1) **Fulton Police Department** – The applicant proposes to create two satellite offices, one each on the east and west sides of the river. The east side office will be within a qualified census tract and the west side office will be in the general proximity of the High School. The offices will not be manned 24/7 but will be open and available to on-duty law enforcement individuals (local and others) for access to Wi-Fi and other appropriate law enforcement amenities. This will, in effect, create a law enforcement presence in two neighborhoods that would benefit from that extra sense of security. The proposal was for \$40,000 of a \$60,000 project.

Committee conclusion – Split the cost 50/50 and recommend \$30,000 towards this project.

RESOLUTION NO. 171

**RESOLUTION AUTHORIZING CREATION OF ONE POSITION
IN THE DEPARTMENT OF SOCIAL SERVICES**

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 add one (1) Social Welfare Examiner position to assist in maintaining the Child Care Assistance caseload due to expanded eligibility and outreach requirements, and be it

RESOLVED, that one (1) Social Welfare Examiner, Grade eight (8) in the CSEA Oswego County Local 838 be created, and be it

RESOLVED, that the salary for this one (1) position will not require a budget modification as it will be paid for by Child Care grant funds and absorbed into Salaries/Wages for 2022, and be it further

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

ADOPTED BY VOICE VOTE ON JULY 14, 2022:

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



COUNTY OF OSWEGO
Department of Social Services

Stacy Alvord, MSW
Commissioner

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

INFORMATIONAL MEMORANDUM

TO: Oswego County Board of Legislators

Date: June 20, 2022

SUBJECT: Creation of one Social Welfare Examiner position for the Child Care program

SUMMARY: New York State has enacted emergency changes to the Child Care Assistance Program. These changes increase the provider market rates and expand income eligibility for the program to 300% of the Federal Poverty level. The new regulations also provide a 12-month guarantee of assistance under the program and remove some work requirements for parents attending school.

With the changes to the program, growing caseloads, and expanded eligibility and outreach requirements, DSS respectfully requests the addition of this one (1) Social Welfare Examiner position to focus on the Child Care program.

FISCAL IMPACT: This position is 100% funded through the department's childcare allocation.

RECOMMENDED

ACTION: The Department of Social Services recommends that the Human Services Committee, Finance & Personnel Committee, and the Legislature approve the addition of this Social Welfare Examiner position.

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: 6010

DIVISION/UNIT (NUMBER):

A. NEW POSITION REQUEST

1. Position Title Requested: Social Welfare Examiner - Child Care Assistance

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

3. a. Bargaining Unit – Hourly Rate from Grade plan: \$19.77 Grade: 8

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

4. Percent of Federal and or State Reimbursement: 100% Fringe Reimbursed: ☒ Yes ☐ No

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

New York State recently enacted emergency changes to make the Child Care Assistance Program more accessible and affordable. The change increases provider market rates, raises the income eligibility guidelines to 300%; provides a 12 month guarantee for assistance and removes some of the work requirements that were associated with receiving assistance while attending school. Based on these changes, local districts anticipate a significant increase in caseload size and need for outreach and education within our community.

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.

1. DEPARTMENTS/SCHOOL DISTRICT/TOWN OR VILLAGE DSS	DIVISION, UNIT, OR WORK SECTION Assistance Programs	LOCATION OF POSITION Mexico, NY
2. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate Paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided. Title requested: <i>Social Welfare Examiner</i>		
PERCENT OF WORK TIME		
60%	<i>Interviewing, Collecting Documentatin and Eligibility Determinations for Child Care Assistance</i>	
10%	<i>Data entry of case notes, child care payments, work schedules and other required information into the Child Care Assistance state mandated system</i>	
30%	<i>Outreach & Education of the Child Care Assistance program within the community; assisting individuals in the community with applying and navigating through the paperwork needed for assistance as well as provider approval.</i>	
(Attach additional sheets if more space is needed)		

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

NAME	TITLE	TYPE OF SUPERVISION
Christine Bradshaw	Senior Social Welfare Examiner	Direct Supervisor

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

NAME	TITLE	TYPE OF SUPERVISION

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
Madeline Pieretti	Social Welfare Examiner	Assistance Programs

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

Education: ☒ High School 4 years
☒ College 2 years, with specialization in _____
☐ Other _____ years, with specialization in _____

Experience (list amount and type): *2 years of previous experience or a combination of education and experience as outlined in the civil service testing requirements*

Essential knowledge, skills and abilities: *Determining eligibility for a government program or insurance.*

Type of license or certificate required:

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:

RESOLUTION NO. 172

**RESOLUTION AUTHORIZING RECLASSIFICATION OF ONE POSITION
IN THE DEPARTMENT OF SOCIAL SERVICES**

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 reclassify one (1) existing part-time Community Service Worker position to part-time Social Welfare Examiner to align with current job duties and to facilitate work duties in the Assistance Programs Home Energy Assistance Program, and

RESOLVED, that one (1) part-time Community Service Worker position, 601005920, Grade four (4) in the CSEA Oswego County Local 838, be reclassified to Social Welfare Examiner, Grade eight (8) in the CSEA Oswego County Local 838, and be it

RESOLVED, that the salary increase due to the reclassification of this one (1) position will not require a budget modification as it will be absorbed by Salaries/Wages for 2022, and be it further

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

ADOPTED BY VOICE VOTE ON JULY 14, 2022:

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



COUNTY OF OSWEGO
Department of Social Services

Stacy Alvord, MSW
Commissioner

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

INFORMATIONAL MEMORANDUM

TO: Oswego County Board of Legislators

Date: June 20, 2022

SUBJECT: Reclassification of Seasonal HEAP CSW to Social Welfare Examiner

SUMMARY: Earlier this year, DSS Assistance Programs reclassified one of the part-time, seasonal Community Service Worker (CSW) positions to Social Welfare Examiner. (SWE) This was a successful upgrade as it removed 100% review of the employee's work as it was performed by the higher-grade Social Welfare Examiner. Eligibility determinations are in the SWE job description, but not in that of the CSW. Having two seasonal SWE's would relieve the HEAP supervisor of 100% review of every case. Spot reviews of work performed by the seasonal SWE's will continue to occur.

Also, the part-time, seasonal positions within the HEAP program have been difficult to recruit. DSS also currently has several full-time permanent CSW vacancies and when candidates become available, they choose the full-time position as opposed to the part-time seasonal HEAP title. The higher-grade seasonal SWE position makes it easier to recruit, and in one instance the department was able to bring back a retired, fully trained staff person to assist with the HEAP program.

FISCAL IMPACT: This position is 100% Federally funded. The additional salary cost will be covered by the department's HEAP allocation.

RECOMMENDED

ACTION: The Department of Social Services recommends that the Human Services Committee, Finance & Personnel Committee, and the Legislature approve the reclassification of this Community Service Worker position to Social Welfare Examiner

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: DSS

DIVISION/UNIT (NUMBER): 6010

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: Community Service Worker 2. Position #: 601005920

3. Present Salary/Hourly Rate: 16.09 Grade: 4

4. Requested Title: Social Welfare Examiner

5. Requested Salary: _____

a. Bargaining Unit: CO-OP Hourly Rate: 19.77 Grade: 8

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

6. Percent of Federal and/or State Reimbursement: 100.0 Fringe Reimbursed: ☒ Yes ☐ No

7. Justification of Need (use additional sheets as necessary): *This Community Service Worker (CSW) position is part-time, seasonal for the Home Energy Assistance Program which is 100% federally funded. DSS hires seasonal staff to manage the volume of work associated with this program. Recruitment for seasonal CSW's has been difficult and there are vacancies. The lower-grade CSW position requires their work to be reviewed by a supervisor, whereas the higher-grade Social Welfare Examiner does not. Given our turnover and vacancies, upgrading this position to SWE would expedite the processing of cases and make for more efficient workflow, not requiring the second-level review prior to benefits being issued.*

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

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

**OSWEGO COUNTY HUMAN RESOURCES
DEPARTMENT**

NEW POSITION DUTIES STATEMENT

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

1. DEPARTMENTS/SCHOOL DISTRICT/TOWN OR VILLAGE DSS	DIVISION, UNIT, OR WORK SECTION Assistance Programs	LOCATION OF POSITION Mexico
2. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate Paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.		
Title requested: <i>Social Welfare Examiner</i>		
PERCENT OF WORK TIME		
70	<i>Determine eligibility for the Home Energy Assistance Program</i>	
20	<i>Data Entry of payment and eligibility information in to the NYS Welfare Management System</i>	
10	<i>Phone and in-person client contact as it pertain to eligibility for HEAP</i>	
(Attach additional sheets if more space is needed)		

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

NAME	TITLE	TYPE OF SUPERVISION
Susan Wallace	Senior Social Welfare Examiner	Direct

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

NAME	TITLE	TYPE OF SUPERVISION

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
Karen Heagerty	Social Welfare Examiner	HEAP Unit

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

Education: ☒ High School 4 years
☐ College _____ years, with specialization in _____
☐ Other _____ years, with specialization in _____

Experience (list amount and type): *2 years of related experience*

Essential knowledge, skills and abilities: *Experience in determining eligibility for a government or insurance program.*

Type of license or certificate required: N/A

7. The above statements are accurate and complete.

Date:

Title:

Signature:

CERTIFICATE OF OSWEGO COUNTY PERSONNEL OFFICER

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

POSITION CLASS TITLE:

JURISDICTIONAL CLASS:

Date:

Signature:

RESOLUTION NO. 173

**RESOLUTION APPOINTING MEMBER TO THE OSWEGO COUNTY
CHILD PROTECTION ADVISORY COUNCIL**

By Legislator Roy Reehil:

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

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

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

RESOLVED, that the following individual be, and hereby is appointed to the Oswego County Child Protection Advisory Council for a term to expire on **March 31, 2025:**

Melissa Parkhurst

ADOPTED BY VOICE VOTE ON JULY 14, 2022:

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



COUNTY OF OSWEGO
Department of Social Services

*Stacy Alvord, MSW
Commissioner*

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

INFORMATIONAL MEMORANDUM

Date: June 21, 2022
To: Human Services Committee
From: Stacy Alvord, MSW, Commissioner
Geri Geitner, Chair of the Child Protection Advisory Council
Subject: Child Protection Advisory Council: Member Appointment

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

CPAC leadership would like to recommend Melissa Parkhurst for reappointment to CPAC. Melissa has been a long-time member and contributor to the mission of CPAC and has expressed an interest in continuing her assistance to the council. We recommend appointment through 3/31/25, which will align with the rest of the council members.

