

**RESOLUTIONS OF THE OSWEGO COUNTY LEGISLATURE FOR  
SEPTEMBER 15, 2022**

- 216 RESOLUTION AUTHORIZING AN AMENDMENT TO RESOLUTION #130  
OF 2022
- 217 RESOLUTION DEDICATING THE MOTOR VEHICLE/RECORD CENTER  
BUILDING TO HON. GEORGE J. WILLIAMS
- 218 RESOLUTION AUTHORIZING AUTHORITY TO CREATE A DEPUTY  
COUNTY CLERK OF MOTOR VEHICLES BY THE ELECTED OSWEGO  
COUNTY CLERK
- 219 RESOLUTION ESTABLISHING CAPITAL PROJECT NO. 0822 TO  
DEVELOP AND IMPLEMENT CONTRACT MANAGEMENT SYSTEM
- 220 RESOLUTION AUTHORIZING THE CHAIR OF THE LEGISLATURE TO  
ENTER INTO AGREEMENTS WITH DISCOVER EGOV AND AJ3  
SOLUTIONS TO DEVELOP AND IMPLEMENT AN ELECTRONIC  
CONTRACT MANAGEMENT SYSTEM
- 221 RESOLUTION APPROVING AND CONFIRMING THE SALE AND  
TRANSFER OF CERTAIN FORECLOSED TAX PROPERTY PURSUANT  
TO RPTL §1166
- 222 RESOLUTION ALLOCATING FUNDS MADE AVAILABLE TO THE  
COUNTY OF OSWEGO THROUGH THE AMERICAN RESCUE PLAN ACT  
TO CERTAIN SUB-RECIPIENTS AND BENEFICIARIES
- 223 RESOLUTION IN OPPOSITION TO NEW YORK STATE ACTIONS  
RESTRICTING 2<sup>ND</sup> AMENDMENT RIGHTS
- 224 RESOLUTION AUTHORIZING BUDGETARY MODIFICATION  
SHERIFF'S OFFICE – MEDICAL TREATMENT
- 225 RESOLUTION AUTHORIZING BUDGETARY MODIFICATION  
SHERIFF'S OFFICE – OVERTIME
- 226 RESOLUTION AUTHORIZING BUDGETARY MODIFICATION  
SHERIFF'S OFFICE – GAS AND OIL
- 227 RESOLUTION ACCEPTING GRANT FROM THE OSWEGO COUNTY ATV  
CLUB, INC. RELATED TO ENHANCED ATV SAFETY AND  
ENFORCEMENT

- 228 RESOLUTION AWARDING PROFESSIONAL SERVICES CONTRACT – RFP22-EMO-001 – MASS FATALITY INCIDENT PLAN EXERCISES
- 229 RESOLUTION DESIGNATING THE OSWEGO COUNTY SHERIFF’S OFFICE AS THE LEAD AGENCY FOR THE OSWEGO COUNTY TERRORISM PLAN
- 230 RESOLUTION AUTHORIZING RECLASSIFICATION OF ONE POSITION IN VETERANS SERVICE AGENCY
- 231 RESOLUTION AUTHORIZING THE COUNTY OF OSWEGO TO ACCEPT DONATION OF NINE PRIJON CALABRIA 14 FOOT KAYAKS AND TRAILER FROM TAIL WATER LODGE
- 232 RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF SOCIAL SERVICES/EMPLOYMENT AND TRAINING TO PURCHASE FURNITURE AND FOR INCREASE IN MEMBERSHIP DUES
- 233 RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF SOCIAL SERVICES/MENTAL HYGIENE TO UTILIZE NYS AID TO INCREASE MENTAL HEALTH DIVISION WAGES
- 234 RESOLUTION AUTHORIZING CREATION OF THREE POSITIONS IN THE DEPARTMENT OF SOCIAL SERVICES
- 235 RESOLUTION AUTHORIZING CREATION OF FIVE POSITIONS IN THE DEPARTMENT OF SOCIAL SERVICES
- 236 RESOLUTION AWARDING PROFESSIONAL SERVICES CONTRACT – RFP22-DSS-001 – FAMILY MENTORS
- 237 RESOLUTION AUTHORIZING CREATION OF ONE POSITION IN THE DEPARTMENT OF SOCIAL SERVICES
- 238 RESOLUTION APPOINTING A CERTAIN INDIVIDUAL TO THE OSWEGO COUNTY INDUSTRIAL DEVELOPMENT AGENCY
- 239 RESOLUTION AUTHORIZING THE CHAIR OF THE OSWEGO COUNTY LEGISLATURE TO APPOINT A MEMBER TO THE CENTRAL NEW YORK REGIONAL MARKET AUTHORITY BOARD OF DIRECTORS
- 240 RESOLUTION AUTHORIZING RECLASSIFICATION OF RN POSITION TO EARLY INTERVENTION SPECIALIST –HEALTH DEPARTMENT
- 241 RESOLUTION AUTHORIZING THE TRANSFER OF AN LPN LINE FROM HOSPICE TO PREVENTIVE SERVICES – HEALTH DEPARTMENT



- 242 RESOLUTION AUTHORIZING BUDGET MODIFICATION BUILDINGS AND GROUNDS – GAS AND OIL
- 243 RESOLUTION AUTHORIZING BUDGET MODIFICATION HIGHWAY DEPARTMENT TO TRANSFER FUNDS FROM INSURANCE RECOVERY FUND INTO HIGHWAY EXPENSE – PICKUP TRUCK
- 244 RESOLUTION AUTHORIZING BUDGET MODIFICATION HIGHWAY DEPARTMENT TO TRANSFER FUNDS FROM INSURANCE RECOVERY FUND INTO HIGHWAY EXPENSE – DUMP TRUCK
- 245 RESOLUTION AUTHORIZING BUDGET MODIFICATION HIGHWAY DEPARTMENT TO TRANSFER FUNDS FROM INSURANCE RECOVERY FUND INTO HIGHWAY EXPENSE – DUMP TRUCK
- 246 RESOLUTION AUTHORIZING BUDGETARY MODIFICATION DEPARTMENT OF SOLID WASTE – ERF OVERTIME PAYMENTS
- 247 RESOLUTION AUTHORIZING BUDGETARY MODIFICATION DEPARTMENT OF SOLID WASTE – ERF AUTOMOTIVE SUPPLIES AND REPAIR
- 248 RESOLUTION AUTHORIZING BUDGETARY MODIFICATION DEPARTMENT OF SOLID WASTE – ERF UNIFORMS, CLOTHING AND TOOLS
- 249 RESOLUTION AWARDING PROFESSIONAL SERVICES CONTRACT — RFP22-SW-016 — BRISTOL HILL QUARTERLY REPORTING
- 250 RESOLUTION ESTABLISHING CAPITAL PROJECT NO. T0322 FOR COUNTYWIDE VIDEO SURVEILLANCE SYSTEM
- 251 RESOLUTION AUTHORIZING CAPITAL PROJECT CLOSURES AND TRANSFER OF PROJECT BALANCES
- 252 RESOLUTION AUTHORIZING BUDGET MODIFICATION SHERIFF’S OFFICE TO ACCEPT REVENUE FROM ALTMAR-PARISH-WILLIAMSTOWN SCHOOL DISTRICT TO FUND SPO POSITION

**RESOLUTION NO. 216**

**RESOLUTION AUTHORIZING AN AMENDMENT TO RESOLUTION #130 of 2022**

By Legislator David Holst:

WHEREAS, at the June 9<sup>th</sup> meeting of this body, 17 projects were authorized to receive funds through the County's American Rescue Plan allocation, and

WHEREAS, the proposed projects were identified by project and or applicant name, and

WHEREAS, it is both desirable and necessary to instead identify the recipients of these funds by their legal name as it appears on their respective W-9 forms, then therefore be it and it is hereby

RESOLVED, that Resolution #130 of 2022 is amended to include the attached Schedule B which includes the legal entities authorized by that action.

**ADOPTED BY VOICE VOTE ON SEPTEMBER 15, 2022:**

**YES: 19    NO: 2    ABSENT: 4    ABSTAIN: 0**





*David R. Turner*  
*Director*

**OSWEGO COUNTY**  
**OFFICE OF STRATEGIC INITIATIVES**

COUNTY BUILDING  
46 EAST BRIDGE STREET  
OSWEGO, NEW YORK 13126

TELEPHONE (315) 349-8260  
OSI@oswegocounty.com

*Kyle Boeckmann*  
*Strategic Programs Specialist*

*Kasey Chewning-Kulick*  
*Administrative Assistant*

**INFORMATIONAL MEMORANDUM**

**SUBJECT:** Amend Resolution #130 of 2022.

**PURPOSE:** Correctly identify the authorized payees.

**SUMMARY:** Resolution #130 of 2022 awarded funds made available to the County through the American Rescue Plan Act (ARPA) to 17 beneficiaries and sub-recipients. The original resolution identified the applicants by the name they included on their application which, in most cases, was not their official name as it appears on their W-9. This resolution amends Resolution #130 by adding a Schedule B to correct that information.

**FISCAL IMPACT:** None

**RECOMMENDED ACTION:** The Committee on Government, Courts & Consumer Affairs authorize this action.

**Schedule B - Proposed Local Disbursements of ARPA Funds**

<u>Project Name/Applicant</u>	<u>Project Description</u>	<u>Jurisdictional Committee</u>	<u>Request</u>	<u>Recommendation</u>
Arise Child & Family Services, Inc.	Seeking matching funds to build wheelchair ramps allowing individuals to stay in their homes longer	Human Services	\$ 50,000	\$ 49,999
The Salvation Army	Seeking funds to expand a highly successful program to help families become more self sufficient	Human Services	\$ 510,634	\$ 300,000
Friends of Oswego County Hospice, Inc.	Seeking assistance to help offset lost fundraising opportunities during the Pandemic	Health	\$ 20,000	\$ 20,000
Riverview Pediatrics, PC	Seeking funds to help offset the cost of expanding their service capacity	Health	\$ 60,000	\$ 60,000
Geo Hotel Co., Inc.	Seeking funds to help offset increased costs caused by the pandemic	EDP	\$ 1,710,000	\$ 500,000
Sandy Pond Channel Maintenance Association	Seeking funds to help cover the annual cost of keeping the channel open	EDP	\$ 500,000	\$ 300,000
Calamity Café Inc. DBA 4 Minnows Café	Seeking funds to help offset increased costs caused by the pandemic	EDP	\$ 25,000	\$ 25,000
Route 3 Recreation , Inc. DBA Fairways & Dreams	Seeking funds to help offset increased costs caused by the pandemic. Converting an existing business into one that has a broader appeal within the Travel, Tourism & Hospitality sector	EDP	\$ 335,441	\$ 200,000
Champions Event Services, LLC	Seeking funds to help offset the increased cost of expanding the capacity at the facility and drive new visitors to business in the Travel, Tourism and Hospitality sector	EDP	\$ 325,977	\$ 325,977
Mexico Historical Society	Seeking funds to help offset increased costs caused by the pandemic. Converting an existing historic structure into an addition to their adjacent museum. Supports the Travel, Tourism & Hospitality sector	EDP	\$ 40,000	\$ 40,000
Centerstate Corporation for Economic Opportunity Foundation, Inc.	Seeking funds to support lost fundraising opportunities and the increased cost for their neighborhood revitalization program	EDP	\$ 49,999	\$ 49,999
The Research Foundation for the State University of New York	Seeking funds to support lost fundraising opportunities and the increased cost for their neighborhood revitalization program	EDP	\$ 49,999	\$ 49,999
Tegan Freburg, DBA Authentic Beauty	Seeking funds to help offset the business losses during the pandemic shutdown	EDP	\$ 3,500	\$ 3,500
Upstate Freshwater Institute	Seeking funds to cover an analysis of the nutrient and sediment loading in the Pond's tributaries	EDP	\$ 19,218	\$ 19,218
Town of Richland	Seeking funds to help offset the increased costs associated with a group of projects to improve their drinking water system	Infrastructure	\$ 260,000	\$ 260,000
Town of Hastings	Seeking funds to help offset the increased costs associated with a group of projects to improve their drinking water system	infrastructure	\$ 250,000	\$ 250,000
Northern Oswego County Ambulance, Inc	Seeking funds to help offset the increased costs of equipping two new emergency vehicles	Public Safety	\$ 139,000	\$ 139,000
Totals			\$ 4,348,768	\$ 2,592,692
Total Requests minus Total Proposed Disbursements	\$	1,756,076		



**RESOLUTION NO. 217**

**RESOLUTION DEDICATING THE MOTOR VEHICLE/RECORD CENTER  
BUILDING TO HON. GEORGE J. WILLIAMS**

By Legislator David Holst:

WHEREAS, George J. Williams was elected Oswego County Clerk in 1981 and held that office continually till his death in 2012; and

WHEREAS, prior to being elected County Clerk, he was legislator for the Town of Constantia for six years; and

WHEREAS, he was past-President of the New York State Association of County Clerks (NYSACC), County Clerk of the Year in 1989, and was honored with the NYSACC Lifetime Achievement Award in 1997; and

WHEREAS, George J. Williams was a dedicated public servant who focused special attention during his tenure as County Clerk on the improvement and development of the county's Department of Motor Vehicle Offices and records center and the modernization of the Clerk's Office; and

WHEREAS, a lasting tribute of his public service is both fitting and proper,

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

RESOLVED, that the Oswego DMV and Records Center be and is hereby dedicated to the Hon. George J. Williams and that an appropriate plaque memorializing same be placed within the building at the entrance.

**ADOPTED BY VOICE VOTE ON SEPTEMBER 15, 2022:**

**YES: 21                      NO: 0                      ABSENT: 4                      ABSTAIN: 0**

**RESOLUTION NO. 218**

**RESOLUTION AUTHORIZING AUTHORITY TO CREATE A DEPUTY COUNTY CLERK OF MOTOR VEHICLES BY THE ELECTED OSWEGO COUNTY CLERK**

By Legislator David Holst:

WHEREAS, the Oswego County Clerk, Terry M Wilbur, has been elected for a four-year term, commencing January 1, 2022, and ending December 31, 2026, and

WHEREAS the Oswego County Clerk is authorized to appoint one or more individuals to a Deputy title to assist with business operations and to act for and in place of the County Clerk as needed, now be it

RESOLVED, that the position of Deputy County Clerk of Motor Vehicles, be and is hereby created, given the duty and authority to act for and in place of the County Clerk as needed, and be it further

RESOLVED, that the duties of said positions shall be in accordance with the provisions of County Law and related duties as authorized by the County Legislature.

**ADOPTED BY VOICE VOTE ON SEPTEMBER 15, 2022:**

**YES: 20    NO: 1    ABSENT: 4    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**  
OSWEGO COUNTY CLERK  
CLERK OF SUPREME  
AND COUNTY COURTS

**MATHEW F. BACON**  
DEPUTY CLERK

**NANCY L. BELCHER**  
DEPUTY CLERK OF OPERATIONS

Date: August 16, 2022

To: Members of the Finance and Personnel Committee

From: TERRY M WILBUR, County Clerk

### **Informational Memorandum**

**Subject:** Establish salary for newly created Deputy County Clerk of Motor Vehicles.

**Purpose:** To establish the starting salary for the position of Deputy County Clerk of Motor Vehicles who has over 19 years of experience in Motor Vehicles along with managerial experience.

**Summary:** The County Clerk is looking to appoint an individual who has experience both in Motor Vehicles as well as managerial experience to fulfill the position of Deputy County Clerk of Motor Vehicles. The position of Deputy County Clerk of Motor Vehicles is one that is part of the line of succession for the County Clerk.

Given the candidates qualifications I am requesting a starting salary of \$46,202 for this candidate.

**Fiscal Impact:** Savings of \$6,438 as this position will replace the Motor Vehicle Supervisor position.

**Recommended:** It is respectfully recommended that the Finance and Personnel Committee approve \$46,202(Grade 30 @ Step 4) as the salary for the Deputy County Clerk of Motor Vehicles.

**RESOLUTION NO. 219**

**RESOLUTION ESTABLISHING CAPITAL PROJECT #0822 TO DEVELOP AND  
IMPLEMENT CONTRACT MANAGEMENT SYSTEM**

By Legislator David Holst:

WHEREAS, the Oswego County Purchasing Department has entered into Agreements with Discover eGOV and AJ3 Solutions to develop and implement an electronic contract management system; and

WHEREAS, the Purchasing Department, Central Services, Administrator's Office and County Attorney's Office participated in a demonstration of the software and determined that this software will promote a more efficient contract management process, funds in the amounts of Twenty-Six Thousand One Hundred Sixty Dollars (\$26,160) for AJ3 Solutions and Forty-Four Thousand Nine Hundred Fifty Dollars (\$44,950.00) for Discover eGov for a total of Seventy-One Thousand One Hundred Ten Dollars (\$71,110.00) will be required to develop and implement said software; now,

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

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

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

**ADOPTED BY VOICE VOTE ON SEPTEMBER 15, 2022:**  
**YES: 21    NO: 0    ABSENT: 4    ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE



**RESOLUTION NO. 220**

**RESOLUTION AUTHORIZING THE CHAIR OF THE LEGISLATURE TO ENTER INTO AGREEMENTS WITH DISCOVER eGOV AND AJ3 SOLUTIONS TO DEVELOP AND IMPLEMENT AN ELECTRONIC CONTRACT MANAGEMENT SYSTEM**

By Legislator David Holst:

WHEREAS, the county's contract system is paper-based and segmented by individual departments; and

WHEREAS, while all contracts are logged, some contracts span multiple years or, in some circumstances, the county has more than one contract with a vendor, which makes locating agreements, tracking certificates of insurance and tracking expiration dates cumbersome; and

WHEREAS, Ontario County, which also uses MUNIS, has worked with Discover eGov in conjunction with AJ3 to develop a MUNIS compatible electronic contract management system which features electronic vendor signatures, electronic vendor notifications, tracking of HIPAA agreements for audits and electronic contract routing among other options; and

WHEREAS, this new product is uniquely tailored to each county's specific needs and has been implemented in a few other counties; and

WHEREAS, representatives from Central Services, Purchasing, Administrator's Office and County Attorney's Office participated in a demonstration of the software and it is believed that, when implemented, this solution will promote a more efficient contract management process,

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

RESOLVED, that the Chair of the Legislature be, and is hereby authorized, to enter into the annexed agreements with Discover eGov and AJ3 Solutions to work in tandem for an electronic contract management system for the County of Oswego and, given the fact that it is uniquely tailored to counties and Ontario County is using same, the requirements for an RFP for this product be and are hereby waived.