Recommended council member to appoint:

Melissa Parkhurst, Former Foster Parent and long-time CPAC member

Recommendation:

It is respectfully recommended that the Human Services Committee and the Oswego County Legislature approve the appointment of this member to serve on the Child Protection Advisory Council for a three (3) year term to expire on **March 31, 2025**.

RESOLUTION NO. 174

**RESOLUTION AUTHORIZING THE CREATION OF FOUR (4) POSITIONS
WITHIN DSS SERVICES UNIT**

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 Services Unit and to add additional management-level positions to prepare for a necessary increase in Casework staffing, so be it

RESOLVED, to approve the attached budget modification to transfer funds from the General Reserve fund to Wages and Salaries, and be it

RESOLVED, that one (1) Case Supervisor A, SG40 in the Oswego County Professional Association be created, and be it

RESOLVED, that three (3) Case Supervisor Bs, Grade 13 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 JULY 14, 2022:

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

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification

Res. 165 of 2022

**A6070 511000
A100000
A6070 436090**

**\$121,580.00
(\$46,201.00)
(\$75,379.00)**



COUNTY OF OSWEGO
Department of Social Services

Stacy Alvord, MSW
Commissioner

P.O. Box 1320 • Mexico, New York 13114
phone 315.963.5000 • fax 315.963.5477

Informational Memorandum

Date: June 21, 2022

To: James Weatherup, Chairman of the Legislature
Roy Reehil, Chair of Human Services Committee
John Martino, Chair of Finance & Personnel Committee
Phil Church, County Administrator

From: Stacy Alvord, Commissioner
Marti Babcock, Deputy Commissioner

Subject: Salary adjustment of DSS Director of Services and Creation of One (1) Case Supervisor A and Three (3) Case Supervisor Bs

Summary: **DSS seeks additional upper-level positions necessary to assist with policy decisions and resulting procedures, as initially recommended by the Bonadio Study of 2017. These upper-level positions were also recommended in our most recent Program Improvement Plan (PIP) issued by NYS OCFS. The need for more upper-level management continues to grow as regulations change and new programming is implemented to meet State mandates, and some programming will position us for improved funding for services. These changes as described below, along with further changes and additions which will be presented at future meetings, are fully supported by the sitting Child Protection Advisory Council as a part of our Recruitment & Retention Strategy for the Services Unit.**

- Add a Case Supervisor A position in Oswego County Professionals Association (OCPA) SG40. This position will assist the Director of Services in policy and procedure planning, guidance and implementation, submission of required State plans for all service provision, and direct supervision of Case Supervisor B staff that oversee Preventive Service provision, QA & Audit. With the addition of requirements brought on by the Families First Preventive Services Act (FFPSA), the Department is working diligently at building supports for families that will aid in keeping children safe within their homes, rather than being removed & placed into foster care. This Case Supervisor A will be instrumental in the planning and implementation work required to make these changes possible.
- Add 3 additional Case Supervisor Bs to the Services Division – to be in CSEA, Grade 13, until further upgrade is negotiated with CSEA. The new Case Supervisor B positions are necessary for better monitoring of case actions, compliance with procedures & protocols and ensuring communication of changes to all staff. These Case Supervisor Bs will be assigned to do the following:

- 1 – Additional manager over CPS Unit – currently has 8 teams (each with 1 Sr CW and 5-6 CWs) and all managed by one Case Supervisor B. This position will allow for better monitoring of cases, coaching & support of Seniors and Caseworkers and better communication with partners in our Multi-Disciplinary Teams.
- 2 – Adds manager to focus on case review and internal audit of preventive services caseload, communication, and implementation of training plans to address deficiencies identified. This QA Grade B will be responsible for reviewing documentation that is tied to Federal IV-E reimbursement, ensuring the agency is meeting state mandates as well as the FFPSA initiatives- Blind removals, Kin Fire Wall, Foster Care Candidacy, FFPSA Candidacy, and QI Assessment referrals, assessments and required meetings. This person would further be responsible for ensuring Permanency Goals are being met.
- 3 – Adds manager to focus on preventive services provided by contracted partners, review of their case actions, and communication with staff. This manager will also be responsible for supervision of the Sobriety Treatment and Recovery Teams that the Department will be implementing later this year. START focuses on families with a child(ren) under six about whom we receive a new CPS report with allegations of substance use/abuse as a safety risk.
- Make salary adjustment to Director of Services title. This is a high-level management position that supervises more employees than many other directors in county departments and takes on a higher level of liability/consequence of error than others. The intended increases in staffing and the increased programming changes that are now in progress add significantly to her responsibilities. We recommend this increase to adequately compensate the Director for these responsibilities.

The following summary provides the financial impact for the changes we are recommending now:

Remainder of 2022 = 115 workdays/holidays	7/25-12/31 Current wage	Proposed 7/25 - 12/31	Difference	7/25 - 12/31/22 Local Share Diff
Director of Services	\$33,415	\$36,404	\$2,989	\$1,136
Add Case Supervisor A - 1	0	\$32,979	\$32,979	\$12,532
Add Case Supervisor B - 3	0	\$85,612	\$85,612	\$32,533
	\$33,415	\$154,995	\$121,580	\$46,201

Additional local share for the remainder of 2022 is \$46,201.

Annualized financial info	Current Annual	Proposed Annual	Difference	Local Share Difference	Total Annual Local Share
Director of Services	\$75,547	\$82,305	\$6,758	\$2,568	\$31,276
Add Case Supervisor A - 1	\$0	\$74,561	\$74,561	\$28,333	\$28,333
Add Case Supervisor B - 3	\$0	\$193,557	\$193,557	\$73,541	\$73,552
	\$75,547	\$350,423	\$274,876	\$104,442	\$133,161

Additional Annual Local Share for the upgrade and new positions is: \$133,161.

Recommended

Action: The Department of Social Services Respectfully recommends the Human Services Committee, the Finance & Personnel Committee and the Legislature approve the staff changes as outlined above.

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: DSS

DIVISION/UNIT (NUMBER): 6070

A. NEW POSITION REQUEST

1. Position Title Requested: Case Supervisor A

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: \$74,561 Grade: SG40

4. Percent of Federal and or State Reimbursement: 62% Fringe Reimbursed: ☒ Yes ☐ No

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

The Department respectfully requests the addition of a Case Supervisor A to be added to our Services Division to assist the Director of Services in policy and procedure planning, guidance and implementation, submission of required State plans for all service provision, and direct supervision of Case Supervisor B staff that oversee Preventive Service provision, QA & Audit. With the addition of requirements brought on by the Families First Preventive Services Act (FFPSA), the Department is working diligently at building supports for families that will aid in keeping children safe within their homes, rather than being removed & placed into foster care. This Case Supervisor A will be instrumental in the planning and implementation work required to make these changes possible.

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.

1. DEPARTMENTS/SCHOOL DISTRICT/TOWN OR VILLAGE DSS	DIVISION, UNIT, OR WORK SECTION Services	LOCATION OF POSITION Mexico
2. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate Paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.		
Title requested: <i>Case Supervisor Grade A</i>		
PERCENT OF WORK TIME		
15%	<i>Assists Director of Social Services in formulation of case plans and program policies and procedures, including annual plan and budget</i>	
25%	<i>Supervises social services staff in administering and rendering services, including determining policy and program standards and monitoring performance</i>	
10%	<i>Establishes and maintains productive working relationships with other units in the department, the courts, and other public and private agencies in the community</i>	
5%	<i>Interprets agency programs to the community through personal presentations and preparation of material such as brochures, slide presentations, videos, etc.</i>	
25%	<i>Guides processes determining client needs and advocating for, analyzing, and implementing new or revised programs as needed</i>	
10%	<i>Prepares or directs preparation of various plans and reports detailing division operations, community/client needs and plans for new or expanded services or program evaluation</i>	
5%	<i>Attends staff meetings and conferences to plan, analyze, and evaluate services</i>	
5%	<i>Establishes controls for determining staff performance and conducts required employee evaluations</i>	
	(Attach additional sheets if more space is needed)	

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

NAME	TITLE	TYPE OF SUPERVISION
Sara Finley	Director of Social Services	Direct

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

NAME	TITLE	TYPE OF SUPERVISION
Melisa Verdoliva	Case Supervisor B (Preventive)	Direct
Meghan Rose	Case Supervisor B (Child Protective)	Direct
TBD	Case Supervisor B (Adult Protective)	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
N/A		

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

Education: ☐ High School _____ years
☒ College 4 years, with specialization in Behavioral Sciences
☐ Other _____ years, with specialization in _____

Experience (list amount and type): *six (6) years of experience in social work/casework/case management, four (4) years of which must have involved the supervision of staff*

Essential knowledge, skills and abilities: *Knowledge of principles/practices of social casework; federal, State, and local social service laws and programs; techniques of case recording; applying modern principles/practices of social casework and group work; causes and characteristics of social and behavioral problems; principles and practices of supervision; communicate effectively, both orally and in writing; prepare clear and accurate records and reports; interpret the work of the agency; understand and interpret complex written material*

Type of license or certificate required: Valid New York State Driver's License is required.

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: _____

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: DSS

DIVISION/UNIT (NUMBER): 6070

A. NEW POSITION REQUEST

1. Position Title Requested: Case Supervisor B

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

3. a. Bargaining Unit – Hourly Rate from Grade plan: \$29.16 Grade: 13

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

4. Percent of Federal and or State Reimbursement: 62% Fringe Reimbursed: ☒ Yes ☐ No

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

In order to more effectively monitor the case actions and movement of our preventive services caseload toward a safe self-reliance and reunification/sustained unification of their households, we need to be able to complete deep dives into data. We need to be regularly looking into case documentation in detail to assist with identification of service gaps, training needs and potential safety risks that may be missed due to high caseloads and relative inexperience of current staffing. Current caseload sizes do not allow for the level of detailed supervision that will consistently meet required standards, and provide adequate guidance and support of our most inexperienced staff.

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.

1. DEPARTMENTS/SCHOOL DISTRICT/TOWN OR VILLAGE DSS	DIVISION, UNIT, OR WORK SECTION Services	LOCATION OF POSITION Mexico
2. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate Paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.		
Title requested: <i>Case Supervisor B</i>		
PERCENT OF WORK TIME		
15%	<i>Assists Director of Social Services and Case Supervisor A in interpreting federal, State, and local policies and programs</i>	
30%	<i>Regularly and routinely reviews case records for compliance with regulations and evidence of good casework practice</i>	
20%	<i>Helps to evaluate staff training needs and coordinates and/or conducts special training programs within the agency</i>	
5%	<i>Attends staff meetings and conferences to plan, analyze, and evaluate services</i>	
20%	<i>Maintains necessary records and prepares detailed reports of casework compliance with regulations and local policies</i>	
5%	<i>Prepares and assists with completion of internal and external audits</i>	
5%	<i>Assists Director of Social Services and Case Supervisor A with program improvement planning following reviews and audits</i>	
	(Attach additional sheets if more space is needed)	

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

NAME	TITLE	TYPE OF SUPERVISION
TBD	Case Supervisor A	Direct

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

NAME	TITLE	TYPE OF SUPERVISION

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
Laura Peters Murphy	Case Supervisor B	Mexico

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

Education: ☐ High School _____ years
☒ College 4 years, with specialization in 30 credit hrs in Behavioral Sciences
☐ Other _____ years, with specialization in _____

Experience (list amount and type): *5 years experience in social work, social science, health, or a closely related field, 2 years of which must have included supervision of staff*

Essential knowledge, skills and abilities: *Thorough knowledge of principles and practices of social casework and case management; federal, State, and local social service laws and programs; principles and practices of supervision; prepare records and reports; interpret the work of the agency; understand and interpret complex written material; plan, assign, and review the work of others.*

Type of license or certificate required: Must have a valid NYS Driver's Licence

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:

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: DSS

DIVISION/UNIT (NUMBER): 6070

A. NEW POSITION REQUEST

1. Position Title Requested: Case Supervisor B

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

3. a. Bargaining Unit – Hourly Rate from Grade plan: \$29.16 Grade: 13

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

4. Percent of Federal and or State Reimbursement: 62% Fringe Reimbursed: ☒ Yes ☐ No

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

In order to more effectively supervisor and monitor the case investigations performed by the Child Protective Services Unit (CPS), we are requesting this additional Case Supervisor B position. The current Case Supervisor B over CPS is responsible for 8 teams of Caseworkers, including a Multi-Disciplinary Team and a Drug-Endangered Children Multi-Disciplinary Team. Each team has up to 5-6 Caseworkers assigned to a Senior Caseworker. This is an extremely heavy workload for one manager, especially when vacancies cause her to take on direct supervision of Caseworkers as needed.

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:	

NEW POSITION DUTIES STATEMENT

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

1. DEPARTMENTS/SCHOOL DISTRICT/TOWN OR VILLAGE DSS		DIVISION, UNIT, OR WORK SECTION Services		LOCATION OF POSITION Mexico	
2. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate Paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.					
Title requested: Case Supervisor B					
PERCENT OF WORK TIME					
15%		Assists Director of Social Services and Case Supervisor A in interpreting federal, State, and local policies and programs			
20%		Regularly and routinely reviews case records for compliance with regulations and evidence of good casework practice			
30%		Supervises casework staff in administering the social services program and in rendering social services to promote the welfare of clients			
15%		Attends staff meetings and conferences to plan, analyze, and evaluate services			
5%		Maintains necessary records and prepares reports			
10%		Conducts individual and group conferences			
5%		Establishes controls for determining staff performance and conducts required employee evaluations			
		(Attach additional sheets if more space is needed)			

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

NAME	TITLE	TYPE OF SUPERVISION
TBD	Case Supervisor A	Direct

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

NAME	TITLE	TYPE OF SUPERVISION
Paul LaBarge	Sr. Caseworker	Direct
Jennifer Delmar	Sr. Caseworker	Direct
Kate Schmidt	Sr. Caseworker	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
Rachael Pelow	Case Supervisor B	Mexico
Melisa Verdoliva	Case Supervisor B	Mexico
Leanne Garlock	Case Supervisor B	Mexico

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

Education: ☐ High School _____ years
☒ College 4 years, with specialization in 30 credit hrs in Behavioral Sciences
☐ Other _____ years, with specialization in _____

Experience (list amount and type): *5 years experience in social work, social science, health, or a closely related field, 2 years of which must have included supervision of staff*

Essential knowledge, skills and abilities: *Thorough knowledge of principles and practices of social casework and case management; federal, State, and local social service laws and programs; principles and practices of supervision; prepare records and reports; interpret the work of the agency; understand and interpret complex written material; plan, assign, and review the work of others; community resources and programs; interviewing techniques; causes and characteristics of social and behavioral problems.*

Type of license or certificate required: Must have a valid NYS Driver's Licence

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:

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: DSS

DIVISION/UNIT (NUMBER): 6070

A. NEW POSITION REQUEST

1. Position Title Requested: Case Supervisor B

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

3. a. Bargaining Unit – Hourly Rate from Grade plan: \$29.16 Grade: 13

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

4. Percent of Federal and or State Reimbursement: 62% Fringe Reimbursed: ☒ Yes ☐ No

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

In order to more effectively monitor the case actions on the part of Contract Preventive Services Staff, as well as to oversee the implementation and management of the Sobriety Treatment and Recovery Teams (START) that will be put forth to be implemented toward the end of 2022, we are requesting an additional Case Supervisor B. START is an evidence-based program that targets families w/ a child(ren) under the age of six who have new CPS reports that include substance use/abuse as a safety factor. This program will support the goals of Families First Preventive Services Act (FFPSA) which are mandated across the state to enhance support services for families enhance support services for families to help children remain at home, reduce the unnecessary use of congregate care, and build the capacity of communities to support children and families

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:	

NEW POSITION DUTIES STATEMENT

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

1. DEPARTMENTS/SCHOOL DISTRICT/TOWN OR VILLAGE DSS		DIVISION, UNIT, OR WORK SECTION Services	LOCATION OF POSITION Mexico
2. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate Paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.			
Title requested: Case Supervisor B			
PERCENT OF WORK TIME			
15%	Assists Director of Social Services and Case Supervisor A in interpreting federal, State, and local policies and programs		
30%	Regularly and routinely reviews case records for compliance with regulations and evidence of good casework practice		
20%	Helps to evaluate staff training needs and coordinates and/or conducts special training programs within the agency		
5%	Attends staff meetings and conferences to plan, analyze, and evaluate services		
20%	Maintains necessary records and prepares detailed reports of casework compliance with regulations and local policies		
10%	Manages contract compliance with partners providing Preventive Services under contract with the Department		
	(Attach additional sheets if more space is needed)		

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

NAME	TITLE	TYPE OF SUPERVISION
TBD	Case Supervisor A	Direct

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

NAME	TITLE	TYPE OF SUPERVISION

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
Rachael Pelow	Case Supervisor B	Mexico
Melisa Verdoliva	Case Supervisor B	Mexico

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

Education: ☐ High School _____ years
☒ College 4 years, with specialization in 30 credit hrs in Behavioral Sciences
☐ Other _____ years, with specialization in _____

Experience (list amount and type): *5 years experience in social work, social science, health, or a closely related field, 2 years of which must have included supervision of staff*

Essential knowledge, skills and abilities: *Thorough knowledge of principles and practices of social casework and case management; federal, State, and local social service laws and programs; principles and practices of supervision; prepare records and reports; interpret the work of the agency; understand and interpret complex written material; plan, assign, and review the work of others.*

Type of license or certificate required: Must have a valid NYS Driver's Licence

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:** _____

22-18-L

2022 Budget
6/22/2022

COMMITTEE SIGNATURES	DATE
<i>W. H. H.</i>	7/5/22
<i>Frank Bonbrach</i>	7-5-22
<i>Herbert J. Gordon</i>	7-5-22
<i>Michael G. Gordon</i>	7/5/22
<i>Ed</i>	7/5/22
<i>Miss Seal</i>	7/5/22

COUNTY TREASURER

DATE _____

HUMAN RESOURCES DIRECTOR

DATE _____

COUNTY ADMINISTRATOR

DATE _____

DEPARTMENT HEAD

DATE _____

RESOLUTION NO. 175

**RESOLUTION CONFIRMING THE ENVIRONMENTAL REVIEW AND
APPROVAL OF THE ADDITION OF NEW TRAIL SECTIONS IN THE COUNTY'S
SNOWMOBILE TRAIL SYSTEM**

By Legislator Tim Stahl:

WHEREAS, the County of Oswego ("the County") is the designated Local Sponsor for the management of the New York State Department of Parks, Recreation, and Historic Preservation's Snowmobile Trail Grant program ("the Grant") in Oswego County on behalf of the ten private snowmobile clubs, and

WHEREAS, the Winona Forest Recreation Association, being a domestic not-for-profit corporation with its principal offices located at P.O. Box 26, Pulaski, New York 13142, intends to establish a 1-mile trail on real property known as 001.00-01-11.