**ADOPTED BY VOICE VOTE ON SEPTEMBER 15, 2022:**

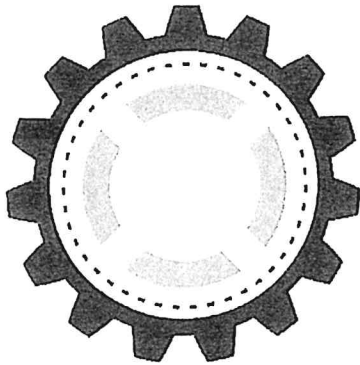
**YES: 21    NO: 0    ABSENT: 4    ABSTAIN: 0**

Authorized Budget Modification

Res. 220 of 2022

A9901 599014  
H 529000 822

(\$80,000.00)  
\$80,000.00



# AJ3 Solutions

Electronic contract specialists for  
your evolving workplace

## STATEMENT OF WORK

### Oswego County

Facilitating the County's Transition to an  
Electronic Contract Lifecycle Solution

Oswego County  
46 E. Bridge St.  
Oswego, NY 13126

# STATEMENT OF WORK

## Oswego County

### INTRODUCTION AND EXECUTIVE SUMMARY

This Agreement and Statement of Work (this "Agreement" or "SOW") is made the \_\_\_\_ day of \_\_\_\_\_, 202\_\_ ("Effective Date") by and between Oswego County ("Customer") and AJ3 Solutions, LLC ("AJ3 Solutions"). AJ3 Solutions and Customer may be referred to herein individually as a "Party" and together as the "Parties."

#### EXECUTIVE SUMMARY OF THE SERVICES

Customer desires AJ3 Solutions services to Facilitating the County's Transition to an Electronic Contract Lifecycle Solution

#### DEFINITIONS

**Products:** Third-party software products are sold separately and are not deliverables of AJ3 Solutions.

### SERVICES

#### IMPLEMENTATION

- Customer-wide implementation of e-contract software (up to 40 hours per Phase / 160 hours for Project).
  - Phase 1: Define existing contracts and insurance processes.
    - Identify current contracts/insurance forms, process, procedures, and key staff.
    - Review forms, processes, and procedures with Customer's key staff.
    - Develop transition plan for forms, processes, and procedures to e-contract software.
  - Phase 2: Transition forms, processes, and procedures to e-contract software.
    - Obtain and upload into e-contract software Customer's users and contact information.
    - Obtain and upload into e-contract software Customer's vendor information.
    - Uploading up to 10 contract forms and inserting proper coding into the e-contract software.
    - Uploading into software contract workflows defined in Phase 1.
    - Consult with e-contract software developer when necessary.
  - Phase 3: Test Run of contracts through e-contract software.
    - Provide in-person or zoom training to a select group of staff.
    - Provide contract and insurance support and administration to the select staff.
    - Consult with e-contract software developer when necessary.
  - Phase 4: Go Live!
    - Provide an in-person or zoom training to all desiring County staff.
    - Provide contract and insurance support and administration County-wide
    - Consult with e-contract software developer when necessary.

#### PLACE OF PERFORMANCE

All work hereunder, except in-person training, will be performed remotely. On-site visits may be requested by the Customer or as otherwise needed.

# STATEMENT OF WORK

## Oswego County

### CUSTOMER RESPONSIBILITIES

#### GENERAL RESPONSIBILITIES

During the course of this project, AJ3 Solutions will require the support of Customer staff and computing resources. If the required Customer resources cannot be made available, the scope of the Services, estimated schedule, or both may be affected. Customer agrees to provide the following:

- If necessary, a suitable on-site work area and any required software or documentation.
- If Customer directly procures any hardware or software required for this project, Customer agrees to provide the hardware, software and any accompanying access, support, documentation or instructions.
- Access to the Customer Site during the work hours required for this project.
- Provide a point of contact, who is familiar and responsible for County contract processes and procedures to work with AJ3 Solutions throughout the project.
- Provide requested information to AJ3 Solutions resource within two (5) business days of the initial request.

#### SYSTEM RESPONSIBILITIES

- Customer is responsible for providing all software and associated licenses.
- Unless otherwise agreed by the Parties, Customer shall respond within two (5) business days of AJ3 Solutions' request for documentation or information needed for the project.
- Customer shall ensure that contracts with its own vendors and third parties are fully executed and enable Customer's business requirements to be met in full. Customer shall be responsible for all payments to, and the performance of, all non-AJ3 Solutions entities assigned to, or working on this project.
- AJ3 Solutions will not be responsible for data loss. Backups should be performed prior to work starting. All data is the responsibility of the Customer.
- Should a manufacturer provide Customer with specialized or custom software unique to Customer, AJ3 Solutions will not be responsible for any delays or failures to perform related to use of such software.
- AJ3 Solutions shall not be responsible for maintenance of Products.
- AJ3 Solutions shall not be responsible for any customization of, or labor to install software.
- Services do not include resolution of software or hardware problems resulting from third party equipment or services or problems beyond AJ3 Solutions' control.
- Services exclude any hardware upgrade required to run new or updated software.

### ASSUMPTIONS

#### GENERAL ASSUMPTIONS

The following assumptions were made to create this SOW. Should any of these assumptions prove to be incorrect or incomplete then AJ3 Solutions may modify the price, scope of work or Milestones pursuant to the Change Management Procedure set forth herein. AJ3 Solutions assumes:

- Where applicable, Customer shall be ready prior to the date scheduled for AJ3 Solutions to perform the Services. Costs associated with Customer's inability to (1) make the Customer ready or (2) meet any of the other responsibilities specified in this SOW shall be billed at AJ3 Solutions' then-current time and materials rates plus travel and other related expenses. Any additional costs incurred by Customer as a result of delays shall be the sole responsibility of the Customer.



# STATEMENT OF WORK

## Oswego County

- This SOW defines exclusively the scope of the Services. This SOW shall not apply to any purchase, support or maintenance of Products, which are purchased separately.
- In the event AJ3 Solutions is required to provide third party materials under this SOW (i.e., software), Customer shall be responsible for any costs, maintenance and/or warranty obligations therein.
- Customer acknowledges that at any time during the project, if progress is stalled, by no fault of AJ3 Solutions, for more than twenty (20) contiguous Business Days, AJ3 Solutions reserves the right to issue a Milestone Completion Certificate for work that has been completed.
- AJ3 Solutions does not guarantee that recommendations or actions undertaken pursuant to this SOW will completely address all issues identified or not identified.
- Customer is responsible for ensuring compliance with all applicable laws, rules and regulations including procurement and use of third-party software.
- AJ3 Solutions Deliverable Documents include up to two (2) revisions, per document, based on Customer feedback. Subsequent revisions may require a Change Request ("CR") or separate SOW.

### PROJECT SPECIFIC ASSUMPTIONS

- Calls and meetings will be scheduled at a mutually agreeable time between the Customer's and AJ3 Solutions' staff.

## TERMINATION

### TERMINATION

AJ3 Solutions may terminate the SOW for any reason on thirty (30) days prior written notice to Customer whether with or without cause. Upon any such termination, AJ3 Solutions will be paid all fees and expenses which have been incurred or earned in connection with the performance of the Services through the effective date of such termination. Customer shall reimburse AJ3 Solutions for any non-refundable expenses incurred in preparation for such cancelled Services.

## PRICING AND PAYMENT TERMS

2022 OSWEGO COUNTY BUDGET - \$218,000,000

FEE FOR SERVICES SHALL BE AS FOLLOWS:

	DESCRIPTION	AMOUNT
Implementation	Transition County to Electronic Contracts Lifecycle Management Solution	\$26,160 0.012% OF COUNTY BUDGET

Payment is earned and due upon receipt of an invoice. For implementation services, invoicing will be as follows: 10% of the implementation cost at full execution of this Agreement, 30% of the implementation cost at completion of Phase 1, 25% of the implementation cost at completion of Phase 2, 25% of implementation cost at completion of Phase 3 and 15% of implementation cost at completion of Phase 4.

# STATEMENT OF WORK

## Oswego County

The Pricing in this SOW is valid for sixty (60) days from delivery to the Customer. Fees for additional services related to but not defined in this SOW will be on a time and materials basis at a rate set forth in a written amendment or Change Request.

### CHANGE MANAGEMENT PROCEDURES

Any change to the scope of Services or the obligations of the Parties under this SOW shall be set forth in a mutually agreed upon amendment to this Agreement ("Amendment").

### WARRANTY

AJ3 SOLUTIONS DISCLAIMS ALL WARRANTIES WITH RESPECT TO THIS SOW (INCLUDING, WITHOUT LIMITATION, WARRANTIES AS TO MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE), TITLE, NON-INFRINGEMENT OR OTHERWISE, EXPRESS OR IMPLIED.

### LIMITATION OF LIABILITY

IN NO EVENT WILL AJ3 SOLUTIONS BE LIABLE TO THE CUSTOMER OR ITS AFFILIATES FOR (A) ANY SPECIAL, INDIRECT, INCIDENTAL, PUNITIVE, OR CONSEQUENTIAL DAMAGES, EVEN IF AJ3 SOLUTIONS HAS BEEN ADVISED OF THE POSSIBILITY THEREOF, (B) ANY DAMAGES RESULTING FROM LATENT DEFECTS, LOSS OF DATA OR PROFITS, (C) ANY CLAIM WHETHER IN CONTRACT OR TORT, THAT AROSE MORE THAN ONE (1) YEAR PRIOR TO INSTITUTION OF SUIT THEREIN. AJ3 SOLUTIONS SHALL NOT BE LIABLE FOR ANY LOSS OR DAMAGE RESULTING FROM THE USE, OPERATION OR PERFORMANCE OF PRODUCTS MANUFACTURED OR LICENSED BY THIRD PARTIES. AJ3 SOLUTIONS' AGGREGATE LIABILITY HEREUNDER, IF ANY, SHALL BE STRICTLY LIMITED TO THE AMOUNT COVERED BY AJ3 SOLUTIONS, LLC'S INSURANCE PROVIDED PURSUANT TO THIS AGREEMENT. EACH PARTY ACKNOWLEDGES THAT THIS SECTION SETS FORTH A REASONABLE ALLOCATION OF LIABILITY BETWEEN THEM, AND THAT AJ3 SOLUTIONS' PRICING IS OFFERED IN RELIANCE ON THE WARRANTY DISCLAIMERS AND LIABILITY LIMITATIONS AND EXCLUSIONS SET FORTH IN THIS SOW.

### MISCELLANEOUS TERMS AND CONDITIONS

**Late Payment Charge and Default:** Customer agrees to pay a late payment charge computed at the rate of two percent (2%) per month, or the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount due under this Agreement and/or Purchase Orders. A late payment charge will apply to any amount not received by the due date and continue until all overdue payments, including late charges, are paid in full. Failure by AJ3 Solutions to assess this charge on one occasion in no way affects its right to do so on another occasion. In the event AJ3 Solutions must resort to collection, Customer shall be responsible for all collection costs, including legal fees. AJ3 Solutions reserves its right to review and revise either the credit or the payment terms based on Customer's financial condition or payment history at the time of such review, and Customer agrees to provide all relevant information to affect such review. AJ3 Solutions further reserves its right to suspend Services for nonpayment by Customer for Services either under this Agreement and/or Purchase Orders.

**Assignment:** Neither Party may assign this SOW without the prior written consent of the other Party, which consent shall not be unreasonably withheld, conditioned or delayed; provided, however, that either Party may assign this SOW to a corporation controlling, controlled by or under common control with the assigning Party without the prior written consent of the other Party. Notwithstanding the foregoing, AJ3 Solutions may assign payment for financing purposes without notifying Customer, but Services will not be affected.

**Non-Disclosure:** "Confidential Information" is information or material disclosed by a party ("Discloser") to the

# STATEMENT OF WORK

## Oswego County

other (Recipient") in connection with this Agreement that is either (a) marked or identified in writing as confidential, or (b) relates to the processes, technology, plans, or methodologies used by AJ3 Solutions or its suppliers to provide the Services. Recipient shall not disclose Confidential Information to any third party until three (3) years after expiration or termination of this Agreement. Confidential Information does not include information that: (i) is or becomes publicly available without breach of this Agreement; (ii) is in Recipient's possession at the time of receipt or becomes available from a third party without breach of confidentiality obligation; or (iii) is independently developed by or for Recipient without access to Confidential Information, as evidenced by written records. This section shall not prohibit AJ3 Solutions from disclosing information required by its suppliers or subcontractors in connection with this Agreement. Customer acknowledges that AJ3 Solutions or its employees and subcontractors may provide similar Services to others and use or disclose to others general knowledge, skill and experience developed over the years, including under this Agreement. A Recipient may disclose Confidential Information pursuant to a legal requirement or court order after first notifying Discloser and making a reasonable effort to obtain a protective order limiting the scope of disclosure.

**Non-Solicitation:** Customer acknowledges that AJ3 Solutions has invested significant resources in the training of its employees and that these employees are a valuable resource. Therefore, if AJ3 Solutions provides Services under this Agreement, Customer agrees that during the term of this Agreement and for a period of eighteen (18) months thereafter, Customer shall not solicit for hire or hire employees of AJ3 Solutions (or anyone who has been employed by AJ3 Solutions within the month prior to the date of solicitation). Should such a hiring of an AJ3 Solutions employee take place, AJ3 Solutions shall be entitled to liquidated damages and/or compensation directly from the Customer in the amount of 100% of the employee's total annual compensation.

**Non-Conflict:** Customer acknowledges and accepts that AJ3 Solutions is in the business of providing consulting services and provides the same or similar services provided hereunder to other entities including the e-contract software developer. Customer permits AJ3 Solutions to advertise that Customer is a customer of AJ3 Solutions.

**Not-Legal Services:** Customer understands and agrees that it is not a legal client of AJ3 Solutions, is not receiving legal services from AJ3 Solutions and no attorney-client relationship exists between it, AJ3 Solutions or any of AJ3 Solutions' members.

**Choice of Law, Attorney Fees and Jury Trial Waiver:** The laws of the State of New York will govern the construction and operation of this SOW without regard to the conflicts of laws and provisions thereof. In the event it is necessary for AJ3 Solutions to bring legal action due to Customer's non-payment, AJ3 Solutions shall be entitled to recover all costs of such action, including reasonable attorneys' fees. The Parties hereto waive, and to the extent permitted by law, all rights to a jury trial in any action or proceeding to enforce or defend any rights hereunder.

**Severability:** The invalidity of any provision of this SOW will not affect the validity and binding effect of any other provision.

**Subcontracting:** The relationship created hereunder between the Parties shall be solely that of independent contractors entering into an agreement. No representations or assertions shall be made or actions taken that could imply or establish any agency, joint venture, fiduciary, partnership, employment or other relationship between the Parties with respect to the subject matter of this SOW. AJ3 Solutions retains the right to subcontract any Service described herein to subcontractor(s) of AJ3 Solutions' choosing, provided that such subcontractor(s) shall possess qualifications equivalent to those of AJ3 Solutions.

**Data Rights and Consents:** Customer represents and warrants that it has all right, title and interest in and to any data furnished in connection with the Services and/or that it has obtained all necessary consents, permissions and releases necessary for AJ3 Solutions to perform its obligations under this SOW.

**Integration; Order of Precedence:** This SOW constitutes the entire agreement of the Parties hereto with respect

# STATEMENT OF WORK

## Oswego County

to its subject matter and supersedes all prior and contemporaneous representations, proposals, discussions, and communications, whether oral or in writing. In the event of a conflict between the provisions of this SOW and any exhibits, the provisions of this SOW shall control, except to the extent the provisions in an exhibit expressly provide otherwise. This SOW may be modified only by means of a duly executed written amendment. Neither the terms of any purchase order, invoice, or other instrument documenting a payment or transaction that is issued by either Party in connection this SOW, nor any other act, document, usage, custom, or course of dealing shall modify the terms of this Agreement. This SOW shall be enforceable in accordance with its terms when signed by each of the Parties hereto.

## SOW ACCEPTANCE

Customer agrees to procure the implementation services indicated above in accordance with this SOW.

IN WITNESS WHEREOF, the duly authorized representatives of the Parties hereto have caused this SOW to be executed.



## **Discover eGOV**

### **STATEMENT OF WORK FOR**

#### **Oswego County – Contract Management System**

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##### **1. PURPOSE:**

Oswego County ("The County"), a municipality located at 46 E. Bridge Street, Oswego, New York 13126 in the State of New York, is initiating a project for Computer Consulting, Systems Integration, Training, On-Going Services, Maintenance and Support. The County is seeking a contractor: Catalog & Commerce Solutions, LLC ("Contractor"), d/b/a/as Discover eGOV, a corporation organized and under the laws of the State of New York having a principal place of business at 263 East Street, Pittsford, New York 14534, to provide services.

##### **2. PROJECT DEFINITION**

Discover eGOV submits the following proposal for the development of a web-based Contract Management System to track the status and communicate changes, revisions and updates on contracts managed by Oswego County. The system will be designed to the specifications and needs of Oswego County resulting in a custom solution to meet the specific requirements of the business. Unlike an 'off the shelf' solution, Discover eGOV specializes in building custom solutions to meet the specific requirements of the customer and delivering applications that are rich in functionality and flexible to meet the changing business.

##### **3. SUBMISSION REQUIREMENTS:**

###### **3.1 PROJECT SUMMARY:**

The project will follow a phased development:

###### **Phase 1: Defining the Project**

Discover eGOV has a robust, fully-functioning Contract Management System that will be customized to the specifications Oswego County requires. The strength of the system resides in the online collaboration and monitoring of agreements within a web-based application. As a result of a system demonstration and subsequent desired state profile the system will be customized to meet these requirements.

The process has included:

- (1) A complete system demonstration of the Contract Management System.
- (2) Gather information from Oswego County on what they would like from the system and specific needs.
- (3) Developing a 'Desired State' for what the system needs to track and how it could function to meet the needs of Oswego County.
- (4) Interviews to understand the business process and needs. Review business schema presented by Oswego County personnel and discuss application.

As a result of the due diligence and understanding of the current, challenges and definition for the desired state:

- Business Process: Contracts and Agreements are defined into specific contract types with the system allowing addition and edit of category types.
- Robust: The system is scalable to include the addition of (1) Companies/Vendors, (2) Types of Agreements, (3) Boilerplate Templates, (4) Performance Measures, (5) Ad-hoc Reporting, (6) History/Archive application and Search Tools.
- Interactive: The system may interact with Parallel Systems within the County as identified in due diligence.

The system parameters are defined in the scope document delivered by Oswego County. Discover eGOV has an understanding of the Contract Management System and desired state.

## **Phase 2: Defining the Structure**

Discover eGOV will map the architecture of the backend to assure that the datafields are properly defined to meet the system requirements of the County.

The system is robust enough to handle a variety of contract parameters, the ability to be accessed from the field and ability to facilitate the use of many simultaneous users.

With system mapping sign-off, the system will be programmed so that users can see the screens and flow. This input is critical thru the development phase of the project and will assist the system architects to best meet the requirements.

Key features of our proposed system include the following:

### **Vendor Registration**

- Program Delegate Requests Contract - The process is initiated by the program staff working with purchasing.

- Purchasing Communicates with Vendors - RFP or RFQ and sends: letter of intent, request for narrative and budget from perspective vendor.
- Accounting System Vendor Record - Designate either sets-up a new vendor record or updates any outdated information.

### **Contract Builder Module**

- Contract Builder - Purchasing and Program Designate build services contracts working within a step-driven process using contract boiler plates, related attachments and establishing measurement standards.
- Program Narratives are added in select/pre-defined locations.

### **Performance Measurements**

- The contract builder tool allows for entry of select Vendor Report/Contract Measurements specific to contract type as program models and goals vary greatly with a wide array of desired outcomes. Fields include: Contract Term, Input/Funding Level and Total Budget.
- The Family of Measurements is projected and timeline defined with breakdown of expenditures and utilization by specific milestone dates. These entries drive the monitoring process.

### **Contract Approval Process**

- The Proposed Contract is reviewed in a pre-defined process that allows for the review, commenting, changing and redline of contract components (if necessary). The process allows for the review and passing of the core contract from Program Delegate to the Finance and Law Departments, back through Purchasing and for final approval. The process steps match the physical approval process currently used.

### **Final Contract Produced**

- The contract is produced and transmitted. This could potentially be in an electronic format, if acceptable. Verification is completed with the Vendor Database and Information for Processing a Contract with validation for Certificate of Insurance.
- Within the Vendor Database there is a triggered tool that will process reminders for the expiration of Certificates of Insurance. These triggers could be automated to send reminders for renewal at sixty (60) and thirty (30) days as well as expiration.
- Contracts that are incomplete or Vendors without a valid Certificate of Insurance on file will be placed into the "problem file" until missing details are supplied and contract can be executed.

### **Contract Application – Management Tool**

The Contract Tool functions to manage approved and current contracts and allows for the interaction of open contracts from vendors as well as the review of performance from the agency-side or purchasing department. Each email communication and process step is tracked and time-stamped for review.

- Vendor Contracts - The Vendor logs in, which allows for the viewing and management of current (open) and completed contracts.
- Open Contracts - The Vendor selects a specific contract from list.

- Report status and performance as well as specific utilization of funds and justify expenditures.
- Management Dashboard - Agency personnel can view the status of all open contracts with customizable views and reporting, examples of versions:
  - View all Open Contracts - Reporting on performance of all open/current contracts in the system.
  - View Select Vendors Based on Criteria - Reporting on performance of vendors in a category, class, group or by individual vendor.
  - View on-screen or via printed reports - Select single vendor vs. single vendor, single vendor vs. group of vendors, all vendors in class, etc.
- Reminder Processing – Agency/Purchasing can process reminders based on select criteria: either pre-defined or ad-lib. Send (email) letter of intent for new contract to all vendors in a class, process all interval reports (30, 60, 90 days, etc.) reporting.
  - Select reporting – Agency/Purchasing can manually send messages.
  - Time-driven – Select reports (reminder) automatically sent on date interval.
- Emails - Each email request is tracked through the process and updates are posted to specific contract records and vendors records for easy viewing. Responses are tracked and monitored, reporting response is tracked to the dashboard so that Agency/Purchasing can track delinquent answers.
- Final Contracts - The Vendor can submit a contract to “Final Status” where the contract is available for review and verification. These contracts are left in a “Pending” state until the Agency/Purchasing lead verifies the completed status.
- Purchasing Validation - Purchasing personnel approves the status of the pending contract and gives final approval to its completed state. “Approved” contracts are finalized and final payment is processed. Rejected contracts are returned to “Open Status” and the vendor is notified via email of the Contract Status and shortcomings for final approval.
- Approved Contracts - Final and approved contracts are submitted for payment processing either thru the system as defined.

### **Phase 3: Visual Design and Testing**

The system will be tested with user input into the results and view of fields. Test reports will be developed and reviewed. Adjustments will be made based on this feedback.

The backend of the system will be reviewed as well as the definition of the data structure.

The system development will include our staff working side-by-side with Oswego County staff to assure a smooth launch.

### **Phase 4: Production and Quality Assurance**

The technical architecture will be deployed, tested and fine-tuned in this phase with extensive monitoring to identify security and performance flaws prior to launch. While the portal will be externally hosted, the integrity of the data and inputs is the responsibility of Oswego County.



The Discover eGOV staff will be available and on call to service the application and assure that everything functions as designed. Our service commitment is to be available to help with any system issues immediately and be available to Oswego County staff at all times.

### **Phase 5: Launch and Beyond**

Discover eGOV will be available at launch and beyond to assure that the system functions to the satisfaction of Oswego County. It is our approach that the client is serviced thru an ongoing service arrangement and that our staff is available. We are utilizing a hosted-database solution that will result in our team being responsible for the upkeep and performance of the system. With a web-based environment the system is available in the office and on the road.

## **3.2 TECHNICAL APPROACH**

A robust and functioning Contract Management System will help in the management and controls needed to manage the variety of agreements of Oswego County. The system is being developed for scalability and growth to allow for the addition of: (1) Future Tracked Agreements (Types), (2) Addition of Companies, (3) Additional of System Letters/Responses. (4) Measure Metrics.

### **Functionality:**

Types of Agreements: Contract Categories are identified and the system will accommodate the addition of new agreement types.

Company Categories: The system will be built to handle the contract development into 3 company categories and the ability to add companies.

Process Steps: The process steps of the system will include: (1) Proposal Tracking, (2) Template Builder, (3) Track Respondents, (4) Scan and Tag Response Image Scans to a specific entry, (5) Track and Archive Correspondence against a specific agreement, (6) Track Award Information.

Contract Specific Categories: Track Contract Specific Metrics within each Contract: (1) Start and End Dates, (2) Renewal Terms, (3) Payment Terms and Schedule, (4) Performance Metrics, (5) Vendor Documents i.e. Insurance Certificate, Non-Collusion Form, W-9.

Contract Development: The system tracks the distribution, interaction and collaboration for each contract step. Each contract agreement is tracked throughout the process via a central dashboard to assure management understands the status of each agreement and any bottlenecks or issues in finalizing a document.

Measurements: Contract Performance Measurements are viewable on the Dashboard to identify any potential issues: (1) Log and measure Deliverables (assets vs services) by Due Date, (2) Performance vs. Expectations, (3) Final Punch List (Unfulfilled Items).

Contract Execution: Accept and Sign-off on a Contract with ability to capture electronic signatures.

System Access: Establish User Access rights and the ability to have a variety of levels of system access. This includes access rights as a contributor, monitor (view-only) and vendor with specific role assignments.

Contract Tracking: The system will allow the tracking of contracts as (1) Contract in Development, (2) Contracts in Service (active), (3) Contracts due to Expire or Renew and (4) Archive Files (closed contracts).

Recurring Contracts: Existing Contracts, in any status (development, active or closed) can be renewed for the seamless development of a new document/contract version.

### **Proposed Quality Mechanisms:**

Discover eGOV develops applications working directly with key constituents throughout the entire process. At key points throughout development, there will be specific reviews of process steps and results to assure desired results. Examples of the steps and desired results of our quality assurance processes:

- System Look and Feel: The system-to-user interface will be designed to be intuitive and easy to use and browse. It is important that the system is easy to use for administration, input of data, viewing information online and printing reports based on select criteria.
- Process Management: Oswego County Personnel will be utilized to assure the process flow is clearly understood and that processing steps are clearly defined. Each step has a desired process and subsequent result, so it is important that each process is clearly defined and results understood.
- Data Integrity: Throughout the process key steps will be reviewed and results reviewed to assure the desired results are met.
- Output: Each output form will be designed and developed working with users to assure they meet expectations and are easily understood.
- Data Flow: The exchange of data between processing units needs to be seamless.

Quality control is ongoing throughout the process to assure best practices are used and that systems are void of conflict or issues.

## **3.3 Proposed Work Plan**

### **Project Planning and Definition**

- 1.1 Define project team and share contact information
- 1.2 Review project procedures, including communications, change order system, approvals, etc.
- 1.3 Review project plan, schedule and deliverables with project team.
- 1.4 Gain formal approval of project plan, schedule and deliverables.

## **System Definition**

- 2.1 Meet with appropriate personnel to define and inventory key system elements, including:
  - 2.1.1 All contract “types” (i.e. templates) to be included in the system.
  - 2.1.2 All contract attachments to be included in the system, as well as any/all applicable contract “types”
  - 2.1.3 All performance measures to be gathered in the system.
  - 2.1.4 All budget data to be gathered in the system.
  - 2.1.5 All general boilerplate correspondence (e.g. letters, emails) reminding vendors about insurance due, notice of intent to contract, etc.
  - 2.1.6 All general boilerplate correspondence (e.g. letters, emails) reminding management of overdue reports, insurance, etc.
- 2.2 Review inventory list to categorize all items as follows:
  - Exists; complete; approved.
  - Exists; needs revision and approval.
  - Does not exist; needs creation and approval.
- 2.3 Assign all items in need of revision and/or creation via Oswego County project manager. Establish due date for completion.
- 2.4 Meet with Oswego County personnel to gather and validate system requirements, including technical requirements, non-technical requirements, aesthetic requirements, etc. Document and gain approval of system requirements.
- 2.5 Meet with Oswego County personnel to define contract creation process. Identify the relationship between the contract boilerplates and contract attachments (i.e. which attachments may be used with which boilerplates).
- 2.6 Meet with Oswego County personnel to define the internal contract approval process. Identify routing of contract for approvals, all signatories, and process for edits/exceptions during the approvals process.
- 2.7 Meet with Oswego County personnel to define the process for sending reminders to vendors. Identify all events that require a reminder, triggers for reminders, timeframe for sending, frequency of reminders, outcome of failure to comply, etc.
- 2.8 Meet with Oswego County personnel to define the process for sending reminders to internal personnel. Identify all events that require a reminder, the triggers for reminders, frequency of reminders, outcome of failure to comply, etc.
- 2.9 Meet with Oswego County personnel to define all user types. Document, by user type, functionality required within the system. Gain formal approval of user types and functionality required.

- 2.10 Meet with Oswego County personnel to define a list of expected outcomes/ results of the contract management system. Define, in tangible terms, expectations about what the system will/will not be able to perform.

### **System Design**

- 3.1 Develop the flow structure for the contracts system and how the processing of the contract components will interact behind the scenes. (e.g. How the boilerplate contract system will be integrated with performance metrics and goals tracking.)
- 3.2 Develop the process flow and how the key component measurements will function in the background.
- 3.3 Define the input of select criteria to assure the entry of data and tracking points in single locations for use throughout the entire contracting/monitoring process.
- 3.4 Develop a program schematic (wireframe) for specific processing steps and acquiring formal approval prior to programming.
- 3.5 Address system navigation through each process step, processing edits, and movement through each key step.
- 3.6 Define, document and gain approval of user paths. Each process step will have defined paths. For example, a contract builder will develop a contract in a series of pre-defined steps with limited variables for entry.
- 3.7 Develop a protosite of the contracts management system in a test environment.
- 3.8 Document the high-level user scenarios and utilize a test group of users to identify issues and problems.
- 3.9 Design the visual interface through the following steps:
- 3.10 Review the processing of significant steps in the visual interaction with the website and verify that design is intuitive and flows properly.
- 3.11 Checkpoint: review application development with key personnel.
- 3.12 Develop interaction screens for each user type and assure that each scenario and key components are accounted for in the development of the application.
- 3.13 Gain formal approval of the visual aspects of the process, including flow and functionality.
- 3.14 Work directly with a core user group to assure the system design ("look and feel") as well as core content and process steps deliver the anticipated results.
- 3.15 Checkpoint: review application development with key personnel, verifying progress to date against project scope.



- 3.16 Based on previous checkpoint, review any issues or content change requests. Evaluate validity of such requests and make changes as necessary.

### **System Testing**

- 4.1 Work in test environment for quality assurance with key stakeholders, including vendors, Oswego County personnel involved in the approvals process.
- 4.2 Conduct formal quality assurance testing to develop a comprehensive list of issues. Issue a deadline for resolution and sign-off on completion of issues.
- 4.3 Establish the monitoring and administration processes for the application back-end.
- 4.4 Test integration of back-end to assure data integrity, as well as reporting, monitoring and evaluation processes for client satisfaction.
- 4.5 Identify, prioritize and fix bugs to assure system reliability and clear understanding of potential issues.

### **Implementation Planning and Training**

- 5.1 Establish support desk system – Vendor-managed “Help Desk”.
- 5.2 Conduct a final system test and establish firm dates for system go-live.

### **System Launch**

- 6.1 Launch application with all stakeholders using the new application.
- 6.2 Monitor and evaluate comments, issues and recommendations for changes and enhancements.

### **System Maintenance**

- 7.1 The contract management application shall reside on our Managed Servers located within the Data and Communications Backbone of Discover eGOV. A Tier-3 data center with redundancy built into communications, burstable bandwidth, off-site system backup and 24/7 monitoring.
- 7.2 Within system sign-off there is a ninety (90) day window for system changes and enhancements. After ninety (90) days, changes and enhancements are subject to a quote including billable hours and a not-to-exceed maximum cost. This shall cover all changes outside of the agreed-upon project scope and system delivery.

### 3.4 PROJECT DELIVERABLES

- Content Plan – Map Existing Processes.
- Desired State – Map Desired State.
- Establish Multiple Company Framework.
- Contract Management Module.
- Develop Vendor Portal.
- Protosite Presentation. (Project Mid-Point)
- System & Design Changes.
- Reports Menu – Ad-hoc Reporting.
- Finalize User Access and Permissions.
- System Training.
- System Help – Online.
- Launch.

### 3.5 APPLICATION DEVELOPMENT PRICING

Discover eGOV submits the following:

#### Application Development Pricing:

Project Total: \$44,950.00

50% at Signing/Start (\$22,475.00)

25% at Mid-point: based on deliverables schedule (\$11,238.00)

25% upon Sign-off (\$11,237.00)

#### Development Schedule:

The project development timeline is 120-days from the signing of the agreement and mobilization payment.

Agreement Signing Date: Project Timeline Starts.  
 Project Mid-point: PLUS: 60-days from Signing Date  
 Launch: PLUS: 120-days from Signing Date.

Project Phase	Hours	Elapsed Time	Start Date	Completion
Project Planning and Definition	10	1 week	Done	TBD
System Definition	10	1 week	Done	TBD
System Integration	232	11 weeks	TBD	TBD
System Testing	25	1 week	TBD	TBD
Implementation Planning & Training	25	1 week	TBD	TBD
System Launch	10	1 week	TBD	TBD
Project Management	20	-	Ongoing	
<b>Total</b>	<b>332</b>	<b>16 weeks</b>	<b>TBD</b>	

## Annual Support, Hosting and Maintenance

Ongoing Application Management will include the equipment, communications, hosting and support needed to manage the systems on the backend. This is also includes support on-site for any system enhancements and changes needed. Our staff will also be available for use during physical inventory and on-site if desired for no additional charge to monitor and trouble-shoot any system issues.

Annual Application and Support: \$7,200.00/year.

### 5-Year Schedule:

Dev. Year - \$600.00/mo. – Pro-rated from Launch thru December 31<sup>st</sup>.  
Year 1 - \$7,200.00 – Due January 1.  
Year 2 - \$7,200.00 – Due January 1.  
Year 3 - \$7,400.00 – Due January 1.  
Year 4 - \$7,600.00 – Due January 1.  
Year 5 - \$7,800.00 – Due January 1.

Terms of Sale: Maintenance Payments start at launch. Payment due at beginning of service period (annual).

First Payment: At Launch.

Subsequent Payments: Beginning of Service Period (Annual Renewal)

## 3.5 RESUMES

**Michael Kelly – Partner:** Mike has held senior positions in direct marketing companies that place an emphasis on leveraging technology and systems to better serve customers. Since 2002, works with local government and agencies to better the online experience via improved websites and Rich Internet Applications (RIA) across New York State.