WHEREAS, the Pulaski-Boylston Snowmobile Club, being a domestic not-for-profit corporation with its principal offices located at 5001 N Jefferson St, Pulaski, New York 13142, intends to add a 2-mile trail from S43 to a point on Kay Road, approximately 1/8 mile East of the western Kay Road and Rt. 2 intersection. Continuing southwest along Kay Road to Route 2, then West along Rt. 2 to Dam Road and along Dam Road to existing trail junction at trail S51D on real property known as 064.00-01-49, 064.00-01-48, and 064.00-01-53.07.

WHEREAS, it is mandated by the State of New York that when new trails or modifications of existing trails are proposed they must undergo environmental review, and

WHEREAS, "Minor temporary uses of land having negligible or no permanent impact on the environment," are categorized as Type II under SEQRA, pursuant to 6 CRR-NY 617.5(c)(21), and

WHEREAS, it is determined that the seasonal use of land for snowmobile trails is a, "Minor temporary uses of land having negligible or no permanent impact on the environment," and

WHEREAS, Type II actions are those actions identified by the State of New York as having little or no impact on the environment and are thus not subject to SEQRA review, and thus it is

RESOLVED, that the proposed new trails, trail extensions, and trail reroutes for the 2021-2022 funding season are determined to be Type II actions under SEQRA and thus require no additional review under SEQRA.

ADOPTED BY VOICE VOTE ON JULY 14, 2022:

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



David R. Turner
Director

**OSWEGO COUNTY DEPARTMENT OF COMMUNITY
DEVELOPMENT, TOURISM AND PLANNING**

COUNTY BUILDING
46 EAST BRIDGE STREET
OSWEGO, NEW YORK 13126

TELEPHONE (315) 349-8292
FAX (315) 349-8279

*Office of Promotion
And Tourism*

Donna B. Scanlon
*Office of Community
Development Programs*

Kelly Allen
Office of Housing Assistance

INFORMATIONAL MEMORANDUM

SUBJECT: SEQR review of additions to the county's snowmobile trail system.

PURPOSE: To acknowledge the review of plans by two of our snowmobile clubs to enhance their trail systems by the addition of a few small segments.

SUMMARY: Oswego County currently has contracts with 10 independent snowmobile clubs that manage and maintain nearly 400 miles of trails funded by the NYS Office of Parks, Recreation and Historic Preservation. An ongoing review of a county's trail system by NYS is necessary for the continuation of funding for each of the trails within the system. In the case of a new addition to an existing trail or a new trail within the system, an environmental review is required and, in this case, has been performed.

FISCAL IMPACT: Better and safer trails will bring additional visitors to our county during the snowmobiling season supporting the small business community.

RECOMMENDED ACTION: The committee on Economic Development & Planning committee recommends that the Oswego County Legislature authorize this action.

RESOLUTION NO. 176

**RESOLUTION AMENDING CAPITAL PROJECT #80, OSWEGO COUNTY
GOVERNMENT WEBSITE PROJECT**

By Legislator Tim Stahl:

WHEREAS, resolution #081 of 2018 established Capital Project #80 for the purpose of funding the redevelopment of the County's government services website www.oswegocounty.com, and

WHEREAS, now that this project is substantially complete it is time to begin work on upgrading and updating the County's tourism website www.visitoswegocounty.com, and

WHEREAS, there are funds remaining in CP #80 that could be applied to this new project if supplemented by an additional \$75,000, and

WHEREAS, there is new legislation in New York State that will require us to change our web addresses from .com to .gov which could be incorporated into this capital project, then therefore be it and it is hereby

RESOLVED, that Capital Project #80, the Oswego County Government Website Project be amended to facilitate these activities and that \$75,000 be added to CP#80 for that purpose, and be it further

RESOLVED, that the Chairman of the Legislature be, and hereby is, authorized to execute any and all documents that may be necessary to advance this initiative, and be it further

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 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 JULY 14, 2022:

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

Authorized Budget Modification

H450310 80
A9901 599014

Res. 176 of 2022

(\$75,000.00)
\$75,000.00



David R. Turner
Director

**OSWEGO COUNTY DEPARTMENT OF COMMUNITY
DEVELOPMENT, TOURISM AND PLANNING**

COUNTY BUILDING
46 EAST BRIDGE STREET
OSWEGO, NEW YORK 13126

TELEPHONE (315) 349-8292
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*Office of Promotion
And Tourism*

Donna B. Scanlon
*Office of Community
Development Programs*

Kelly Allen
Office of Housing Assistance

INFORMATIONAL MEMORANDUM

SUBJECT: Amend Capital Project #80 and modify the budget accordingly.

PURPOSE: To authorize the amendment of Capital Project #80 to include the upgrade and enhancements to the County's tourism website.

SUMMARY: Oswego County currently has two websites, www.visitoswegocounty.com established for tourism promotion and www.oswegocounty.com the main county government services website. The later was rebuilt under CP #80 through an appropriation in May of 2018. The tourism website was redesigned in 2006 and again in 2010/11. This site is now significantly outdated in its ability to effectively share with the world, all that is good to see and do in Oswego County.

CP#80 has about \$24,000 left in it and we would like to increase that by \$75,000 which should be enough to fully redevelop the tourism site to a technological level that will allow us to appropriately display the great opportunities that we have here. Funds would come from our fund balance account.

FISCAL IMPACT: An addition of \$75,000 should cover the costs necessary to develop, host and maintain this site for a four-year period.

RECOMMENDED ACTION: The committee on Economic Development & Planning with concurrence from the Finance and Personnel committee recommend that the Oswego County Legislature authorize this action.

COUNTY OF OSWEGO BUDGET MODIFICATION REQUEST

ACCOUNT NUMBER			ACCOUNT NUMBER			DESCRIPTION	DOLLAR AMOUNT
ORG	OBJECT	PROJ	ORG	OBJECT	PROJ		
H	450310	80				Revenue Transfer In from General Fund	(\$75,000)
			A9901	599014		Transfer to Capital Project #80	\$75,000
						TOTAL AMOUNT	-

COMMITTEE SIGNATURES	DATE
Mary Ellen Makro	7/6/22
Paula	7/6/22
Paula	7/6/22
Paula	7-6-22
Mary Ellen Makro	7-6-22
Paula	7-6-22
Mary Ellen Makro	7-6-22

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

RESOLUTION NO. 177

**RESOLUTION AUTHORIZING AN INTERMUNICIPAL AGREEMENT
BETWEEN THE CITY OF FULTON AND THE COUNTY OF OSWEGO FOR
LEACHATE TREATMENT AND SLUDGE DISPOSAL**

By Legislator Stephen Walpole:

WHEREAS, the County of Oswego and the City of Fulton desire to enter into an Intermunicipal Agreement for five (5) years pursuant to the terms attached; and

WHEREAS, under the Agreement, the County may deliver up to 1,000,000 gallons of leachate from the Silk Road Landfill, or potentially from any leachate source that meets the City's effluent limitations, without charge, after which the County will pay the City at a rate of \$0.025 per gallon; and

WHEREAS, The City of Fulton may deliver up to 500 tons of wastewater treatment sludge to the Bristol Hill Landfill without charge, after which the City would be charged at the \$75.00 per ton rate; and

WHEREAS, said arrangement promotes intermunicipal cooperation and efficiency; now,

NOW THEREFORE, BE IT RESOLVED, Upon recommendation of the Infrastructure, Facilities and Technology Committee of this body, and it is further

RESOLVED, that an Agreement by and between the County of Oswego and the City of Fulton for the treatment of leachate and the disposal of sludge is hereby authorized and approved; and it is further

RESOLVED, that the Chairman of the Legislature is hereby authorized to execute an agreement, for a period of five (5) years.

ADOPTED BY VOICE VOTE ON JULY 14, 2022:

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



Oswego County Department of Solid Waste

TO: Legislator Stephen Walpole, Chairman
Infrastructure, Facilities and Technology Committee

FROM: Carl Schmidt, Acting Director of Solid Waste Programs

RE: Intermunicipal Agreement with City of Fulton

DATE: June 21, 2022

The Department of Solid Waste is proposing an Intermunicipal Agreement by and between the County of Oswego and the City of Fulton for the treatment of leachate and the disposal of sludge.

The agreement will allow for the County to dispose of 1,000,000 gallons of leachate per year at no charge in exchange for allowing the City of Fulton to dispose of up to 500 tons of wastewater treatment sludge per year at no charge. Deliveries exceeding these agreed upon quantities are charged at \$0.025 per gallon and \$75.00 per ton respectively.