**Geoff Schmidt – Partner/Technology Officer:** Since 1988, Geoff has held a variety of management positions on both the client side and development side with large, enterprise solutions. Geoff's specific areas of expertise include development of database systems, working with client systems and system integration.

**Lyn Kelly - Project Management/Client Relations:** Lyn's background involves over 30-years of Project Management, Sales and Operations Support. Lyn works with clients during the critical phase of product development and ongoing support project phases to assure customers satisfaction.

## 4. PROOF OF INSURANCE:

Discover eGOV must provide copies of required insurance certificates listing Oswego County as "Additional Insured" and must procure and maintain, at its own expense, required policies of insurance during the term of this Contract. All policies shall insure Oswego County for all claims arising out of this Contract. All policies of insurance shall be issued by companies in good financial standing duly and fully qualified and licensed to do business in New York State.

The policies of insurance required are standard Worker's Compensation and Disability Benefits Insurance, if required by law; malpractice and general liability insurance (including, without limitation, contractual liability) with single limits of liability in the amount of \$1,000,000 per occurrence, and \$2,000,000 aggregate coverage; and automobile liability insurance in the amount of \$1,000,000 with a minimum of \$1,000,000 each occurrence, bodily injury, and property damage.

**Discover eGOV  
Agreement for Services  
Statement of Work Services**

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Both of us agree that the complete agreement between us about these Services will consist of 1) this Statement of Work, 2) the contract name (or any equivalent agreement signed by both of us)

Agreed to:  
Oswego County

Agreed to:  
Discover eGOV

By:

By:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Signature

Name (type or print):

Name (type or print):

\_\_\_\_\_

\_\_\_\_\_

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

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

Customer Address: 46 E. Bridge St.  
Oswego, N.Y. 13126

Office Address: 263 East Street  
Pittsford NY 14534

Project Name:  
Contract Management System

Estimated Start Date:

Estimated End Date:

\_\_\_\_\_

\_\_\_\_\_



**COUNTY OF OSWEGO  
2022 BUDGET MODIFICATION REQUEST**

(From)				To			DOLLAR AMOUNT
ACCOUNT NUMBER		ACCOUNT NUMBER		ACCOUNT NUMBER		DESCRIPTION	
ORG	OBJECT	PROJECT	ORG	OBJECT	PROJECT		
A9901	599014					Fund Balance	(\$80,000)
			H	529000	822	Capital Project	\$80,000
						(Discover eGOV and AJ3 Solutions) Contract Management System	
TOTAL AMOUNT							\$0

COMMITTEE SIGNATURES      DATE

COUNTY TREASURER      DATE

PERSONNEL DIRECTOR      DATE

COUNTY ADMINISTRATOR      DATE

DEPARTMENT HEAD      DATE

**RESOLUTION NO. 221**

**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 SEPTEMBER 15, 2022:**

**YES: 20    NO: 0    ABSENT: 5    ABSTAIN: 0**

# Oswego County Treasurer's Office

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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

8/16/2022

## **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.

Co. Prop#	SWIS	Town	Parcel ID#	Deed To Owner 1
2022-58-01	5800	Volney	220.00-04-08	Duciaume Dorothy Est
2022-22-02	2200	Amboy	194.00-04-15	Muraski Richard
2022-36-01	3600	Minetto	184.00-04-09.1	DeStevens Joseph J DC2020024
2022-36-02	3600	Minetto	165.10-01-05	DeStevens Joseph J DC2020024
2022-56-02	5600	Scriba	131.00-01-39.02	Morton Richard N
2022-32-01	3289	Hastings	225.00-02-68.02	Fortino Donald Jr
2022-32-07	3289	Hastings	291.02-02-14	Goodman Derrick
2022-26-02	2601	v/o Cleveland	313.06-01-11.01	Brownell Carolyn
2022-52-02	5289	Sandy Creek	037.09-02-05.1	Riel Marcel
2022-52-04	5289	Sandy Creek	037.09-02-04	Riel Marcel
2022-46-04	4689	Parish	209.00-01-11.01	Shirley Joan P
2022-38-08	3800	New Haven	097.00-03-45	Melissa A Adams
2022-48-02	4800	Redfield	067.00-02-06.11	Francis R Kolodziejczyk
2022-48-05	4800	Redfield	067.00-02-08	Francis R Kolodziejczyk

Deed to Owner 2	Property Address	Assessed Owner 1
	2945 State Route 3	Duciaume Dorothy
	1268 County Route 26	Muraski Richard
	2259 County Route 8	DeStevens Joseph J
	860 County Route 25	DeStevens Joseph J
	278 County Route 51A	Morton Richard N
	16 Cornell Rd	Fortino Donald Jr
Goodman Sebastian	31 Manhattan Dr.	Sirlener Goodman
	179 North St	Brownell Carolyn
Riel Gloria A	Rainbow Shores Rd	Riel Marcel
Riel Gloria A	Rainbow Shores Rd	Riel Marcel
	1681 County Route 11	Shirley Joan P
	3865 County Route 6	Melissa A Adams
Francis R Kolodziejczyk Jr	Off County Route 47	Francis R Kolodziejczyk
	Off County Route 47	Francis R Kolodziejczyk



Assessed Owner 2	Total Unpaid
	\$ 3,368.63
Muraski Leigh	\$ 3,485.55
	\$ 3,018.75
	\$ 2,097.13
	\$ 8,484.56
Fortino Ruth	\$ 8,920.33
	\$ 8,477.24
	\$ 4,288.88
Riel Gloria A	\$ 8,394.96
Riel Gloria A	\$ 1,689.87
	\$ 2,404.85
	N/A
Francis R Kolodziejczyk Jr	N/A
	N/A

**RESOLUTION NO. 222**

**RESOLUTION AUTHORIZING A DISBURSEMENT OF AMERICAN RESCUE  
PLAN ACT FUNDS FROM THE COUNTY OF OSWEGO TO THE VILLAGE OF  
PULASKI**

By Legislator David Holst:

WHEREAS, at the June 9, 2022 meeting of this body, 17 projects were authorized to receive funds through Oswego County's American Rescue Plan Act allocation; and

WHEREAS, the committees on Health and Government have also now approved a request for assistance from the Village of Pulaski for help funding improvements to their wastewater treatment facilities; and

WHEREAS, the recommended allocation for this project is two-hundred and fifty-thousand dollars (\$250,000); and

WHEREAS, the improvements proposed will be beneficial to the health and safety of the employees at that facility and also to the Salmon River, the receiving waterbody for effluent from that plant; and

WHEREAS, water, wastewater and broadband infrastructure are specifically identified in the American Rescue Plan as authorized areas for investment, then therefore be it and it is hereby

RESOLVED, that the Chairman of the Legislature and the County Treasurer be, and hereby are, authorized to execute any and all documents that may be necessary to advance this action.

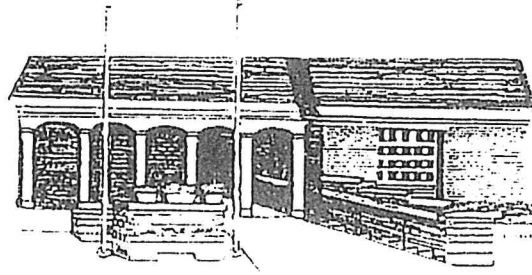
**ADOPTED BY VOICE VOTE ON SEPTEMBER 15, 2022:**

**YES: 19                      NO: 2                      ABSENT: 4                      ABSTAIN: 0**

OSWEGO  
COUNTY  
LEGISLATURE

Mayor's Office  
(315) 298-6637

## Village of Pulaski



Village Clerk's Office  
(315) 298-2622  
Fax (315) 298-5274  
TIM 1-800-662-1220

4917 Jefferson Street • P.O. Box 227  
Pulaski, NY 13142  
[www.villagepulaski.org](http://www.villagepulaski.org)

Dear Mr. Turner,

Thank you for meeting with our Sewer Board Chairman Bob Adamski, Wastewater Treatment Plant Operator Dean Merritt, Engineer Jeff Tubolino, and I last week to discuss our application for Oswego County American Rescue Plan Act (ARPA) grant funds.

Our grant application requests assistance with the cost to convert our wastewater treatment plant from chemical disinfection to ultraviolet (UV) disinfection. As you are aware, our wastewater treatment plant effluent discharges to the Salmon River, a major economic engine for the Village of Pulaski and surrounding communities.

Currently sodium hypochlorite (bleach) is used for disinfection along with sodium bisulfite, which neutralizes the sodium hypochlorite prior to the effluent discharging to the Salmon River. While this form of disinfection is proven effective and all NYSDEC SPDES permit limitations for bacteria and maximum chlorine residuals are being met, the Village wants to convert disinfection methods to further protect the water quality and ensure the economic future of the Salmon River. A description of chemical and UV disinfection along with advantages and disadvantages are provided below.

### Chemical Disinfection

Chemical disinfection uses sodium hypochlorite to destroy pathogenic bacteria and other organisms in treated wastewater. Dechlorination with sodium bisulfite removes excess sodium hypochlorite in the disinfected effluent.

#### *Advantages*

1. Sodium hypochlorite is an effective disinfectant with a long history of use in the wastewater and water industry.

#### *Disadvantages*

1. Chlorine compounds released to the river.

2. Oxygen depleting chemicals released to the river.
3. Sodium hypochlorite and sodium bisulfite are hazardous chemicals.
4. The transportation and handling of hazardous chemicals may cause potential environmental, health, and safety issues.
5. Storage of chemicals and equipment requires a climate-controlled environment.
6. Overdosing of sodium bisulfite to ensure low chlorine residuals are met may lead to sulfate formation, suppressed dissolved oxygen content, and lower pH of the treated effluent and subsequent receiving stream.
7. Must comply with NYSDEC chemical bulk storage regulations.
8. Daily chlorine residual monitoring is required.

#### UV Disinfection

UV disinfection is a physical process that instantaneously neutralizes microorganisms as they pass by ultraviolet lamps submerged in the treated effluent.

##### *Advantages*

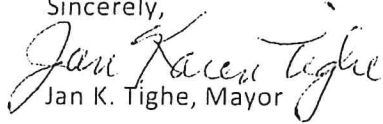
1. No chlorine compounds released to the river.
2. No oxygen depleting chemicals released to the river.
3. Is a reliable, safe method of wastewater disinfection.
4. It is effective at inactivating most bacteria, viruses, spores, and cysts.
5. It is a physical process rather than a chemical disinfectant, which eliminates the need to generate, handle, transport, or store hazardous chemicals.
6. It is user-friendly for operators.
7. Does not require a climate-controlled environment.
8. It has a shorter contact time when compared with other disinfectants. As a result, the footprint required for the UV system is much smaller in comparison to chemical disinfection.
9. It adds nothing to the water but UV light, and therefore, has no impact on the chemical composition or the dissolved oxygen content of the effluent.
10. Daily chlorine residual monitoring is not required.

##### *Disadvantages*

1. Total Suspended Solids (TSS) levels above 30 mg/L can render UV disinfection ineffective. The TSS levels at our plant are typically less than 10 mg/L.

As you can see from a water quality, environmental, health, and safety perspectives, UV disinfection far out ways chemical disinfection. We trust this letter demonstrates the positive natural resource and economic impact this project has in protecting the Salmon River and its significance to the Village of Pulaski and Oswego County.

Sincerely,

  
Jan K. Tighe, Mayor



## NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Regional Director, Region 7  
615 Erie Boulevard West, Syracuse, NY 13204-2400  
P: (315) 426-7403 | F: (315) 426-7408  
www.dec.ny.gov

August 15, 2022

Hon. Jan K. Tighe, Mayor  
Village of Pulaski  
4917 Jefferson Street  
P.O. Box 227  
Pulaski, New York 13142

**Re: Letter of Support for Grant Funding – UV Disinfection  
Village of Pulaski Wastewater Treatment Plant, Pulaski, NY  
SPDES No. NY 0020257**

Dear Mayor Tighe:

I would like to take this opportunity to express my support for the Village of Pulaski (Village) Wastewater Treatment Facility (WWTF) project to upgrade its current chlorine disinfection system to ultra-violet light (UV) disinfection.

The current chlorine disinfection system has served the Village well, with the WWTF consistently meeting State Pollutant Discharge Elimination System (SPDES) permit effluent limits. However, it has come to the Department's attention that it is becoming increasingly difficult for operators to manage the antiquated chlorine disinfection system. This is particularly concerning during wet weather events, which can lead to significant fluctuations in flow at the WWTF due to high inflow/infiltration (I/I) in the Village's collection system. During these conditions, operators must manually adjust chlorine dosages. This can sometimes lead to the over-dosing of chemicals in the receiving stream and low dissolved oxygen conditions. The receiving water in this case is of course the Salmon River, a high quality, class C(T) trout-spawning stream. UV systems can be more protective against over-dosing.

Upgrading the WWTF to UV disinfection offers many advantages over the current chlorine disinfection process. UV is a physical process and eliminates the need for bulk chemical storage and chemical feed equipment. While still requiring regular maintenance, it is a simpler and safer disinfection process for WWTF operators. Relatively simple adjustments can be made to the UV system during wet weather events to provide adequate disinfection and eliminate the potential for the over-dosing chemicals.

At the Pulaski WWTF, due to significant fluctuations in flow and discharge into a high quality trout-spawning stream, UV disinfection is most suitable to achieving the desired outcomes and I fully support moving in this direction.

Sincerely,



Matthew J. Marko  
Director



Department of  
Environmental  
Conservation

**RESOLUTION NO. 223**

**RESOLUTION IN OPPOSITION TO NEW YORK STATE ACTIONS  
RESTRICTING 2<sup>ND</sup> AMENDMENT RIGHTS**

By Legislator David Holst:

WHEREAS, Oswego County has a long, proud tradition of staunchly supporting the 2<sup>nd</sup> Amendment of the United States Constitution; and

WHEREAS, the Oswego County Legislature in 2018 created the Community Safety Initiative, a committee comprised of various law enforcement officials, first responders and other stakeholders, to promote community safety and better train law enforcement, school and emergency responders for potential violent and mass casualty events; and

WHEREAS, in the wake of the evil, heinous actions against defenseless persons at Tops Market in Buffalo, the New York State Legislature seized on that terrible tragedy to rush through 10 new laws that are meant to erode the right of legal gun owners and punish the legal & legitimate businesses in the firearms industry; and

WHEREAS, shortly thereafter, the Bruen Opinion was handed down from the United States Supreme Court striking down the restrictive nature of laws limiting and pertaining to Pistol Permits in New York; and

WHEREAS, with the ink barely dry on New York's newest gun laws, the New York State Senate and Assembly, in response to the Bruen Opinion, rushed to pass S.51001 & A.41001 during an Extraordinary Session that essentially gutted the Second Amendment rights of citizens across New York State to carry their concealed firearm in public; and

WHEREAS, the New York State Sheriffs' Association recognized, these new laws as "punitive licensing requirements that aim only to restrain and punish law-abiding citizens who wish to exercise their Second Amendment Rights;" and

WHEREAS, as county legislators, we take an oath of office to uphold the Constitution and this is clearly a flagrant violation of the constitutional rights of our citizens, taking away their ability to protect themselves and their loved ones and creating a bureaucratic boondoggle that ultimately seeks to disarm our residents, now therefore, be it

RESOLVED, that the Oswego County Legislature is committed to pursuing all legislative and legal remedies, either alone or in concert with other like-minded counties and organizations, to overturn this assault on our Constitutional rights, and be it further

RESOLVED, that copies of this resolution be sent to all county governments in New York State, along with Governor Hochul, Assemblyman Barclay and Senator Patty Ritchie, to express our support for our constituents and the United States Constitution and our desire to overturn these wrong-headed laws.

**ADOPTED BY ROLL CALL VOTE ON SEPTEMBER 15, 2022:**

**YES: 19    NO: 2    ABSENT: 4    ABSTAIN: 0**

**RESOLUTION NO. 224**

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION SHERIFF'S  
OFFICE — MEDICAL TREATMENT**

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 SEPTEMBER 15, 2022:**

**YES: 21    NO: 0    ABSENT: 4    ABSTAIN: 0**

LEGISLATURE  
COUNTY  
OSWEGO

**Authorized Budget Modification**

**Res. 224 of 2022**

**A159900**

**(\$120,000.00)**

**A3150 543500**

**\$120,000.00**



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

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

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

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:** August 17, 2022

**SUBJECT:** Budget Modification

**PURPOSE:** To cover medical treatment for inmates at the Oswego County Correctional Facility.

**SUMMARY:** The \$175,000 budgeted amount for 2022 to cover medical expenses incurred to date, will not meet the current and anticipated expenses incurred by inmates housed at the Oswego County Correctional Facility through the year's end. A request is being made to transfer \$120,000.00 from Unappropriated Fund Balance into 3150.543500 (Medical Fees) to cover current costs and those anticipated expenses for the remainder of the year.

This year's increase is a result of an increased jail population, increased medical costs and several inmates with higher than usual medical needs.

### RECOMMENDED

**ACTION:** The Sheriff's Office respectfully recommends the approval of this request.





**RESOLUTION NO. 225**

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION SHERIFF'S  
OFFICE — 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 SEPTEMBER 15, 2022:**

**YES: 21    NO: 0    ABSENT: 4    ABSTAIN: 0**

LEGISLATURE  
COUNTY  
OSWEGO

**Authorized Budget Modification**

**Res. 225 of 2022**

A3110 511000	(\$220,000.00)
A3110 512000	(\$80,000.00)
A3110 512000	\$300,000.00



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

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

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

# OSWEGO COUNTY SHERIFF'S OFFICE

DONALD R. HILTON  
SHERIFF



JOHN F. TOOMEY  
UNDERSHERIFF  
MICHAEL R. BENJAMIN  
JAIL ADMINISTRATOR



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

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

39 Churchill Road, Oswego, New York 13126-6613

## INFORMATIONAL MEMORANDUM

**SUBJECT:** Budget Modification

**DATE:** August 17, 2022

**PURPOSE:** The Oswego County Sheriff's Office requests permission to transfer \$220,000 from A3110.511000 Salaries and Wages (Road) and \$80,000 from A3110.512000-CAPCT into expenditure A3110.5120 Overtime Payments (Road).

**SUMMARY:** Review and consideration is requested for the above budget modifications to transfer of \$220,000 from A3110.511000 Salaries and Wages (Road) along with \$80,000 from A3110.51200 Overtime Payments-CAPCT, into expenditure A3110.5120 Overtime Payments. This transfer is needed to cover unanticipated overtime expenses due mostly to vacancies on Road Patrol. Eight positions have been filled but those positions are currently in the Police Academy and unable to fill Road Patrol duties until completion of the Academy.

**RECOMMENDED  
ACTION:**

To approve the request to transfer funds as detailed in the attached worksheet to cover mandated expense.

## BUDGET MODIFICATION REQUEST

COMMITTEE SIGNATURES	DATE
<i>[Signature]</i>	8/29/22
<i>[Signature]</i>	8-22-22
<i>[Signature]</i>	
<i>[Signature]</i>	08/29/2022
<i>[Signature]</i>	8/29/22
<i>[Signature]</i>	8/29
<i>[Signature]</i>	8-29-22

COMMITTEE SIGNATURES	DATE
<i>[Signature]</i>	8/29/22
<i>[Signature]</i>	

~~Richard P. Kline 08/29/2022~~  
~~W. J. Kline 8/29/22~~

~~Herbert~~ Herbert Gordon S-39-32  
8/27

DATE \_\_\_\_\_

**RESOLUTION NO. 226**

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION SHERIFF'S  
OFFICE — GAS AND OIL**

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 SEPTEMBER 15, 2022:**  
**YES: 21    NO: 0    ABSENT: 4    ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE

**Authorized Budget Modification**

**Res. 226 of 2022**

**A159900  
A3110 544200**

**(\$150,000.00)  
\$150,000.00**



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

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

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

# OSWEGO COUNTY SHERIFF'S OFFICE

DONALD R. HILTON  
SHERIFF



JOHN F. TOOMEY  
UNDERSHERIFF  
MICHAEL R. BENJAMIN  
JAIL ADMINISTRATOR



CIVIL DIVISION  
(315) 349-3302  
FAX (315) 349-3373  
1-800-582-7583  
JAIL DIVISION  
(315) 349-3300  
FAX (315) 349-3349

39 Churchill Road, Oswego, New York 13126-6613

## INFORMATIONAL MEMORANDUM

**DATE:** August 15, 2022

**SUBJECT:** Gasoline and Oil Funding

**PURPOSE:** To amend the Sheriff's Office budget to fund anticipated short fall in budget line A3110 544200-Gasoline and Oil.

**SUMMARY:** The Sheriff's Office is anticipating a short fall in the budget line A3110 544200- Gasoline and Oil. The price of fuel has nearly doubled since last year when the 2022 budget was submitted.

**RECOMMENDED ACTION:** To transfer \$150,000 from Unappropriated Fund Balance to A3110 544200- Gasoline and Oil.





**RESOLUTION NO. 227**

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

By Legislator Marc Greco:

WHEREAS there are 4,615 All-Terrain Vehicles registered within Oswego County; and

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

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

WHEREAS a resolution is both necessary and desirable,

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

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

**ADOPTED BY VOICE VOTE ON SEPTEMBER 15, 2022:**

**YES: 21    NO: 0    ABSENT: 4    ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE

**Authorized Budget Modification**

**Res. 227 of 2022**

**A3110 427700**

**(\$1,000.00)**

**A3110 511000**

**\$1,000.00**



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

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

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

# OSWEGO COUNTY SHERIFF'S OFFICE

DONALD R. HILTON  
SHERIFF



JOHN F. TOOMEY  
UNDERSHERIFF  
MICHAEL R. BENJAMIN  
JAIL ADMINISTRATOR



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(315) 349-3302  
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1-800-582-7583

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

39 Churchill Road, Oswego, New York 13126-6613

## INFORMATIONAL MEMORANDUM

**SUBJECT:** Budget Modification Request

**DATE:** August 17, 2022

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

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

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

(FROM) \_\_\_\_\_

COMMITTEE SIGNATURES	DATE
<i>[Signature]</i>	8/29/22
<i>[Signature]</i>	8-24-22
<i>[Signature]</i>	
<i>[Signature]</i>	08/29/22
<i>[Signature]</i>	8/29/22
<i>[Signature]</i>	8/29
<i>[Signature]</i>	8-29-22

DATE \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_



**RESOLUTION NO. 228**

**RESOLUTION AWARDING PROFESSIONAL SERVICES CONTRACT –  
RFP 22-EMO-001 – MASS FATALITY INCIDENT PLAN EXERCISES**

By Legislator Mark Greco:

WHEREAS, the County issued a request for proposals for a vendor to provide Mass Fatality Incident Plan Exercises; and

WHEREAS, in accordance with Oswego County Purchasing Policy, the Oswego County Purchasing Department solicited Requests for Proposals (RFP 22-EMO-001) from multiple qualified firms to provide Mass Fatality Incident Plan Exercises; and

WHEREAS, the Oswego County Emergency Management Department and Oswego County Purchasing Department have reviewed the proposals received and determined the proposal from Crawford & Associates, 22 Knollwood Dr, Cumberland, RI 02864, meets the County's needs;

NOW, THEREFORE, BE IT RESOLVED, that upon the recommendation of the Public Safety Committee that the County of Oswego awards the professional service contract for providing Mass Fatality Incident Plan Exercises, to Crawford & Associates, 22 Knollwood Dr, Cumberland, RI 02864, to not exceed the cost of \$25,250 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 SEPTEMBER 15, 2022:**  
**YES: 21    NO: 0    ABSENT: 4    ABSTAIN: 0**



OSWEGO COUNTY  
**EMERGENCY MANAGEMENT OFFICE**

Phone (315) 591-9150

Fax: (315) 591-9176

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

*Cathee Palmitesso, Director*

Email: Cathleen.Palmitesso@OswegoCounty.com

### **Informational Memorandum**

Date: August 29, 2022

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

From: Cathee Palmitesso, Director

Subject: RFP 22-EMO-001 Mass Fatality Incident Plan Exercises

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Summary: Oswego County EMO has received two responses for our Request For Proposal RFP 22-EMO-001 Mass Fatality Incident Plan Exercises.

Purpose: The purpose of this contract is to conduct Mass Fatality Incident (MFI) Plan Exercises to test the recently updated County MFI Plan. EMO will be collaborating with response partners in the county and all will be involved in this process and take an active role in providing available data and background information to the consultant. The consultant shall work with EMO and their partners to provide an exercise design to include the planning, design, development, execution, and then provide an AAR report of exercises. The contract amount is for \$25,250 and will be paid with allocated grant funding in the amount of \$20,250 and the EMS coordinator budget in the amount of \$5,000.00.

Recommended  
Action:

The Emergency Management Office respectfully recommends the Public Safety Committee and the legislature award this contract to Crawford and Associates, LLC.





## OSWEGO COUNTY PURCHASING

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

### RFP 22-EMO-001 – Mass Fatality Incident Plan Exercises

Name of Company	Location	Evaluation Rating	Required Documentation PRCS/PIS/SHC/NCC/RFC				
BOLD planning	480 Duke Drive Suite 130 Franklin, TN 37067	76	X	X	X	X	N/A
Crawford & Associates, LLC	22 Knollwood Drive Cumberland, RI 02864	91.7	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-EMO-001 was publicly advertised in the official newspaper, on Bidnet, and on the Oswego County website on July 6, 2022. It was also sent directly to the following vendors:

- All Clear Emergency Management Group, LLC
- Barton and Loguidice
- BOLDplanning
- Constant Associates
- Crawford and Associates, LLC
- CMCG, LLC
- Tetra Tech
- TREX Planning Associates

**Number of Responses:** Two (2)

BOLD planning	<u>Pro</u>
	<ul style="list-style-type: none"> <li>• Cost</li> <li>• Has worked with Oswego County</li> </ul>
	<u>Con</u>
	<ul style="list-style-type: none"> <li>• Unclear timeline</li> <li>• No examples of similar projects</li> <li>• Lack of attention to detail</li> </ul>

Crawford & Associates, LLC	<p><u>Pro</u></p> <ul style="list-style-type: none"> <li>• Manageable timeline which meets RFP parameters.</li> <li>• Within budget</li> <li>• Has repeat customers</li> <li>• Gave references</li> </ul> <p><u>Con</u></p> <ul style="list-style-type: none"> <li>•</li> </ul>
----------------------------	---

**Proposals Reviewed By:**

- Cathleen Palmitesso
- Renee Fox
- Terry Bennett

**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 **Crawford & Associates, 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.

RFP 22-EMO-001  
MASS FATALITY PLAN EXERCISES

Total Points	Evaluation Criteria	BOLD Planning			Crawford & Associates		
	Evaluator	C.P	R.F	T.B	C.P	R.F	T.B
40	Experience & Capabilities	33	30	30	36	38	37
30	Management Outline and Project Approach	23	20	20	28	30	25
10	Business & Organization	7	5	7	9	8	9
20	Cost	18	18	17	19	17	19
100	Total Points	81	73	74	92	93	90
Rating per Evaluation		76.0			91.7		

**RESOLUTION NO. 229**

**RESOLUTION DESIGNATING THE OSWEGO COUNTY SHERIFF'S OFFICE AS  
THE LEAD AGENCY FOR THE OSWEGO COUNTY TERRORISM PLAN**

By Legislator Marc Greco:

WHEREAS, per the Executive Order EO-18 (2022) aimed at preventing and responding to Domestic Terror, each NYS County is tasked with developing a domestic terrorism plan; and

WHEREAS, the overall actions, assignments, implementation and oversight of the county terrorism plan are the responsibility of the Legislature Chairman and the Legislature body; and

WHEREAS, the county plan consists primarily of three areas of focused effort, awareness campaign, training and coordination; and

WHEREAS, a comprehensive review of its current strategies, policies, procedures, and practices regarding the prevention and response to acts of domestic terrorism including racially or ethically motivated violent extremists; and

WHEREAS, in order to effectively administer and implement the terrorism plan a threat and management team will be established; and so be it

RESOLVED, that the Chairman of the Legislature be authorized to designate the Oswego County Sheriff's Office as the lead agency for the Oswego County Terrorism Plan.

**ADOPTED BY VOICE VOTE ON September 15, 2022:**

**YES: 21    NO: 0    ABSENT: 4    ABSTAIN: 0**

**RESOLUTION NO. 230**

**RESOLUTION AUTHORIZING THE RECLASSIFICATION OF ONE POSITION  
IN VETERANS SERVICE AGENCY**

By Legislator Roy Reehil:

WHEREAS, in order to better to reflect the duties of the personnel who assist the Director of the Veterans Service Agency; and

WHEREAS, Position 651033302 is currently classified as the Veterans Service Assistant, and

WHEREAS, the position has been reviewed by the Director of Human Resources with a recommendation to reclassify the position to the title of the Senior Veterans Services Assistant Salary Grade 8, to effectively provide the full range of services the Veterans Services Agency has to offer to our veteran community.

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

RESOLVED, that position 651033302, the Veterans Service Assistant, Grade 6, in the CSEA County of Oswego Office Personnel (CO-OP) Bargaining Unit be reclassified to Senior Veterans Services Assistant Salary Grade 8, in the County of Oswego Office Personnel (CO-OP) starting October 1, 2022, 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 SEPTEMBER 15, 2022:**

**YES: 21    NO: 0    ABSENT: 4    ABSTAIN: 0**



**Oswego County  
Veterans Service Agency**

200 N. Second Street Fulton, NY 13069

Phone (315)591-9100

Fax (315)591-9103

Email: [veterans@oswegocounty.com](mailto:veterans@oswegocounty.com)

Pulaski Office

Phone (315)298-2270

**Eric Boozer**  
Director

**Mateas Garcia**  
Sr. Veterans Services Assistant

**Unoccupied**  
Veterans Services Assistant

**MEMORANDUM**

**TO:** Legislator Reehil, Chairman, Human Services Committee

**FROM:** Eric A. Boozer, Director, Oswego County Veterans Service Agency

**DATE:** August 15, 2022

**SUBJECT:** RECLASSIFICATION OF VETERANS SERVICES AGENCY POSITION

I am writing you to inform you of the inherent need for a third accredited Veterans Services Officer within the Oswego County Veterans Service Agency. As the Veterans Services Agency works to increase the number of veterans applying for services, it is expected that the demand for appointments will also increase. This is in part due to the aging of our Korean and Vietnam veterans, and the increase in claims due to the connection of medical diagnosis's associated with Agent Orange in Vietnam, and the more recent Camp Lejeune water issue.

According to the Department of Veterans Affairs, Oswego County has approximately 8,300 veterans residing within the county. This data is not inclusive of those veterans not enrolled in VA healthcare nor does it include peacetime era veterans who are not drawing compensation, pension, or education benefits from the VA. Some neighboring counties have a lower veteran population but employ 3 or more VSO's. For example, Wayne County has approximately 5,600 veterans and employs 3 Veteran Service Officers, two full time and one part time.

As it currently stands, the agency is not fully functional due to the Veterans Services Assistant position being vacant. Filling the position with a quality candidate has been a struggle in part due to the current pay rate. This vacancy has highlighted another issue for the agency. With only two positions filled, we have had to close our door on numerous occasions, preventing veterans access to our services when staffing situations have arrived that resulted in both the Director and Senior Veterans Services Assistant to be out of office. The office personnel work together through scheduling and shared calendars to prevent



this, but with personal and professional appointments, meetings, sick time and vacation, these situations are sometimes unavoidable. Also, on occasions, the only individual in the office is not accredited so incoming veterans do not have access to the full service this office could be capable of providing. I have witnessed this first-hand as I have had to turn veterans away or request they return at a later date/time as I am not accredited and the Senior Veterans Assistance being out of office. Having the third position filled will help to prevent closing the doors due to staffing, and having that position an accredited Veterans Services Officer, will allow each of us, once trained, to continue fully servicing veterans by having access to claims status, the ability to file claims on behalf of the veteran and their families, and can facilitate solving immediate matters through use of the Veteran Service Officer Help Desk line (only accessible to accredited personnel) and through other means.

It is the intent of the Director to reclassify the Veteran Services Assistant position from a Grade 6 to Senior Veterans Services Assistant Grade 8 and add the requirement of becoming an accredited Veterans Services Officer. The position will become accredited through the New York State Division of Veterans' Services (NYS DVS). This accreditation includes a comprehensive suite of database programs and extensive access. This accreditation is being offered at no cost.

The current cost of maintaining accreditation is as follows:

VetPro: \$1350.00 – Yearly (\$350.00 per individual for access)

Dues - \$126.00 – annually (\$42.00 per individual in the department)

The above information is pertinent as the cost for maintaining accreditation previously under the American Legion was approximately \$2200.00 annually and now with the accreditation through NYS DVS the annual cost has decreased by approximately \$720.00.

The following is a breakdown of the associated costs of the reclassification:

Veteran Services Assistant: Current Grade 6 Start Salary: \$32,341.40

Senior Veteran Services Assistant: Proposed Grade 8 Start Salary: \$35,981.40

The intent is to increase the salary and classification of Veterans Services Assistant position from a Grade 6 to a Senior Veterans Services Assistant Grade 8. The cost of this increase is \$3,640.00.

To help offset the budgeted salary increase, the State Funded Aid to Localities Funds that the county receives has increased from \$10,000 to \$25,000 annually.

The NYS DVS does NOT require an accredited Veterans Service Officer to be a veteran allowing the Director to provide an accreditation based on the needs of the agency. This also opens the hiring pool to non-veteran applicants, increasing the amount of possible experienced individuals that apply.

In August of 2022, the Director will be attending the NYS DVS accreditation training, which will be done completely online from inside the Veterans Services Agency, eliminating the need for travel and the expense that goes with it. After speaking to the American Legion Training Coordinator, online training will continue to be an option for the foreseeable future.

I, as the Director of the Veterans Service Agency, am requesting that the Human Services Committee, and the Legislature, support reclassifying the Veteran Services Assistant position with an effective date of October 1, 2022. I intend to have the new hire (pending HS and Leg approval) attend accreditation training through NYS DVS. Implementing the reclassification on October 1, 2022, will cost the county \$8995.35 for the remainder of the year due to salary increase, if the position is filled prior to October 1, 2022.

The past positions as Veteran Services Assistant were based on a dynamic of the Veteran Services Agency only consisting of one VSO, the Director, and the forementioned employees did just as their titles stated, they assisted. The previous Director identified this and requested one of the two assistants be reclassified to a Senior Veterans Assistant and accredited as a VSO. We are now moving in a direction where the veteran population seeking benefits is growing. Burial and Survivor benefits as we lose the remaining WWII veterans, Pension and Health Care benefits as the Korean and Vietnam veterans grow older and covered disability issue increase due to exposure, and Compensation Benefits for the younger generation who served in Iraq and Afghanistan. The office is seeing an influx of older veterans who have never filed for benefits, be it due to pride, a lack of knowledge of what is available, or a lack of understanding of the benefits they and their family members are entitled to.

The Veterans Services Agency is asking more of its employees, wanting increased responsibility and self-sufficiency, so it is only fair that the individuals asked to perform at this higher level be adequately compensated. This reclassification will allow the Oswego County Veterans Service Agency to better serve the community. All work will not halt if more than one individual is out of the office. Having a third accredited VSO allows access to tools that would otherwise be inaccessible and will provide immediate answers to veterans or family members inquiring about the status of a claim or benefit. I ask for your support so that the Veterans Service Agency can not only improve upon the organizational structure of the Agency but can improve the quality of services being provided to the veterans of Oswego County.

Thank you for your time and ongoing support of the Veterans Service Agency.