This arrangement will allow the County to dispose of leachate, particularly from the Silk Road Landfill, at the nearest available treatment facility minimizing transportation costs and equipment demands upon the Department of Solid Waste. Likewise, the agreement will allow the City of Fulton to dispose of its wastewater treatment sludge upon most advantageous terms.

Accordingly, the department is requesting the corresponding resolution be approved.

**INTERMUNICIPAL AGREEMENT BY AND BETWEEN
THE COUNTY OF OSWEGO AND
THE CITY OF FULTON
(Leachate Treatment & Sludge Disposal)**

THIS AGREEMENT entered into this ____ day of July, 2022 by and between the **COUNTY OF OSWEGO**, a municipal corporation by and of the State of New York, with its principal offices for business located at 46 East Bridge Street, Oswego, New York and the **CITY OF FULTON**, a municipal corporation by and of the State of New York with its principal offices for business located at City Hall, 141 South First Street, Fulton, New York,

WITNESSETH:

WHEREAS, the County of Oswego Department of Solid Waste presently has between 10,000,000 to 12,000,000 gallons of leachate treated from its landfill; and

WHEREAS, the City of Fulton generates sludge at its Wastewater Treatment Plant and needs to dispose of same; and

WHEREAS, the City of Fulton Wastewater Treatment Plant is willing to accept and treat a certain amount of leachate from the county on an annual basis and, the County of Oswego, in turn, is willing to accept and dispose of a certain amount of sludge from the city; and

WHEREAS, said arrangement promotes inter-municipal cooperation and efficiency; and

WHEREAS, a written agreement is both necessary and desirable,

NOW, THEREFORE, it is mutually agreed as follows:

1. The County of Oswego Department of Solid Waste will accept up to 500 tons of wastewater treatment WWTP sludge for disposal from the City of Fulton without fee on an annual basis for the duration of this agreement and above that amount, a fee of \$75 per ton will be charged.
2. In turn, the City of Fulton Wastewater Treatment Plant WWTP will accept up to 1,000,000 gallons of landfill leachate from the County of Oswego without fee for treatment and above that amount, a fee of \$0.025 will be charged per gallon.
3. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State without giving effect to the conflict of laws principles thereof. All disputes arising out of or in connection with this Agreement shall be decided in the first instance by the New York State Supreme Court, Oswego County, to the exclusion of all other courts, except that the parties shall have all appeal rights allowed by State law. The Parties hereby submit to the jurisdiction of the New York State Supreme Court, Oswego County, for purposes

of all such suits.

4. Severability. In the event that any provision of this Agreement is held to be unenforceable or invalid by any court or regulatory authority of competent jurisdiction, the validity and enforceability of the remaining provisions shall not be affected so long as the Parties renegotiate the unenforceable or invalid provision(s) in order to accomplish the goal and intent of this Agreement.

5. Entire Agreement; Amendment. This Agreement constitutes the entire agreement and understanding of the Parties with respect to its subject matter and it supersedes all prior agreements and understandings, written or oral, between the Parties regarding the acceptance of landfill leachate by the City of Oswego and Wastewater Treatment Plant sludge by the County of Oswego. This Agreement may not be amended except by an instrument in writing signed by the Parties. This Agreement has been approved by the Common Council of the City of Fulton and the Oswego County Legislature prior to execution.

6. If either party should become unable to operate its facility and/or to accept ongoing deliveries of sludge or leachate, except for temporary restrictions due to transient conditions, deliveries shall be suspended for said time-frame without liability to any party.

6. Effective Date. This Agreement shall be effective as of the date first written above.

7. Term. The term of this agreement shall be for five (5) years from the effective date.

WHEREFORE, we have set our hands and seals on the date and year first above written.

CITY OF FULTON

By:

Deanna Michaels, Mayor

L.S.

COUNTY OF OSWEGO

By:

James Weatherup, Chairman of the Legislature

L.S.

RESOLUTION NO. 178

RESOLUTION APPOINTING DIRECTOR OF SOLID WASTE PROGRAMS

By Legislator Stephen Walpole:

WHEREAS, the County is desirous of providing unified management of its Solid Waste System, and

WHEREAS, the Solid Waste System includes the landfill, transfer stations, recycling, and the Energy Recovery Facility, and

WHEREAS, Carl Schmidt has been Acting Director of Solid Waste since February 10, 2022; and

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

RESOLVED, that Carl L. Schmidt be appointed as Director of Solid Waste Programs, effective July 15, 2022 and to run concurrently with the Oswego County Legislature, at a salary of \$95,347 (Grade 80, Step 6), in the Management Personnel Compensation Plan.

ADOPTED BY VOICE VOTE ON JULY 14, 2022:

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

Carl L. Schmidt

Fulton, NY 13069

EDUCATION:

Syracuse University School of Law: Syracuse, NY

Juris Doctor, *cum laude*, May 2011.

Honors:

- Syracuse University Graduate Fellowship
- Certificate in Technology Commercialization Law

United States Merchant Marine Academy: Kings Point, NY

Bachelor of Science in Marine Engineering Systems, *magna cum laude*, June 2003.

WORK EXPERIENCE:

Oswego County Department of Solid Waste

Fulton, New York

Operations Manager

October 2015-Present

Supervise operation of the County's main solid waste facility, landfill and five (5) remote transfer stations. Schedule and direct day-to-day operation of thirty (30) employees. Ensure compliance with State and federal environmental regulations and permit requirements. Maintain contact with regulatory authorities. Compile records and complete regulatory reporting. Write submissions, engineering specifications and purchase requisitions. Oversee relevant construction and consulting projects.

Oswego County Department of Solid Waste

Fulton, New York

Shift Supervisor

July 2014-October 2015

Supervised operation of the County's 200 ton-per-day waste-to-energy steam plant. Ensured operational compliance with State and federal environmental regulations and permit requirements. Operated steam plant to supply industrial process steam, or, alternatively, to power turbine-generators. Ensured proper maintenance of plant systems and efficient plant operation.

DiMartino Law Office

Oswego, New York

Attorney, Law Clerk

2010-July 2014

Counseled local clients in civil, criminal and administrative matters. Performed research and drafted pleadings and memoranda concerning diverse legal issues with a focus on domestic relations law, criminal law, social security disability and residential real estate matters. Appeared before State and federal courts representing clients.

New York State Science & Technology Law Center*Syracuse, New York**Senior Research Associate/ Research Associate (student position)*

2009-2011

Partnered with various Upstate New York firms to research technical and legal issues relative to regulatory compliance and commercialization of emerging technologies. Directed research teams in preparing advisory reports and presented recommendations to clients.

Interocean American Shipping*M/V Independence, M/V Independence II**2nd Assistant Engineer, 3rd Assistant Engineer*

2006-2008

Operated ship propulsion and auxiliary systems. Troubleshoot mechanical, electrical and piping systems as required. Ensured operational compliance with environmental and industrial safety regulations. Managed maintenance of assigned ship systems.

Rochester Ferry Company*HSV Spirit of Ontario**Senior Maintenance Engineer*

2005-2006

Managed off-duty maintenance of all ship systems aboard a modern high-speed passenger vessel. Directed night maintenance crew in various preventative and corrective maintenance duties upon varied systems.

American Overseas Marine (General Dynamics)*USNS Capella, USNS Altair**3rd Assistant Engineer*

2004-2005

Operated steam propulsion and auxiliary systems. Performed preventative and corrective maintenance at direction of Chief Engineer.

Alaska Tanker Company*M/V Marine Columbia**3rd Assistant Engineer*

2003-2004

Operated ship propulsion and auxiliary systems. Ensured operational compliance with environmental and industrial safety regulations. Managed maintenance of assigned ship systems.

SPECIAL QUALIFICATIONS:

- New York State Bar License No.: 5005491
- American Society of Mechanical Engineers QRO Certified Plant Operator, Oswego County Energy Recovery Facility
- United States Navy Reserve (2003-2012): Honorably Discharged as Lieutenant

RESOLUTION NO. 179

**A RESOLUTION APPOINTING A SUPERINTENDENT OF HIGHWAYS
IN AND FOR THE COUNTY OF OSWEGO
PURSUANT TO NEW YORK STATE HIGHWAY LAW §100
AND COUNTY LAW §400(4)(a)**

By Legislator Stephen Walpole:

WHEREAS, as of March 24, 2022 due to the retirement of the incumbent the position of Acting Highway Superintendent was held by Christopher Baldwin; and

WHEREAS, Christopher N. Baldwin, P.E. of the Town of Mexico shall revert back to performing only those duties of previous position of Highway Engineer and step/grade pay under the Oswego County Professionals Association collective bargaining agreement; and

WHEREAS, the appointment of a Highway Superintendent in and for the County of Oswego under Highway Law §100 is both necessary and desirable for continuity of operations in the Oswego County Highway Department and general oversight of the department, its employees and equipment; and

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

RESOLVED, that Shawn Walker of the City of Oswego, New York be and hereby is appointed Superintendent of Highways in and for the County of Oswego with all of the rights, privileges and authority appurtenant to said office as provided for by law for a term of four (4) years commencing on August 1, 2022; and, it is further

RESOLVED, that in light of his prior service to this government, the requirement that the appointee post a bond be, and is hereby, waived in its entirety; and, it is further

RESOLVED, that the salary and benefits for the Superintendent of Highways shall be in accordance with the Management Compensation Plan in the amount of \$92,550.00 (Grade 80, Step 4).