Respectfully,

Eric A. Boozer, Director



Oswego County  
Veterans Service Agency

200 N. Second Street Fulton, NY 13069

Phone (315)591-9100

Fax (315)591-9103

---

August 15, 2022

### **Veterans Services Assistant Reclassification Justification**

With the Oswego County Veterans Services office being a small department of only 3 personnel, the added VSO Accreditation requirement will increase the in-office VSOs available to assist veterans. This reclassification will decrease the amount of back log and wait times for veterans and their families at times when one or more office employees are absent due to out of office commitments in the community such as home visits (which are predicted to increase as the Korean and Vietnam war veterans increase in age), participation in community outreach programs (including, but not limited to, booths at fairs and informational events, visits to veteran support agencies such as VFWs, American Legions, and organizations like Clear Paths for Veterans), sick leave, and vacations.

The reclassification will also allow the Veterans Services agency to present a more desirable & attractive compensation, draw a higher-quality individual, and promote position longevity, to better serve our veteran community. Reclassifying the position from a Pay Grade 6 to Pay Grade 8 is justified due to an increase in primary work activities, knowledge, skills, abilities and qualification requirements of the Veterans Services Assistant position to match those tasks expected of an accredited VSO. Also, the additional primary work activities, knowledge, skills, abilities and qualification requirements we are expecting from an individual in this position are far greater than the required skills asked of entry level, food services personnel which are currently being hired at hourly rates as high as \$18.00 an hour, exceeding the current \$17.77, 2022 Grade 6 start pay. It is the Director's belief that the current pay grade will create a revolving door of employees as individuals leave for higher wages in other positions throughout the county and in the civilian workforce, wasting valuable county time and money as new hires are constantly sought out and trained.

Even with the additional benefits of working as a county employee consisting of very few nights and weekends, health insurance, life insurance, and retirement, the pay rate of grade 8 will make the position more competitive for the type of candidates this position needs. The individual in this position will be tasked to deal with some of the most fragile, and often difficult members of our community as well as with family members as they go through what will be a most difficult time in their lives, as they deal with the loss of a beloved veteran family member. The ideal individual in this position will need to be experienced in life as well as educated in sympathy and understanding, all while having the ability to stay strong, confident and keep the task of assisting the veteran or family member applying for benefits on track.

On the following page is a list of the updated primary work activities for the proposed Senior Veterans Services Assistant position.

Items in **BOLD** are added responsibilities  
Items with a \* are specific to that position

- Interviews veterans and their families explaining their rights and benefits under Federal, State, and local rules and regulations;
- Assists veterans, active service members, and interested parties with the preparation of claims for benefits, healthcare, and appeals from the Department of Veterans Affairs, the armed forces, and all Federal, State and County agencies;
- Utilizes Veterans Benefits Management System (VBMS) database in preparation of veteran claims (Restricted access database);
- Secures documentary evidence necessary for the proper presentation of veterans claims;
- Cooperates with other County departments to assist veterans and dependents;
- Contacts various State and Federal agencies regarding claims and eligible benefits for veterans and their dependents;
- **Files claims on behalf of veterans and their families through the Department of Veterans Affairs;**
- Composes and prepares correspondence regarding claims and appeals, and assists in the maintenance of all records of veteran's cases serviced;
- **Acts as representation for veterans in the circuit veterans appeals court as necessary;**
- Participates in outreach platforms and special events as a representative of the County;
- Attends conferences to further knowledge of changing laws, programs, and benefits;
- **\*Provides data and reports to the Director to assist in budget preparation and procedure formulation;**
- \*Updates and maintains all office files and forms and prepares brochures and publications;
- Performs other related duties as assigned.

## POSITION REQUEST/ RECLASSIFICATION FORM

DEPARTMENT: **A6510**

DIVISION/UNIT (NUMBER):

### A. NEW POSITION REQUEST

1. Position Title Requested:

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

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

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

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

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

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

### RECLASSIFICATION REQUEST

1. Present Title: **Veteran Services Assistant** 2. Position #: **651033302**

3. Present Salary/Hourly Rate: **\$18.34** Grade: **6**

4. Requested Title: **Senior Veterans Services Assistant**

5. Requested Salary: **\$35,981.40**

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: \_\_\_\_\_ Fringe Reimbursed: ☐ Yes ☒ No

7. Justification of Need (use additional sheets as necessary): **SEE ATTACHED MEMO**

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:

7/23/19

-OVER-

(page 1 of 4)

7/23/19

(page 2 of 4)



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

## OSWEGO COUNTY HUMAN RESOURCES DEPARTMENT

**NEW POSITION DUTIES STATEMENT**

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

<b>1. DEPARTMENTS/SCHOOL DISTRICT/TOWN OR VILLAGE</b> Veterans	<b>DIVISION, UNIT, OR WORK SECTION</b> A6510	<b>LOCATION OF POSITION</b> Veterans Services Agency
<b>2. DESCRIPTION OF DUTIES:</b> Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.  <b>Title requested:</b> <i>Senior Veterans Services Assistant</i>		
<b>PERCENT OF WORK TIME</b>		
20%	<i>Interviews veterans and their families explaining their rights and benefits under Federal, State, and local rules and regulations and Assists veterans, active service members, and interested parties with the preparation of claims for benefits, healthcare, and appeals from the Department of Veterans Affairs, the armed forces, and all Federal, State and County agencies</i>	
20%	<i>Files claims on behalf of veterans and their families through the Department of Veterans Affairs and Utilizes Veterans Benefits Management System (VBMS) database in preparation of veteran's claims (Restricted access database)</i>	
20%	<i>Secures documentary evidence necessary for the proper presentation of veteran's claims, Composes and prepares correspondence regarding claims and appeals, and assists in the maintenance of all records of veteran's cases serviced</i>	
15%	<i>Contacts various State and Federal agencies regarding claims and eligible benefits for veterans and their dependents, cooperates with other County departments to assist veterans and dependents</i>	
10%	<i>Updates and maintains all office files and forms and prepares brochures and publications</i>	
5%	<i>Participates in outreach platforms and special events as a representative of the County</i>	
5%	<i>Attends conferences to further knowledge of changing laws, programs, and benefits</i>	
3%	<i>Provides data and reports to the Director to assist in budget preparation and procedure formulation</i>	
2%	<i>Acts as representation for veterans in the circuit veterans appeals court as necessary</i>	
	<b>(Attach additional sheets if more space is needed)</b>	

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

NAME	TITLE	TYPE OF SUPERVISION
Eric Boozer	Director	Direct

Matias Garcia	Sr. Veterans Services Assistant	Direct
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**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
------	-------	----------------------

Matias Garcia	Sr. Veterans Services Assistant	Veterans Services Agency
---------------	---------------------------------	--------------------------

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

Education: ☐ High School 4 years

☒ College 2 years, with specialization in Public Administration

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

**Experience (list amount and type):**

A. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree; **OR**

B. Graduation from a regionally accredited or New York State registered college or university with an associate's degree and two (2) years of experience assisting individuals in resolving financial, employment or benefit claim problems; **OR**

C. Graduation from high school or possession of an equivalency diploma and four (4) years of experience assisting individuals in resolving financial, employment or benefit claim problems; **OR**

D. An equivalent combination of training and experience defined by the limits of "A", "B" and "C" above.

**Essential knowledge, skills and abilities:**

THOROUGH KNOWLEDGE OF: Federal, State and local laws, rules and regulations related to veterans benefits and services; forms, methods, procedures and records necessary for the processing of veterans benefit claims; governmental structure and resources on the Federal, State and local level;

ABILITY TO: Effectively communicate both orally and in writing; establish and maintain effective working relationships with others; understand and empathize with the needs and concerns of others; operate a personal computer and utilize modern software programs; maintain confidentiality; interpret laws, rules and regulations; prepare correspondence and reports.

**Type of license or certificate required:** Veterans Service Officer Accreditation

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

**Date:** August 4, 2022

**Title:** Director of Veterans 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. 231**

**RESOLUTION AUTHORIZING THE COUNTY OF OSWEGO TO ACCEPT  
DONATION OF NINE PRIJON CALABRIA 14 FOOT KAYAKS AND TRAILER  
FROM TAILWATER LODGE**

By Legislator Roy Reehil:

WHEREAS, Tailwater Lodge has kayaks and a trailer they no longer use and would like to donate. The Youth Bureau/Parks & Recreation provides youth development opportunities including recreation programming for youth in Oswego County.

NOW, upon recommendation of the Human Services Committee, be it

RESOLVED, that the County accept the donation from Tailwater Lodge of 9 Prijon Calabria, 14-foot kayaks and trailer.

**ADOPTED BY VOICE VOTE ON SEPTEMBER 15, 2022:**

**YES: 21    NO: 0    ABSENT: 4    ABSTAIN: 0**

# *Oswego City-County Youth Bureau*

OSWEGO COUNTY COMPLEX  
70 BUNNER STREET  
OSWEGO, NY 13126

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



Brian Chetney Executive Director  
brian.chetney@oswegocounty.com

August 29, 2022

## **Informational Memorandum**

Purpose:	To accept a donation from Tailwater Lodge of 9 Prijon Calabria, 14-foot kayaks and trailer. The trailer holds 10 vessels.
Summary:	The Tailwater lodge would like to donate 9 Prijon Calabria, 14-foot kayaks and trailer. They no longer have any need for the kayaks and trailer and would like to see they be used by local youth.
Recommended Action:	The department recommends the County accept the donation of 9 Prijon Calabria, 14-foot kayaks and trailer.











**RESOLUTION NO. 232**

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF  
SOCIAL SERVICES/EMPLOYMENT AND TRAINING TO PURCHASE  
FURNITURE AND FOR INCREASE IN MEMBERSHIP DUES**

By Legislator Roy Reehil:

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

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

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

**ADOPTED BY VOICE VOTE ON SEPTEMBER 15, 2022:**  
**YES: 21    NO: 0    ABSENT: 4    ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE

**Authorized Budget Modification**

**Res. 232 of 2022**

CD 6292 543800	(\$18,000.00)
CD6292 542700	\$3,000.00
CD6292 521000	\$15,000.00



COUNTY OF OSWEGO  
Department of Social Services

Stacy Alvord, MSW  
Commissioner

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

**INFORMATIONAL MEMORANDUM**

**TO:** Oswego County Board of Legislators

**DATE:** August 16, 2022

**SUBJECT:** Operational expense changes resulting from integration of Local Workforce Development Board (LWDB) into Department of Social Services Division of Employment & Training

**PURPOSE:** Budget modification due to increased cost of Membership Dues and Furniture for newly acquired office space.

**SUMMARY:** With the integration of the LWDB into the Division of Employment & Training, new office space has been acquired and needs to be furnished to accommodate a new staff member.

The New York Association of Training and Employment Professionals (NYATEP) has increased their yearly membership dues. NYATEP is a membership based, 501c3 non-profit, intermediary that provides leadership, vision, and advocacy for a thriving workforce development network across New York State. The advocacy, knowledge, and continuous progress that NYATEP provides to support LWDB, and Directors is supportive of all E&T programs and services.

The Department respectfully requests acceptance of this budget modification to move \$15,000 for furniture and \$3,000 for membership dues from the former SUNY Oswego WDB contract line for the support of the continued operations of the Oswego County LWDB. The attached budget modification reflects this request. There is no local share attached to these funds.

**RECOMMENDED  
ACTION:**

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

## 8/16/2022

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

**RESOLUTION NO. 233**

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF  
SOCIAL SERVICES/MENTAL HYGIENE TO UTILIZE NYS AID TO INCREASE  
MENTAL HYGIENE DIVISION WAGES**

By Legislator Roy Reehil:

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

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

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

**ADOPTED BY VOICE VOTE ON SEPTEMBER 15, 2022:**  
**YES: 21    NO: 0    ABSENT: 4    ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE

**Authorized Budget Modification**

**Res. 233 of 2022**

**A4310 545500 MHCON  
A4310 511000**

**(\$11,596.00)  
\$4,865.00**





**COUNTY OF OSWEGO**  
**Department of Social Services**

*Stacy Alvord, MSW*  
*Commissioner*

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

**INFORMATIONAL MEMORANDUM**

**TO:** Oswego County Board of Legislators

**DATE:** August 17, 2022

**SUBJECT:** Budget Modification to apply the 5.4% Cost of Living Adjustment (COLA), provided in the 2022-2023 New York State adopted budget and allocated to Oswego County via NYS OMH State Aid, to Mental Hygiene Division salaries and wages.

**SUMMARY:** This year's State budget strongly supports the mental hygiene system of care. The State budget includes a mental hygiene workforce recruitment and retention Cost of Living Adjustment (COLA) of 5.4% to increase wages for the human services workforce, effective April 1, 2022.

The 5.4% COLA increase is for eligible mental hygiene programs. It has been confirmed that the position titles within the Division are eligible to receive the COLA. Budget language includes the requirement for the Local Governmental Units (LGUs) to account for the use of these COLA funds, and the provision to authorize State Agency Commissioners to recoup funding not utilized consistent with this appropriation.

In April 2022, a Mental Hygiene Division budget modification was approved to accept and expend additional State Aid from NYS Office of Mental Health (OMH). The expense lines increased at that time were for contracts and miscellaneous support services (Other Supplies & Expenses).

This budget modification will decrease miscellaneous support services and increase salaries and wages effective September 19, 2022. Balance remaining will be applied to 2022 fringe and result in decrease in local share.

5.4% COLA funding is recurring. In 2023, the full amount of revenue will be applied to salaries and wages. The increase is 100% State funded. See attached table for specifics. Specific salary and wage amounts are subject to calculations and corrections by Human Resources.

**RECOMMENDED  
ACTION:**

The Division respectfully requests budget modification approval to decrease Other Supplies & Expenses by \$11,596; increase 2022 salaries and wages effective September 19, 2022, by \$4,865; apply \$6,731 against 2022 fringe expenses included in the Mental Hygiene budget.

**2022 COLA Funding Effective 4/1/2022 = \$11,596**

	<b>2022 Adopted Salary/Wage</b>	<b>5.4% COLA eff. 9/19/2022</b>	<b>Revised 2022 Salary/Wage</b>
Director of Community Services	\$ 88,615.00	\$ 1,380.93	\$ 89,995.93
MH Services Coordinator	\$ 55,209.00	\$ 862.97	\$ 56,071.97
Communiyt Services Coordinator	\$ 50,778.00	\$ 790.97	\$ 51,568.97
Communiyt Services Coordinator	\$ 50,778.00	\$ 1,191.67	\$ 51,969.67
Sr Typist	\$ 40,932.00	\$ 637.59	\$ 41,569.59
<b>TOTAL</b>	<b>\$ 286,312.00</b>	<b>\$ 4,864.13</b>	<b>\$ 291,176.13</b>

**2023 COLA Funding Annualized/Recurring = \$15,461**

	<b>2022 Adopted Salary/Wage</b>	<b>Annualized 5.4% COLA</b>	<b>2023 contractual increase</b>	<b>Projected 2023 Salary/Wage</b>
Director of Community Services	\$ 88,615.00	\$ 93,400.21	td	\$ 93,400.21
MH Services Coordinator	\$ 55,209.00	\$ 58,190.29	3%	\$ 59,935.99
Communiyt Services Coordinator	\$ 50,778.00	\$ 53,520.01	3%	\$ 55,125.61
Communiyt Services Coordinator	\$ 50,778.00	\$ 53,520.01	3%	\$ 55,125.61
Sr Typist	\$ 40,932.00	\$ 43,142.33	3%	\$ 44,436.60
	<b>\$ 286,312.00</b>	<b>\$ 301,772.85</b>		<b>\$ 308,024.03</b>



22-24-L

**2022 BUDGET**  
**8/17/2022**

ACCOUNT NUMBER			ACCOUNT NUMBER			DESCRIPTION	DOLLAR AMOUNT
DEPT.	OBJECT	SUB.	DEPT.	OBJECT	SUB.		
A4310	545500	MHCON				Other Supplies & Expenses	\$ (11,596.00)
			A4310	511000		Salaries and Wages	\$ 4,865.00
						TOTAL AMOUNT	(\$6,731.00)

## COMMITTEE SIGNATURES

DATE \_\_\_\_\_

29/22

8-29-22

8/29/22

8/29/26  
8/29/26

01/11/20

**COUNTY TREASURER**

DATE \_\_\_\_\_

~~PERSONNEL DIRECTOR~~

DATE \_\_\_\_\_

82922

COUNTY ADMINISTRATOR

DATE \_\_\_\_\_

DATE 8/29/2022

DEPARTMENT HEAD

DATE /

**RESOLUTION NO. 234**

**RESOLUTION AUTHORIZING CREATION OF THREE POSITIONS 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 three (3) Social Welfare Examiner positions within the Medicaid and Housing units, and be it

RESOLVED, that three (3) Social Welfare Examiners, Grade eight (8) in the CSEA Local 838 be created, and be it

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 SEPTEMBER 15, 2022:**  
**YES: 21    NO: 0    ABSENT: 4    ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE

**Authorized Budget Modification**

**Res. 234 of 2022**

A6070 545500 PPCON  
A6070 436090  
A6102 545500

\$12,885.00  
(\$77,429.00)  
(\$47,456.00)



COUNTY OF OSWEGO  
Department of Social Services

Stacy Alvord, MSW  
Commissioner

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

**INFORMATIONAL MEMORANDUM**

**TO:** Oswego County Board of Legislators

**DATE:** August 12, 2022

**SUBJECT:** Creation of three (3) Social Welfare Examiner positions

**SUMMARY:** The Department of Social Services requests the creation of three Social Welfare Examiner positions; two positions in our Medicaid team, and one position in our housing team.

**MEDICAID**

Recent changes to Medicaid eligibility limits contained in the Governors 2023 budget along with the unwinding of the COVID waivers is expected to result in a large increase in need within the Medicaid program.

In an effort to ensure that NYS residents remained insured for the duration of the Federal Public Health Emergency (PHE) – households in receipt of NYS Health Insurance – otherwise known as Medicaid – have not been required to recertify for benefits or report any changes that have occurred in their household that may have resulted in a negative change to their Medicaid coverage. The PHE is expected to end effective 12/31/2022 which will require the agency to review, recertify and redetermine eligibility on the current active caseload of 9,474 cases.

In addition to the unwinding of the PHE, the Governors 2023 budget includes an increase to the Medicaid income eligibility guidelines for cases at the local district to 138% of the Federal Poverty Level. The current income guidelines for a single individual in this population is \$934 and effective 01/01/2023 this will be raised to \$1583 resulting in an expected surge of applications for the Medicaid program.

The recruitment and training for a Social Welfare Examiner takes, at minimum, 1 year before a worker is fully able to manage a caseload on their own, so we are requesting these positions to be filled immediately to help prepare for the change's forthcoming.

## HOUSING

Social Service Regulations mandate that Local Departments of Social Services provide Temporary Housing Assistance (THA) to eligible homeless families or individuals to meet an immediate need for shelter. The Assistance Programs Division currently has 4 Social Welfare Examiners designated to address and meet this need when presented.

From the years 2019 – 2021, Oswego County served on average 635 individuals annually. To date in 2022 (Jan – Jul) we have already served 573 individuals which is almost equal to total amounts from previous years.

With the lifting of the Eviction Moratorium on January 15, 2022, the average amount of homeless individuals we are seeing monthly has increased by approximately 64%.

In addition to the increasing numbers, the requirements for assessing, monitoring, and managing homeless individuals until they are placed into permanent housing has also become more time consuming. A high percentage of the individuals have been recently incarcerated, are registered sex offenders, have a substance use disorder or mental/behavioral health diagnosis. The needs of this population continue to grow, and the designated 4 Examiners currently are unable to keep pace with the needs of the community for these services.

The recruitment and training for a Social Welfare Examiner takes, at minimum, 1 year before a worker is fully able to manage a caseload on their own so we are requesting these positions to be filled immediately to help prepare for the change's forthcoming.

**EVICTON MORATORIUM LIFTED 1/15/2022** which caused an increase in the need for services:

<b>2021</b>	Total Served/Singles		<b>2022</b>	Total Served/Singles
July	116/66		January	144/102
August	98/62		February	144/104
September	120/73		March	177/106
October	125/74		April	205/114
November	123/80		May	190/90
December	135/92		June	190/97
			July	194/96
<b>Monthly Avg</b>	<b>120</b>			<b>177</b>

Homeless Numbers	
2019	696 total <ul style="list-style-type: none"> <li>• 331 Single Individuals</li> </ul>
2020	558 total <ul style="list-style-type: none"> <li>• 316 Single Individuals</li> </ul>
2021	651 total <ul style="list-style-type: none"> <li>• 403 Single Individuals</li> </ul>
2022 (January 1-July 29)	573 total <ul style="list-style-type: none"> <li>• 335 Single Individuals</li> </ul>

**RECOMMENDED**

**ACTION:** The Department of Social Services recommends the Human Services Committee, Finance & Personnel Committee, and the Legislature approve the addition of three Social Welfare Examiner positions.

# POSITION REQUEST/DELETE BUDGET FORM

**DEPARTMENT:** Social Services

**DIVISION/UNIT (NUMBER):** 6010

## A. NEW POSITION REQUEST

1. Position Title Requested: Social Welfare Examiner

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: 75 Fringe Reimbursed: ☒ Yes ☐ No

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

*The Social Welfare Examiner is responsible for assessing, managing and monitoring all households/individuals who present to the agency as homeless. Over the past 3 years we have seen a significant increase in not only the numbers in this population but also the need based on individuals being released from incarceration, substance use disorder and mental/behavioral health concerns.*

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

## B. RECLASSIFICATION REQUEST

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

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

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

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

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

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

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

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

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



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

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

## OSWEGO COUNTY 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.

**1. DEPARTMENTS/SCHOOL DISTRICT/TOWN OR VILLAGE**  
Social Services

**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: *Social Welfare Examinee*

**PERCENT OF WORK TIME**

40%	<i>Interviews applicants for Temporary Housing Assistance to identify their eligibility for various programs. Assesses client barriers and/or needs to determine referrals needed for services intervention or other programs..</i>
20%	<i>Reviews and evaluates certification forms by examining and verifying supporting documents, confirms applicant's income and resources to determine categorical eligibility. Explains all aspects of client responsibility and eligibility to clients.</i>
20%	<i>Follows up weekly with client to review housing search logs and Independent Living Plans to set goals for ongoing stability.</i>
10%	<i>Works with hotel/motel owners, shelters and landlords to assist in placing homeless individuals temporarily as well as moving them to a permanent housing status.</i>
10%	<i>Prepares and computes client need statements or budgets according to state and federal guidelines and enters the data into the Welfare Management System</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
Katie Meyer	Senior Social Welfare Examiner	Direct
Jackie Robinson	Principal Social Welfare Examienr	Direct

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

NAME	TITLE	TYPE OF SUPERVISION
None		

**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
Teresa Lazarek	SWE	Mexico
Alexis LaLone	SWE	Mexico
Monica Yerdon	SWE	Mexico

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

Education: ☒ High School grad years  
☒ College 2 years, with specialization in any  
☐ Other \_\_\_\_\_ years, with specialization in \_\_\_\_\_

**Experience (list amount and type):** *Two years experience in examining, investigating or evaluating claims for assistance, veteran's or unemployment benefits, insurance, or a similar program operating under established criteria for eligibility.*

**Essential knowledge, skills and abilities:** *Working knowledge of federal, state and local social service laws/programs as they affect eligibility for financial assistance; community resources; interviewing techniques; communicate clearly; work with difficult clients; work with people in crisis in a supportive manner; obtain facts in a structured interview; analyze/use facts in determining eligibility*

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:

# POSITION REQUEST/DELETE BUDGET FORM

**DEPARTMENT:** Social Services

**DIVISION/UNIT (NUMBER):** 6010

## A. NEW POSITION REQUEST

1. Position Title Requested: Social Welfare Examiner (2)

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):

*The Social Welfare Examiner is responsible for determining the eligibility for Medicaid. The complexity of Medicaid has resulted from the addition of multiple eligibility options. The local district remains responsible for eligibility determinations on our most vulnerable populations including aged, disabled and individuals requiring Nursing Home care. With upcoming changes to the Medicaid income guidelines along with the unwinding of the Public Health Emergency we expect to see a large increase of eligible individuals 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).

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

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

## OSWEGO COUNTY 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.

**1. DEPARTMENTS/SCHOOL DISTRICT/TOWN OR VILLAGE**  
Social Services

**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: *Social Welfare Examiner (2)*

**PERCENT OF WORK TIME**

30% *Interviews clients and applicants for medical assistance to identify their eligibility for various medicaid programs. Assesses client problems and/or needs to determine referrals needed for services intervention or other programs.*

20% *Reviews and evaluates certification forms by examining and verifying supporting documents, confirms applicant's income and resources to determine categorical eligibility. Explains all aspects of client responsibility and eligibility to clients.*

20% *Prepares and computes client need statements or budgets according to state and federal guidelines and enters the data into the Welfare Management System*

20% *Makes redeterminations of eligibility according to Medicaid rules*

10% *Assists applicants and recipients with managed care questions to ensure medicaid individuals sign up for managed care organizations that includes their doctors*

(Attach additional sheets if more space is needed)



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

NAME	TITLE	TYPE OF SUPERVISION
Eileen Moody	Senior Social Welfare Examiner	Direct
Julie Barry	Principal Social Welfare Examienr	Direct

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

NAME	TITLE	TYPE OF SUPERVISION
None		

**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
Elaine Samson	Social Welfare Examiner	Mexico
Casey Diehl	Social Welfare Examiner	Mexico
Sue Knopp	Social Welfare Examiner	Mexico

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

Education: ☒ High School grad years  
☒ College 2 years, with specialization in any  
☐ Other \_\_\_\_\_ years, with specialization in \_\_\_\_\_

**Experience (list amount and type):** *Two years experience in examining, investigating or evaluating claims for assistance, veteran's or unemployment benefits, insurance, or a similar program operating under established criteria for eligibility.*

**Essential knowledge, skills and abilities:** *Working knowledge of federal, state and local social service laws/programs as they affect eligibility for financial assistance; community resources; interviewing techniques; communicate clearly; work with difficult clients; work with people in crisis in a supportive manner; obtain facts in a structured interview; analyze/use facts in determining eligibility*

**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. 235**

**RESOLUTION AUTHORIZING CREATION OF FIVE POSITIONS  
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) Senior Caseworker position and four (4) Caseworker positions to launch the Sobriety Treatment and Recovery Team effective 10/1/2022, and be it

RESOLVED, that one (1) Senior Caseworker, Grade 12 in CSEA Local 838 be created, and be it

RESOLVED, that four (4) Caseworkers, Grade 11 in CSEA Local 838 be created, and 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, Budget Office and Human Resources Director shall be their authority to make such adjustments.

**ADOPTED BY VOICE VOTE ON SEPTEMBER 15, 2022:**

**YES: 21    NO: 0    ABSENT: 4    ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE

**Authorized Budget Modification**

**Res. 235 of 2022**

A6070 511000	\$60,074.00
A6070 521000	\$27,028.00
A6070 526000	\$85,000.00
A6070 436090	(\$106,703.00)
A6102 545500	(\$65,399.00)



COUNTY OF OSWEGO  
Department of Social Services

Stacy Alvord, MSW  
Commissioner

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

Date: August 17, 2022  
To: Roy Reehil, Chairman of the Human Services Committee  
Oswego County Legislature  
From: Stacy Alvord, Commissioner  
RE: Request Funding for Sobriety Treatment and Recovery Teams

Opioid Use Disorder (OUD) significantly impacts many parents in Oswego County and their capacity to provide safe care to their children. Foster care placements and State Central Registry reports involving OUD rose steadily over the past decade. About 50% of current cases in child welfare are impacted by substance misuse and addiction as well as other co-occurring substance use and mental health conditions.

The landmark bipartisan Family First Prevention Services Act of 2018 represented the most significant reform to federal child welfare policy in decades. Family First includes historic reforms to help keep children safely with their families and avoid the traumatic experience of entering foster care, emphasizes the importance of children growing up in families, and helps ensure children are placed in the least restrictive, most family-like setting appropriate to their special needs when foster care is needed. Family First calls on states to radically rethink their approach to child protection and family support, and full implementation of the law will be a years-long process.

OCDSS recognized the need for evidence-based programs to be eligible to draw federal funding for Prevention programs. Title IV E federal funding provides 50% reimbursement, historically for foster care expenses, and now provides for evidenced-based Prevention programs. NYS Office of Child and Family Services (OCFS) has yet to have a federally approved plan but anticipates having an eligibility and claiming process in place in the near future.

OCDSS developed a plan in 2020 / 2021 to launch four initiatives to target families impacted by OUD and co-occurring substance use disorder or mental health (SUD/MH) conditions. Oswego County Department of Social Services has worked for over two years to plan for the implementation of this federal legislation.

**Sobriety Treatment and Recovery Team (START)**

START is an evidence-based program and targets high risk parents with OUD / SUD and other co-occurring conditions with at least one child under the age of 6 years. **OCDSS seeks to begin START on October 1, 2022.**

See attachment "Overview START" which was been distributed previously to the Human Services Committee.



OCDSS seeks to prevent the placement of children with a plan of safe care. Should there be a need for an out of home placement, START provides the intensity to shorten the stay of children in a relative or foster care placement.

OCDSS is receiving training and technical assistance by a national agency, Children and Family Futures (CFF). CFF is working with Services management to develop this new program. A Request For Proposals was released by Oswego County Purchasing to host Family Mentors, key members of the START team. OCDSS seeks to contract with the sole proposer – Farnham Family Services.

The most significant and escalating cost for OCDSS is foster care. As the “Overview START” attachment evidences, research shows that for every dollar invested in START, \$2.22 is saved in foster care.

OCDSS has submitted a proposal for use of the Opioid Settlement funding for the local share of START. Until this funding is decided upon, we seek to fund START with open ended Preventive Services NYS funding at 62% with a local share from the general fund of 38%.

It is planned that by 2024 / 2025 START will be credentialed through CFF, be included in NYS OCFS FFPSA plan to federal HHS, and will begin to draw 50% federal funding for the cost of START net 38% local share.

**Leveraging these stable funding streams along with local share cost savings as a result of reduced foster care placements will allow sustainability.**

**OCDSS seeks 5 new positions:**

START personnel is needed at OCDSS. We seek to launch one team on October 1, 2022, with one Senior Caseworker position and four Caseworkers. Documents requesting these as new positions are included in this packet. Each caseworker will partner with one Farnham Family Mentor. Each dyad will be assigned eight (8) cases. The Senior Caseworker will supervise and direct the day-to-day activities of the dyad. There will be a maximum of 32 families served by START at any given time. Families will receive services for an average of 9 – 12 months.

**Funding needed:**

DSS Personnel

<b>Title New Positions</b>	<b>Hourly wage</b>	<b>Annual</b>	<b>Total Wage Cost</b>	<b>Fringe @ 54.88% *</b>	<b>Local share @ 38%</b>
Sr. Caseworker (1)	\$32.04	\$58,319	\$58,319	\$32,006	\$22,161
Caseworkers (4)	\$27.64	\$50,300	\$201,199	\$110,418	\$76,456

*\*Fringe is in HR Budget and paid through Cost Allocation Plan annually – this is a cost estimate in order for transparency on all costs associated with START.*

<b>Total Wage Cost</b>	<b>Local share @ 38%</b>
\$240,295	<b>\$91,312</b>

Start Up Costs – For 11 positions (7 DSS positions and 5 Farnham positions)

- Equipment (Laptops with docking stations, monitors, iPads, iPad mobile subscriptions, iPhone mobile / data plans, bags / cases for equipment and mouse/keyboard combo) \$27,028
- Office Furniture – For Cubicles / Chairs / Chair mats \$85,000



Total - \$112,028

**LOCAL SHARE REQUIRED for Equipment & Office Furniture = \$42,570**

Farnham Family Services – See 5-year Budget in Contract for details.

Total Annual Cost Year 1 - \$414,291

**LOCAL SHARE REQUIRED for Farnham Contract = \$157,430**

**TOTAL SOBRIETY AND RECOVERY TREATMENT TEAMS START UP AND FIRST YEAR COSTS = \$766,614**

**TOTAL LOCAL SHARE REQUIRED = \$291,313.58**

**NYS OCFS 62/38 Preventive Services Revenue = \$475,300**

OCDSS is seeking \$766,614 of which a local share of \$291,313 is required to launch the Sobriety Treatment and Recovery Team (START) program as of October 1, 2022. OCDSS has proposed using Opioid Settlement funding due to this program targeting parents with a substance use disorder.



## Oswego County START Overview

Sobriety Treatment and Recovery Teams (START) is a specialized child welfare service delivery model that has been shown, when implemented with fidelity, to improve outcomes for children and families affected by parental substance use and child maltreatment. The model uses a variety of strategies to promote collaboration and systems-level change within and between child welfare agencies, substance use and mental health (MH) treatment providers, the judicial system, and other family-serving entities.

### IMPLEMENTATION PARTNERS:

The Department of Social Services (DSS) is responsible for directing the implementation, including collaboration with partners, and evaluation of the START Program in Oswego County. Technical assistance (TA) on implementation and evaluation is provided by Children and Family Futures (CFF).

Oswego is the first county in New York State to implement the National START Model. Services are planned to begin in 2023.

### START GOALS:

The model aims to mitigate systems issues that result in barriers to families being able to access services in a timely manner. It requires an approach to service delivery that involves cross-system collaboration and flexibility to meet the unique needs of this population. The practices of the START model align with strategies considered to be effective for families affected by parental substance use disorders (SUD) and child maltreatment. The goals of START include:

1. Ensuring child safety and well-being
2. Preventing and/or decreasing out-of-home placements
3. Increasing parental recovery
4. Increasing parenting capacity and family stability
5. Reducing repeat maltreatment
6. Improving system capacity for addressing parental substance use and child maltreatment

### HISTORY:

START has a long history of effectiveness. Originating in 1989 in Toledo, Ohio as the Alcohol and Drug Addiction Protection Team (ADAPT), the program migrated to Cleveland, Ohio and evolved in its development as START in the late 1990s. Beginning in 2007, under the leadership of model purveyor, Tina Willauer, START expanded and underwent rigorous evaluation efforts in Kentucky, made possible by federal support through the Regional Partnership Grant (RPG) program. The model has since been replicated and scaled to meet the diverse needs and policies of both rural and urban jurisdictions within public and privatized child welfare systems in Ohio, Maryland, North Carolina, West Virginia, and Kansas. (Note: START has also been piloted in Georgia, Indiana, and New York City.)