ADOPTED BY VOICE VOTE ON JULY 14, 2022:

YES: 22 NO: 1 ABSENT: 2 ABSTAIN: 0

Shawn P. Walker

• Oswego, NY 13126 • United States

Education

Oswego High School	1985
Oswego County BOCES <ul style="list-style-type: none">• Heavy Equipment Repair (three years)• Heavy Equipment Operator• Criminal Justice	1983-1985
Cayuga Community College <ul style="list-style-type: none">• Studied Criminal Justice	1986

Work Experience

Oswego County Department of Public Works (DPW) <i>Supervisor/Crew Leader</i> Oswego, NY <ul style="list-style-type: none">• Schedule crew for daily task• Oversee general operations• Manage everyday activities and contribute assistance when necessary	1986 - Present
<i>Heavy Equipment Operator</i> <ul style="list-style-type: none">• Operated tractor trailers, dozers, pans, dump trucks, trackhoe, paver rollers and other equipment	1991 - 2014
<i>Temporary Employee</i> <ul style="list-style-type: none">• Worked with highway department, ERF, solid waste, general maintenance and operations	1986 - 1991
G&R Builders/Palmitesso Construction Oswego, NY <i>Project Manager</i> <ul style="list-style-type: none">• Update the owner regularly with progress on the project• Review blueprints and put together specs for sub work all phases of projects• Schedule all project assembling job specs for bids on all work subcontracted• Coordinate work groups throughout the project including mobilizing and demobilizing	1997 - Present
City of Oswego <i>Counselor</i> <ul style="list-style-type: none">• Help pass and enact laws• Manage City of Oswego's \$30,000,000.00 budget• Assist constituents with concerns	2007 - 2017, 2020 - Present
Oswego Port of Authority <ul style="list-style-type: none">• General maintenance	Summer of 1985
Alcan Rolled Products <ul style="list-style-type: none">• Worked in cold mill and operated scrap bailers	Summer of 1986

Special Licenses

- Class 1/A New York State Drivers License
- Class A Tanker Endorsement
- Passenger Endorsement

RESOLUTION NO. 180

RESOLUTION AUTHORIZING BUDGET MODIFICATION HIGHWAY

By Legislator Stephen Walpole:

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

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

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

ADOPTED BY VOICE VOTE ON JULY 14, 2022:

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

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification

**D391100
DM5130 544200**

Res. 180 of 2022

**(\$500,000.00)
\$500,000.00**



COUNTY OF OSWEGO
HIGHWAY DEPARTMENT

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

INFORMATIONAL MEMORANDUM

SUBJECT: Gasoline and Oil Funding

PURPOSE: To amend the Highway departments budget to fund anticipated short fall in budget line DM5130 544200 – Gasoline and Oil.

SUMMARY: The Highway department is anticipating a short fall in the budget line DM5130 544200 – Gasoline and Oil. The price of fuel that the Highway department is buying has nearly doubled since the first of the year. See attached chart.

RECOMMENDED:
ACTION: To transfer \$500,000 from Highway Fund Balance to DM5130 544200 – Gasoline and Oil.

COUNTY OF OSWEGO

ACCOUNT NUMBER			ACCOUNT NUMBER			DOLLAR AMOUNT
DEPT.	OBJECT	PROJ	DEPT.	OBJECT	PROJ	
D391100						(500,000.00)
			DM5130	544200		500,000.00
TOTAL AMOUNT						0.00

COMMITTEE SIGNATURES

DATE _____

COUNTY TREASURER

DATE _____

PERSONNEL DIRECTOR

DATE _____

COUNTY ADMINISTRATOR

DATE _____

DEPARTMENT HEAD

DATE _____

RESOLUTION NO. 181

RESOLUTION AUTHORIZING BUDGET MODIFICATION AIRPORT

By Legislator Stephen Walpole:

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

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

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

ADOPTED BY VOICE VOTE ON JULY 14, 2022:

YES: 21 NO: 2 ABSENT: 2 ABSTAIN: 0

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification

**A159900
D5610 544200**

Res. 181 of 2022

**(\$75,000.00)
\$75,000.00**



COUNTY OF OSWEGO
HIGHWAY DEPARTMENT

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

INFORMATIONAL MEMORANDUM

SUBJECT: Gasoline and Oil Funding

PURPOSE: To amend the Airport budget to fund anticipated short fall in budget line D5610.544200 – Gasoline and Oil.

SUMMARY: The Airport is anticipating a short fall in the budget line D5610.544200 – Gasoline and Oil. The price of fuel that the Airport purchases for resale has nearly doubled since January 2022.

RECOMMENDED:
ACTION: To transfer \$75,000 from General Fund to D5610.544200 – Gasoline and Oil.

From
To

COMMITTEE SIGNATURES

DATE

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

RESOLUTION NO. 182

**RESOLUTION AWARDING PROFESSIONAL SERVICES CONTRACT –
RFP 22-BG-004 – CONSTRUCTION MANAGEMENT SERVICES (CMa) BUNNER
STREET COMPLEX**

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-004) from multiple qualified firms to provide Construction Management 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 LeChase Construction Services, LLC, 609 Erie Boulevard West, Syracuse NY 1320, meets the County's needs;

NOW, THEREFORE, BE IT RESOLVED, that upon the recommendation of the Infrastructure, Facilities and Technology Committee that County of Oswego awards the professional service contract for providing Construction Management Services to LeChase Construction Services, LLC, 609 Erie Boulevard West, Syracuse, NY 13204, to not exceed the cost of \$211,000 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 JULY 14, 2022:

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



OSWEGO COUNTY PURCHASING

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

RFP 22-BG-004 – Construction Management Services (CMA) Bunner Street Complex

Name of Company	Location	Evaluation Rating	Price	Required Documentation PRCS/PIS/SHC/NCC/RFC					
CHA Consulting Inc.	575 Broadway, Suite 301 Albany, NY 12207	66.2	\$765,435	<table><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					
C&S Engineers, Inc.	499 Col. Eileen Collins Blvd. Syracuse, NY 13212	92.4	\$346,507	<table><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					
GYMO A&E/ Land Surveying, DPC	18969 US Route 11 Watertown, NY 13601	90.2	\$229,500	<table><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					
LeChase Construction Services, LLC	609 Erie Blvd. West Syracuse, NY 13204	95.2	\$211,000	<table><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-BG-004 was publicly advertised in the official newspaper, on Bidnet, and on the Oswego County website on April 19, 2022. It was also sent directly to the following vendors:

- Aubertine & Currier
- Barton & Loguidice
- Bergmann PC
- C&S Engineers, Inc.
- Foit-Albert
- GYMO
- Labella
- LeChase
- NKBPC
- Wendel Companies

Number of Responses: Four (4)

CHA Consulting Inc.	<p>Pro: None</p> <p>Con:</p> <ul style="list-style-type: none"> • Price extremely high • Never visited building • Management outline was boiler plate-not job specific • No timeline submitted just a sample timeline
C&S Engineers, Inc.	<p>Pro:</p> <ul style="list-style-type: none"> • In business over 50 years and located in Syracuse • C&S is designing renovation and construction bid documents • Good outline & project approach <p>Con:</p> <ul style="list-style-type: none"> • Price is high
GYMO Architect & Engineers Land Surveying, DPC	<p>Pro:</p> <ul style="list-style-type: none"> • Reasonable price • Good outline & project approach <p>Con:</p> <ul style="list-style-type: none"> • Project completed by 10/31/23
LeChase Construction Services, LLC	<p>Pro:</p> <ul style="list-style-type: none"> • Price very reasonable • In business 78 years and has Syracuse office • Project completed by 6/30/23 • Good outline & project approach <p>Con: None</p>

Proposals Reviewed By:

Holly Carpenter, Phil Church, Rick Doten, Dave Holst, Bob Wilmott

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 LeChase Construction Services, LLC.

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-BG-004 Construction Management (CMA) Services - Bunner Street Complex

Total Points	Evaluation Criteria	CHA Consulting, Inc.						C&S Engineers, Inc.						GYMO					
		HC	PC	RD	DH	RW	HC	PC	RD	DH	RW	HC	PC	RD	DH	RW			
40	Evaluator Experience & Capabilities	40	40	35	38	20	40	40	35	38	40	35	35	35	38	35			
30	Management Outline and Project Approach	0	27	25	28	25	30	30	27	28	30	30	30	23	28	30			
10	Business & Organization	10	10	10	8	5	10	10	10	9	10	10	8	10	7	7			
20	Cost	0	0	5	5	0	16	15	15	14	15	18	19	18	17	18			
100	Total Points	50	77	75	79	50	96	95	87	89	95	93	92	86	90	90			
Rating per Evaluation		66.2						92.4						90.2					

Total Points	Evaluation Criteria	LeChase Construction Services, LLC						95.2					
	Evaluator	HC	PC	RD	DH	RW							
40	Experience & Capabilities	40	40	35	38	40							
	Management												
30	Outline and Project Approach	30	25	25	28	30							
	Business &												
10	Organization	10	10	10	9	10							
20	Cost	18	20	20	18	20							
100	Total Points	98	95	90	93	100							
Rating per Evaluation								95.2					

RESOLUTION NO. 183

**RESOLUTION AWARDING PROFESSIONAL SERVICES CONTRACT –
RFP 22-BG-005 – B&G ROOF REPLACEMENT**

By Legislator Stephen Walpole

WHEREAS, the County issued a request for proposal for a vendor to provide Engineering and Architectural Services for the B&G Roof Replacement; and

WHEREAS, in accordance with Oswego County Purchasing Policy, the Oswego County Purchasing Department solicited Requests for Proposals (RFP 22-BG-005) from multiple qualified firms to provide Engineering and Architectural Services for the B&G Roof Replacement and

WHEREAS, the Oswego County Department of Facilities and Technology and Oswego County Purchasing Department have reviewed the proposals received and determined the proposal from Aubertine and Currier Architects, Engineers & Land Surveyors, PLLC, 522 Bradley Street, Watertown, NY 13601, meets the County's needs;

NOW, THEREFORE, BE IT RESOLVED, that upon the recommendation of the Infrastructure, Facilities and Technology Committee that County of Oswego awards the professional service contract for providing Engineering and Architectural Services for the B&G Roof Replacement, to Aubertine and Currier Architects, Engineers & Land Surveyors, PLLC, 522 Bradley Street, Watertown, NY 13601, to not exceed the cost of \$24,874 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 JULY 14, 2022:

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



OSWEGO COUNTY PURCHASING

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

RFP 22-BG-005 – B&G ROOF REPLACEMENT

Name of Company	Location	Evaluation Rating	Roof Removal & Replacement Costs	Required Documentation PRCS/PIS/SHC/NCC/RFC					
Aubertine and Currier	522 Bradley Street, Watertown, NY 13601	94.0	\$24,874	<table><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					
Barton and Loguidice	443 Electronics Parkway Liverpool, NY 13088	91.0	\$56,625	<table><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					
Delta	860 Hooper Rd Endwell, NY 13760	86.3	\$62,290	<table><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					
Tetra Tech	10 Brown Rd. Ithaca, NY 14850	91.8	\$41,750 - \$43,750	<table><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-BG-005 was publicly advertised in the official newspaper, on Bidnet, and on the Oswego County website on April 8, 2022. It was also sent directly to the following vendors:

- Aubertine & Currier
- BCA Architects & Engineers
- Bell & Spina Architects
- CHA Consulting, Inc.
- Delta Engineer, Archs.
- SWBR Architects
- Tetra Tech
- Barton and Loguidice
- C&S Engineers
- JMT
- Keystone Arch. & Engineers
- Prudent Engineering
- Shumaker Consulting

Number of Responses: Four (4)

Aubertine and Currier	Pro <ul style="list-style-type: none"> • Price • Good outline, very thorough • WBE certified Con
Barton and Loguidice	Pro <ul style="list-style-type: none"> • Good outline, very thorough • Located in Liverpool Con <ul style="list-style-type: none"> • Price high
Delta	Pro <ul style="list-style-type: none"> • Good outline, very thorough Con <ul style="list-style-type: none"> • Price very high
Tetra Tech	Pro <ul style="list-style-type: none"> • Worked with them many times in the past • Good outline, very thorough Con <ul style="list-style-type: none"> • Price high

Proposals Reviewed By: Holly Carpenter, Rick Doten, Dave Holst, Bob Wilmott

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 Aubertine and Currier.

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-BG-005 Roof Replacement

Total Points	Evaluation Criteria	Aubertine and Currier				Barton and Loguidice				Delta				Tetra Tech			
		HC	RD	DH	RW	HC	RD	DH	RW	HC	RD	DH	RW	HC	RD	DH	RW
40	Evaluator																
	Experience & Capabilities	40	35	38	40	40	35	38	40	40	35	38	40	40	40	38	40
30	Management Outline and Project Approach	30	25	28	27	30	25	28	27	30	25	28	30	30	25	28	30
10	Business & Organization	8	10	9	8	10	10	9	10	10	9	8	10	10	10	9	10
20	Cost	20	20	18	20	12	16	14	20	10	15	12	5	15	18	16	8
100	Total Points	98	90	93	95	92	86	89	97	90	84	86	85	95	93	91	88
Rating per Evaluation		94.0				91.0				86.3				91.8			

RESOLUTION NO. 184

**RESOLUTION AUTHORIZING THE GRANT OF PERMANENT EASEMENTS TO
THE TOWN OF VOLNEY IN CONNECTION WITH THE VOLNEY SEWER
DISTRICT**

By Legislator Stephen Walpole

WHEREAS, the county in connection with the Town of Volney has, heretofore, constructed a sewer district for town purposes which will serve the County Airport and other residences and businesses; and

WHEREAS, the project is near closure and it is necessary for the County of Oswego to grant to the Town of Volney a permanent easement regarding the sewer lines and appurtenances as installed upon, under and across county property; and

WHEREAS, a resolution is both necessary and desirable,

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

RESOLVED, that the County of Oswego hereby grants to the Town of Volney a permanent easement for sewer district purposes regarding the sewer lines, lift station and appurtenances presently installed upon county-owned lands at and adjacent to the Oswego County Airport and county-owned lands along County Route 176 in the Town of Volney; and, it is further

RESOLVED, that the Chair of the Legislature be and hereby is authorized to said easement shall be without consideration and shall be in acceptable form to the County Attorney

ADOPTED BY VOICE VOTE ON JULY 14, 2022:

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

RESOLUTION NO. 185

**RESOLUTION AUTHORIZING CREATION OF ONE TEMPORARY POSITION
IN THE HIGHWAY DEPARTMENT**

By Legislator Stephen Walpole:

Upon the recommendation of the Government Committee, with the approval of the Finance and Personnel Committee, be it

RESOLVED, the Highway department will need a temporary position as Highway Supervisor for the maintenance garage to fill the position during the period of time that the position is temporarily vacant, and

RESOLVED, that one Temporary Highway Supervisor for the maintenance garage be created effective July 15, 2022, in accordance with the Oswego County Public Works Unit, grade 5 salary plan.

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

ADOPTED BY VOICE VOTE ON JULY 14, 2022:

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



**COUNTY OF OSWEGO
HIGHWAY DEPARTMENT**

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

INFORMATIONAL MEMORANDUM

SUBJECT: Creation of one temporary position

PURPOSE: The Highway department needs one temporary position as a Highway Supervisor for the maintenance garage to fill the position that is temporarily vacant.

SUMMARY: The current Highway Supervisor for the maintenance garage is on unpaid leave of absence.

**RECOMMENDED:
ACTION:** Create the temporary Highway Supervisor position for the maintenance garage.

RESOLUTION NO. 186

RESOLUTION ACCEPTING AN FAA GRANT AND ESTABLISHING CAPITAL PROJECT #0522 TO REPLACE AND RELOCATE THE ROTATING BEACON AT THE OSWEGO COUNTY AIRPORT

By Legislator Stephen Walpole:

WHEREAS, Oswego County will receive a grant offer for the Replacement and Relocation of the Rotating Beacon at the Oswego County Airport, Fulton, NY and

WHEREAS, the total cost is estimated at \$85,900, with a Federal share of 90% (\$77,310), a State share of 5% (\$4,295), and a Local share of 5% (\$4,295), and

WHEREAS, the local share of \$4,295 can be funded from Capital Project #0222.

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

RESOLVED, that there is hereby established Capital Project #0522 – Beacon Replacement and Relocation, and said project is hereby authorized for a maximum expenditure of \$85,900 and be it further

RESOLVED, that the Oswego County Legislature authorizes the Chairman of the Legislature to enter into an agreement with FAA accepting this grant offer, 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 JULY 14, 2022:

YES: 21 NO: 2 ABSENT: 2 ABSTAIN: 0

Authorized Budget Modification

Res. 186 of 2022

H 529000 0522	\$85,900.00
H 450310 0522	(\$4,295.00)
H 445920 0522	(\$77,310.00)
H 43505 0522	(\$4,295.00)
H 599104 0222	\$4,295.00
H 529000 0222	(\$4,295.00)



**COUNTY OF OSWEGO
HIGHWAY DEPARTMENT**

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

Kurt Ospelt, Highway Superintendent

Chris Baldwin, P.E., Highway Engineer

INFORMATIONAL MEMORANDUM

SUBJECT: Establish Capital Project #0522 Beacon Replacement and Relocation.

PURPOSE: To recommend that the Infrastructure, Facilities and Technology Committee, the Finance & Human Resources Committee, and the Oswego County Legislature approve establishing Capital Project #0522 with the authorization level of \$85,900 for the design phase of the Replacement and Relocation of the Rotating Beacon at the Oswego County Airport, Fulton, NY.

SUMMARY: The existing Rotating Beacon was installed in 1997. This Beacon is experiencing more and more downtime as parts are no longer available. FAA funds projects in two phases; design and construction. This grant will fund the design phase. The Highway Department will receive 90% Federal funding (\$77,310) and 5% State funding (\$4,295) for this project. The remaining Local share, 5% (\$4,295) can be funded from CP #0222.

**RECOMMENDED:
ACTION:** The Infrastructure, Facilities and Technology Committee, recommends the Oswego County Legislature authorize the establishment of Capital Project #0522.

**COUNTY OF OSWEGO
BUDGET MODIFICATION REQUEST**

ACCOUNT NUMBER		ACCOUNT NUMBER			DESCRIPTION	DOLLAR AMOUNT
ORG	OBJECT	PROJ	ORG	OBJECT		
H	450310	0522	H	529000	0522	\$ 85,900.00
					Establish CP0522 - Airport Beacon Replacement & Relocation	
					authorization of \$85,900 This will be funded through a transfer of	(4,295.00)
					\$4,295 from CP#022; Fed 90% \$77,310; NYS 5% \$4,295	
H	445920	0522			Federal Funding 90%	(77,310.00)
H	43505	0522			NYS Funding 5%	(4,295.00)
			H	599014	0222	4,295.00
					Interfund Transfer to CP#0522	
H	529000	0222			CP#0222 Equipment Expense	(4,295.00)
TOTAL AMOUNT						-

COMMITTEE SIGNATURES DATE

[Signature] 7-6-22
[Signature] 7-6-22

COUNTY TREASURER DATE

PERSONNEL DIRECTOR DATE

COUNTY ADMINISTRATOR DATE

DEPARTMENT HEAD DATE

RESOLUTION NO. 187

**RESOLUTION ACCEPTING AN FAA GRANT AND ESTABLISHING CAPITAL
PROJECT #0622 TO REHABILITATE TAXIWAYS B & D AT THE OSWEGO
COUNTY AIRPORT**

By Legislator Stephen Walpole:

WHEREAS, Oswego County will receive a grant offer for the Rehabilitation of Taxiways B & D at the Oswego County Airport, Fulton, NY and

WHEREAS, the total cost is estimated at \$230,000, with a Federal share of 90% (\$207,000), a State share of 5% (\$11,500), and a Local share of 5% (\$11,500), and

WHEREAS, the local share of \$11,500 can be funded from Capital Project #0222.

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

RESOLVED, that there is hereby established Capital Project #0622 – Taxiways B & D Rehabilitation, and said project is hereby authorized for a maximum expenditure of \$230,000 and be it further

RESOLVED, that the Oswego County Legislature authorizes the Chairman of the Legislature to enter into an agreement with FAA accepting this grant offer, 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 JULY 14, 2022:

YES: 21 NO: 2 ABSENT: 2 ABSTAIN: 0

Authorized Budget Modification

Res. 187 of 2022

H 529000 0622	\$230,000.00
H 450310 0622	(\$11,500.00)
H 445920 0622	(\$207,000.00)
H 43505 0622	(\$11,500.00)
H 599104 0222	\$11,500.00
H 529000 0222	(\$11,500.00)



**COUNTY OF OSWEGO
HIGHWAY DEPARTMENT**

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

Kurt Ospelt, Highway Superintendent

Chris Baldwin, P.E., Highway Engineer

INFORMATIONAL MEMORANDUM

SUBJECT: Establish Capital Project #0622 Taxiway B & D Rehab.

PURPOSE: To recommend that the Infrastructure, Facilities and Technology Committee, the Finance & Human Resources Committee, and the Oswego County Legislature approve establishing Capital Project #0622 with the authorization level of \$230,000 for the Rehabilitation of Taxiways B & D at the Oswego County Airport, Fulton, NY.

SUMMARY: Taxiways B & D were last paved in 2001/2002. FAA life expectancy is 20 years and are therefore due to be resurfaced. FAA funds projects in two phases; design and construction. This grant will fund the design phase. The Highway Department will receive 90% Federal funding (\$207,000) and 5% State funding (\$11,500) for this project. The remaining Local share, 5% (11,500) can be funded from CP #0222.

RECOMMENDED:
ACTION: The Infrastructure, Facilities and Technology Committee, recommends the Oswego County Legislature authorize the establishment of Capital Project #0622.

**COUNTY OF OSWEGO
BUDGET MODIFICATION REQUEST**

ACCOUNT NUMBER		ACCOUNT NUMBER			DESCRIPTION	DOLLAR AMOUNT
ORG	OBJECT	PROJ	ORG	OBJECT		
H	450310	0622	H	529000	0622	\$ 230,000.00
						(11,500.00)
H	445920	0622				(207,000.00)
H	43505	0622				(11,500.00)
			H	599014	0222	11,500.00
H	529000	0222				(11,500.00)
TOTAL AMOUNT						-

COMMITTEE SIGNATURES DATE

[Signature] 7-6-22
Linda Lockwood 7-6-22

COUNTY TREASURER DATE

PERSONNEL DIRECTOR DATE

COUNTY ADMINISTRATOR DATE

DEPARTMENT HEAD DATE

RESOLUTION NO. 188

**RESOLUTION INCREASING CAPITAL PROJECT # 0222 TO REHABILITATE
RUNWAY 6-24 (CONSTRUCTION PHASE) AT THE OSWEGO COUNTY
AIRPORT**

By Legislator Stephen Walpole:

WHEREAS, Oswego County will be receiving a grant from the FAA for the Rehabilitation of Runway 6-24 (construction phase) at the Oswego County Airport, Fulton, NY and

WHEREAS, the total cost is estimated at \$1,810,350, with a Federal share of 90% (\$1,629,315), a State share of 5% (\$90,517.50), and a Local share of 5% (\$90,517.50), and

WHEREAS, the local share of \$90,517.50 has already been appropriated.

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

RESOLVED, that there is already established Capital Project # 0222 – Rehabilitation of Runway 6-24 (construction phase), and said project is hereby increased to a maximum expenditure of \$1,810,350 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 JULY 14, 2022:

YES: 21 NO: 2 ABSENT: 2 ABSTAIN: 0

Authorized Budget Modification

Res. 188 of 2022

H 529000 0222	(\$1,603,265.00)
H 445920 0222	\$1,442,939.50
H 435050 0222	\$80,162.75
H 450310 0222	\$80,162.75
A1325 450310	(\$154,885.75)
H 599014 222	\$154,558.75



**COUNTY OF OSWEGO
HIGHWAY DEPARTMENT**

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

Kurt Ospelt, Highway Superintendent

Chris Baldwin, P.E., Highway Engineer

INFORMATIONAL MEMORANDUM

SUBJECT: Increase Capital Project # 0222 Runway 6-24 Rehab (construction)

PURPOSE: To recommend that the Infrastructure, Facilities and Technology Committee, the Finance & Personnel Committee, and the Oswego County Legislature approve increasing Capital Project #0222 to an authorization level of \$1,810,350 for the construction phase of Runway 6-24 Rehab (Construction phase) at the Oswego County Airport, Fulton, NY.

SUMMARY: The Airport will receive a grant from the FAA to receive 90% Federal funding (\$1,629,315) for this project. New York State will fund 5% (\$90,517.50). The local share for this project will be 5% (\$90,517.50) and has already been appropriated to CP # 0222.

RECOMMENDED:

ACTION: The Infrastructure, Facilities and Technology Committee, recommends the Oswego County Legislature increase the authorization level of Capital Project #0222

**COUNTY OF OSWEGO
BUDGET MODIFICATION REQUEST**

ACCOUNT NUMBER			ACCOUNT NUMBER		DESCRIPTION	DOLLAR AMOUNT
ORG	OBJECT	PROJ	ORG	OBJECT		
H	529000	0222			Establish CP0222 - Runway 6-24 Rehab (Construction) with a maximum	\$ (1,603,265.00)
			H	445920	authorization of \$3,413,615 will be reduced to Maximum auth \$1,810,350	1,442,939.50
			H	435050	from FAA (90%)-\$3,072,253.50, reduced to \$1,629,315	80,162.75
			H	450310	NYS (5%)-\$170,680.75 reduced to \$90,517.50 Local Match (5%)-\$170,680.75	80,162.75
					reduced to \$90,517.50.	
					The Local Match will be funded through a transfer of \$170,680.75 from	
					'Unappropriated Fund Balance; Below is the transfer back less amounts	
					From CP#0522 & 0622	
A1325	450310				Interfund Transfer in to General Fund	(154,885.75)
			H	599014	Interfund transfer back to General Fund \$170,680.76 less \$4,295 (0522)	154,885.75
					Less \$11,500 (0622)	
					TOTAL AMOUNT	-

COMMITTEE SIGNATURES DATE

Sandra Lockwood 7-6-22
Sandra Lockwood 7-6-22

COUNTY TREASURER DATE

PERSONNEL DIRECTOR DATE

COUNTY ADMINISTRATOR DATE

DEPARTMENT HEAD DATE

RESOLUTION NO. 189

**RESOLUTION AUTHORIZING BUDGET MODIFICATION OSWEGO COUNTY
CLERK'S OFFICE TO TRANSFER FUNDS INTO COUNTY CLERK'S
ADDITIONAL HOURS**

By Legislator John Martino:

With approval from the Finance and Personnel Committee be it,

RESOLVED, that the County Treasurer be, and he hereby is, authorized to transfer the funds from account 1410.542400 to the account 1410.514300 as shown on the attached budget modification request, and it be further

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

ADOPTED BY VOICE VOTE ON JULY 14, 2022:

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

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification

Res. 189 of 2022

**A1410 542400
A1410 514300**

**(\$2,000.00)
\$2,000.00**



OSWEGO COUNTY CLERK'S OFFICE

46 EAST BRIDGE ST., OSWEGO, NEW YORK 13126
Phone 315-349-8621 315-349-8383 (Fax)

CATHY M. SHARKEY
SUPERVISOR – MOTOR VEHICLES
DMV OFFICES
OSWEGO/FULTON/PULASKI

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

MATTHEW F. BACON
DEPUTY CLERK
NANCY BELCHER
DEPUTY CLERK OF OPERATIONS

Date: July 8, 2022

To: Members of the Finance and Personnel Committee

From: Terry M. Wilbur, County Clerk

Informational Memorandum

Subject: Budget Modification for the County Clerk's office

Purpose: Transfer \$2,000 from 1410.542400 to 1410.514300

Summary: Due to the recent Supreme Court ruling, my office has been experiencing a large increase in the number of walk-in customers and paperwork associated with pistol permit restrictions. We are doing our best to provide efficient customer service but that leaves less time for data entry and paperwork. Increasing our additional hours line will provide the office with the flexibility to deal with this fluid situation.

This transfer is intended to cover the amount that we anticipate needed for the interim. We are already seeing an increase in revenue associated with pistol permits and believe this cost will be more than covered.

Recommended Action: Finance and Personnel Committee approve this budget modification.