### OUTCOMES:

Mothers who participated in START achieved sobriety at nearly twice the rate of mothers treated without START (66% vs. 37%). Children in families served by START were half as likely to be placed in state custody as compared with children in a matched control group (21% vs. 42% percent). This outcome also results in cost-effectiveness—for every \$1.00 spent on START, Kentucky potentially avoided spending \$2.22 on foster care. At case closure, more than 75% of children in START remained with or were reunified with their parents.<sup>1</sup>

Recurrence of child abuse and neglect six months after case closure was lower in START than in non-START cases (4.2% vs. 11.3%).<sup>2</sup> At 12 months post-intervention, more children in START remained free from both out-of-home placement and recurrence of child abuse/neglect as compared to children served in treatment as usual (68.5% vs. 56%).<sup>3</sup> At 12 months post-intervention, more Black children in START remained free of out-of-home placement and child abuse or neglect than Black children in treatment as usual (80.6% vs. 56%).<sup>4</sup>

#### NATIONAL START MODEL ESSENTIAL COMPONENTS:

1. *Child Welfare Based*: START is initiated by and based in child welfare for families with both parental substance use and child maltreatment.
2. *Collaboration with Partners*: A strong collaborative partnership with treatment providers for SUD, co-occurring MH, and other family serving entities is required to develop a coordinated system-of-care.
3. *Family Mentor*: Family mentors are people in long-term recovery from a SUD with experiences that sensitize them to child welfare.
4. *The START Dyad*: One family mentor is paired with one child welfare worker to form a dyad.
5. *Program Evaluation*: Local and state START jurisdictions must be engaged in continuous quality improvement guided by program evaluation data.
6. *The START Timeline*: START adheres to a rapid timeline that ensures early identification of eligible families after the initial child welfare report and quick access and early retention in SUD/MH treatment services.
7. *Minimum Work Guidelines*: Child welfare staff must meet the START Minimum Work Guidelines (MWGs) that represent a more intensive approach to service delivery than traditional child welfare practice.
8. *Substance Use and MH Disorder Treatment*: Treatment providers use current best practices and evidence-supported interventions in SUD and co-occurring MH and trauma treatment.
9. *Shared Decision-Making*: START must use shared decision-making with families, child welfare staff, and service providers.
10. *Unifying Families*: START keeps children safely with their parents or family whenever possible or reunifies the family when parental recovery is stable and safety factors have been remediated.
11. *Family-Centered Intervention*: START views the family as the client and focus of the entire team and aims to promote a nurturing parent-child relationship and improved parenting capacity.

#### START IN OSWEGO COUNTY

- START supervisors and caseworkers are DSS employees. Family mentors (individuals in long-term recovery) are contract employees who will be trained and function as DSS staff.
- Treatment providers will be invited to partner with DSS to provide quick access to substance use and co-occurring MH/trauma assessments and treatment services. Communication protocols will be developed among partners to ensure families receive needed services while maintaining child safety.
- While not all cases will be court active, those that are may require additional court oversight to reinforce successful behaviors.

#### TRAINING AND TECHNICAL ASSISTANCE (TTA):

Implementation requires a commitment to a multi-year effort to achieve fidelity to the START Model. Consultation and TA will be provided by the National START TTA Program at CFF. For more information, see <https://www.cffutures.org/start/>.

#### OSWEGO COUNTY START CONTACT INFORMATION:

Please contact Sara Finley, Director of Services at [sara.finley@oswegocounty.com](mailto:sara.finley@oswegocounty.com), or by phone at 315-963-5399, for additional information regarding Oswego County START.

<sup>1</sup> Huebner, R. A., Willauer, T., & Posze, L. (2012). The impact of sobriety treatment and recovery teams (START) on family outcomes. *Families in Society: The Journal of Contemporary Social Services*, 93(3), 196-203.

<sup>2</sup> Huebner, R., Hall, M.T., Posze, L., Willauer, T., and Young, N.Y. (2017). Serving families with child maltreatment and substance use disorders: A decade of learning. *Journal of Family Social Work*, 20(4), 288-305. <https://doi.org/10.1080/10522158.2017.1348110>

<sup>3</sup> Huebner, R. A., Hall, M. T., Walton, M. T., Smead, E., Willauer, T., & Posze, L. (2021). The Sobriety Treatment and Recovery Teams program for families with parental substance use: Comparison of child welfare outcomes through 12 months post-intervention. *Child Abuse and Neglect*, 120, 105260. <https://doi.org/10.1016/j.chiabu.2021.105260>

<sup>4</sup> Huebner, R.A., Willauer, T., Hall, M. T., Smead, E., Poole, V., Hibbeler, P.G., & Posze, L. (2021). Comparative outcomes for Black children served by the Sobriety Treatment and Recovery Teams program for child welfare families with parental substance abuse and child maltreatment. *Journal of Substance Abuse Treatment*. 108563. <https://doi.org/10.1016/j.jsat.2021.108563>



# POSITION REQUEST/DELETE BUDGET FORM

**DEPARTMENT:** DSS

**DIVISION/UNIT (NUMBER):** 6070

## A. NEW POSITION REQUEST

1. Position Title Requested: Senior Caseworker

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

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

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

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

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

*DSS plans to implement the Sobriety Treatment and Recovery Teams (START) initiative this Fall to address the needs of families with children age 0-5 that are affected by substance use disorder and child abuse/neglect. This evidence-based program seeks to keep children at home during parent(s)' substance use treatment or to minimize the length of stay for the children in foster care. The model involves pushing into the family with intensive services provided by the Caseworkers and contracted Family Mentors and involving the extended family in a group decision-making practice that maximizes parental motivation and investment in behavior change. The Senior Caseworker is essential to the coordination of all START supports and facilitating the collaboration to gain early access to all necessary treatments/resources.*

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

## B. RECLASSIFICATION REQUEST

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

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

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

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

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

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

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

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

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

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



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

**OSWEGO COUNTY HUMAN RESOURCES  
DEPARTMENT**

**NEW POSITION DUTIES STATEMENT**

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

**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:** *Senior Caseworker*

**PERCENT OF  
WORK TIME**

30% *Provides supervision to the START caseworker and family mentor (FM) delivering day-to-day guidance on child welfare case components, peer support services, and completion of Minimum Work Guidelines (MWGs).*

30% *Provides oversight and support of the START dyad (Caseworker & Family Mentor).*

10% *Administers and assures compliance with all child welfare-related county, human resource and governmental policies, rules and statutes including those covered by local, state, and federal laws specific to the START team.*

5% *Initiate and facilitate staff meetings and conferences to plan, analyze, and evaluate services*

20% *Initiate and facilitate shared decision-making meetings, holding expedited shared decision-making meetings as needed for any "crisis" (e.g., a return to use, change in treatment, etc.), to prevent removal, reunification, permanency change, transition in placement, and 30 days prior to case closure*

5% *Uses clinical judgement and team consultation to direct the increase or modify the intensity of service delivery based on current needs of START families.*

**(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 B	Direct

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

NAME	TITLE	TYPE OF SUPERVISION
TBD	Caseworker (X4)	Direct
TBD	Contracted Family Mentors (X4)	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
Richard Balch	Senior Caseworker	Mexico
Paul LaBarge	Senior Caseworker	Mexico

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

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

**Experience (list amount and type):** *Graduation from a regionally accredited or NYS registered college or university with a bachelor's degree and four (4) years of experience in social casework or human service counseling*

**Essential knowledge, skills and abilities:** *Knowledge of principles & practices of social casework; federal, State, & local social service laws and programs; community resources & programs; interviewing techniques; causes & characteristics of social & behavioral problems; principles & practices of supervision; communicate effectively, both orally & in writing; advise clients & staff in the areas of economic, social, emotional, and vocational problems; develop and implement a service plan for clients; implement and direct specialized agent*

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

**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: Caseworker - 4 positions

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

3. a. Bargaining Unit – Hourly Rate from Grade plan: \$24.23 Grade: 11

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):

*DSS plans to implement the Sobriety Treatment and Recovery Teams (START) initiative this Fall to address the needs of families with children age 0-5 that are affected by substance use disorder and child abuse/neglect. This evidence-based program seeks to keep children at home during parent(s) substance use treatment or to minimize the length of stay for the children in foster care. The model involves pushing into the family with intensive services provided by the Caseworkers and contracted Family Mentors and involving the extended family in a group decision-making practice that maximizes parental motivation and investment in behavior change. The Caseworker is essential to the provision of intensive services to families in conjunction with the contract Family Mentor and assisting with the Family Group Decision-Making model of practice.*

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

### B. RECLASSIFICATION REQUEST

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

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

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

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

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

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

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

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

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

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

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

**OSWEGO COUNTY HUMAN RESOURCES  
DEPARTMENT**

**NEW POSITION DUTIES STATEMENT**

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

**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: *Caseworker*

**PERCENT OF  
WORK TIME**

20%	<i>Assess the ongoing risk and safety of children within families where there is concern for the co-occurrence of child abuse and/or neglect and parental Substance Use Disorders</i>
25%	<i>Develop and monitor service plans with families and provide or refer for services based on identified needs, including intensive case management and support in conjunction with Family Mentor.</i>
5%	<i>Participate staff meetings and conferences to plan, analyze, and evaluate services</i>
10%	<i>Participate in shared decision-making meetings, including expedited meetings as needed for any "crisis" (e.g., a return to use, change in treatment, etc.), to prevent removal, reunification, permanency change, transition in placement, and 30 days prior to case closure</i>
20%	<i>Weekly face-to-face with parent for 60 days; two of the weekly contacts per month will occur in the home with parent and child(ren) present. Attempt contact with non-household/non-primary parent(s) weekly for the first 60 days as needs are being assessed.</i>
10%	<i>Ensure minimum of once per week visitation/family time between parents and children who have been removed from their birth family.</i>
10%	<i>Regular maintenance of case record. Obtain and update all needed releases of information for support services. Request weekly written updates on progress in SUD treatment. Request other service provider updates and record them monthly.</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	Senior Caseworker	Direct

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

NAME	TITLE	TYPE OF SUPERVISION
N/A		Direct
		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
Lisa Gerth	Caseworker	Mexico
Shannon Horning	Caseworker *	Mexico
Kylie Carvey	Caseworker	Mexico

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

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

Experience (list amount and type): *Graduation from a regionally accredited or NYS registered college or university with a bachelor's degree*

**Essential knowledge, skills and abilities:** *Knowledge of principles & practices of social casework; federal, State, & local social service laws and programs; community resources & programs; interviewing techniques; causes & characteristics of social & behavioral problems; communicate effectively, both orally & in writing; advise clients in the areas of economic, social, emotional, and vocational problems; develop and implement a service plan for clients; exercise good judgment; obtain facts through observation, interview, and investigation*

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

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. 236**

**RESOLUTION AWARDING PROFESSIONAL SERVICES CONTRACT –  
RFP 22-DSS-001 – FAMILY MENTORS**

By Legislator Roy Reehil:

WHEREAS, the County issued a request for proposal for a vendor to provide Family Mentors; and

WHEREAS, in accordance with Oswego County Purchasing Policy, the Oswego County Purchasing Department solicited Requests for Proposals (RFP 22-DSS-001) from multiple qualified firms to provide Family Mentors and

WHEREAS, the Oswego County Department of Social Services and Oswego County Purchasing Department have reviewed the proposal received and determined the proposal from Farnham, Inc., 283 West 2nd Street, Oswego, NY 13126, meets the County's needs;

NOW, THEREFORE, BE IT RESOLVED, that upon the recommendation of the Human Service Committee that the County of Oswego awards the professional service contract for providing Family Mentors, to Farnham, Inc., 283 West 2nd Street, Oswego, NY 13126 to not exceed the cost of \$124,855 annually year 1, \$414,291 annually year 2, \$428,866 annually year 3, \$444,008 annually year 4, \$459,742 annually year 5, 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 SEPTEMBER 15, 2022:**  
**YES: 21    NO: 0    ABSENT: 4    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](mailto:Holly.Carpenter@OswegoCounty.Com)

### RFP 22-DSS-001 – FAMILY MENTORS

Name of Company	Location	2022-23 Project Cost	Required Documentation PRCS/PIS/SHC/NCC/RFC				
Farnham Family Services	283 W 2 <sup>nd</sup> Street, Suite 200 Oswego, NY 13126	\$414,291	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-DSS-001 was publicly advertised in the official newspaper, on Bidnet, and on the Oswego County website on April 1, 2022. It was also sent directly to the following vendors:

- Catholic Charities of Oswego Co.
- Farnham Family Services
- Hillside Children's Center
- Huntington Family Centers
- Liberty Resources
- Oswego County Opportunities
- Oswego Salvation Army
- Northern Regional Center
- Prevention Network

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

<p><b>Farnham Family Services</b></p>	<p><b>Pro</b></p> <ul style="list-style-type: none"> <li>• Long history of providing substance use treatment in Oswego County</li> <li>• Rapid access to treatment model</li> <li>• Provides training necessary for peer certification</li> <li>• Clinical participation in Family Group Meetings</li> <li>• Trainings available on trauma 101, MH first aid, science of addiction and recovery - all helpful for Caseworkers and Family Mentors</li> </ul> <p><b>Con</b></p> <ul style="list-style-type: none"> <li>• Need time to hire and train Family Mentors</li> </ul>
---------------------------------------	--

**Proposals Reviewed By:** Sara Finley, Marti Babcock, Rachael Pelow, and Missy Verdoliva

**Evaluation Summary:** The evaluation committee reviewed the one submitted proposal and recommends awarding the contract to Farnham Family Services.

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



**RESOLUTION NO. 237**

**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 Services Attorney position to DSS legal services, and be it

RESOLVED, that one (1) Social Services Attorney, Grade SG60 in Management/Confidential be created, and be it

RESOLVED, that the salary for this one (1) position will not require a budget modification in 2022 due to numerous DSS vacancies, 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 SEPTEMBER 15, 2022:**  
**YES: 21    NO: 0    ABSENT: 4    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:** July 20, 2022  
**SUBJECT:** Creation/Reinstatement of the 5<sup>th</sup> DSS Attorney position

**SUMMARY:** The Department of Social Services was approved for a fifth DSS attorney during the 2022 budget process. We provided data to justify the need. Given our lack of success in recruiting for an existing attorney vacancy and the fifth attorney, our Legal Services team offered a solution and was willing to trade the 5<sup>th</sup> attorney for additional paralegals. We have now found that four attorneys are not adequate to cover the escalating responsibilities. In addition, one of our attorneys has taken an extended leave of absence which now leaves us with three attorneys, which simply is not enough to cover all appearances. DSS still requires the additional paralegals given the volume of work, however DSS and HR have been unable to attract paralegals and will continue to recruit for those new positions.

We seek approval to create a new DSS Attorney position to assure that we are able to fulfill our legal responsibilities to Child Support Court and Family Court matters. This also provides us with capacity when an attorney resigns or is out on leave in order to cover court appearances and trials.

One variable that has become more pressing as of late is the lack of experience with our front-line workforce. Over 40% of Caseworkers have less than two years of experience. Over 40% of Supervisors (Senior Caseworkers) have less than five years of experience. This results in attorneys needing to counsel and probe for more information in order to justify decisions made on emergency removals, filing for termination of parental rights, and preparing workers for testifying in court.

Given the number of vacancies in our Legal Services team and the department as a whole, the expense of a fifth attorney is budget neutral for 2022. Therefore, there is no budget modification needed and included in this request.

As an annual projection with a salary set at \$84,793, the local share cost is \$21,198. DSS receives 75% reimbursement of the cost of our attorneys.

**RECOMMENDED**

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

# POSITION REQUEST/DELETE BUDGET FORM

**DEPARTMENT:** DSS

**DIVISION/UNIT (NUMBER):** 6010

## A. NEW POSITION REQUEST

1. Position Title Requested: DSS Attorney

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: \$84,793 Grade: SG60

4. Percent of Federal and or State Reimbursement: 75% Fringe Reimbursed: ☒ Yes ☐ No

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

*The workload of our 4 in-house Attorneys has been such that it is extremely difficult to provide adequate coverage for all court rooms and meet the needs of the court in each of the hearings/trials involving the Department's work. We have utilized a contract attorney to help fill in the gaps, allowing our f/t Attorneys to get their bearings with our workload, however, we have a need for consistency and availability to both court and staff across our legal team.*

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

## B. RECLASSIFICATION REQUEST

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

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

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

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

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

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

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

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

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

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



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

**OSWEGO COUNTY HUMAN RESOURCES  
DEPARTMENT**

**NEW POSITION DUTIES STATEMENT**

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

**1. DEPARTMENTS/SCHOOL  
DISTRICT/TOWN OR VILLAGE  
DSS**

**DIVISION, UNIT, OR WORK SECTION**

Legal

**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: *DSS Attorney*

**PERCENT OF  
WORK TIME**

10%

*Coordinates the activities of the DSS Legal Team, provides insight and legal consultation to the Commissioner as it relates to DSS legal matters and the Family Court; serves as point of contact for the Court and other officials as needed*

20%

*Appears and represents the Department of Social Services at court appearances: Family Court-Article 3, Article 7, Article 10; Supreme Court-Article 78 hearings and guardianship proceedings, Surrogates Court-estate settlements, guardianship proceedings, and Integrated Domestic Violence cases; Appellate Division/Court of Appeals, Child Support Establishment & Enforcement hearings; provides back-up to other Attorneys*

20%

*Prepares and reviews petitions and legal documentation for court appearances, fair hearings, expungement hearings, Medicaid recoveries, and Child Support Enforcement actions; provides direction and oversight to DSS Paralegal staff*

10%

*Appears and represents the Department of Social Services at Fair Hearings/Expungement Hearings for due process related to programs such as public assistance determinations or child neglect/abuse determinations*

20%

*Is available at the OCDSS office for consultations, or is available by phone during business and court hours for consultations as needs demand*

15%

*Is an active participant in formal court collaborations and other identified venues that require legal participation as determined by the Department of Social Services*

5%

*Assists in legal training seminars for staff as appropriate; minimally twice per year*

**(Attach additional sheets if more space is needed)**

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

NAME	TITLE	TYPE OF SUPERVISION
Stacy Alvord	Commissioner	Direct

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

NAME	TITLE	TYPE OF SUPERVISION
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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
Ashley Dinett-Fields	DSS Attorney	Mexico/Oswego PSC
Allison O'Neill	DSS Attorney	Mexico/Oswego PSC
Taryn Perrone	DSS Attorney	Mexico/Oswego PSC

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 Law Degree

**Experience (list amount and type):** *Graduation from a law school recognized by the University of the State of New York, admission to the Bar of the State of New York and one years of full-time paid experience, or its part-time equivalent, in the practice of law, at least one year of which must be in social services law or a closely related field. Current registration with the New York State Office of Court Administration at the time of appointment. The successful candidate must also comply with continuing legal education requirements throughout appointment.*

**Essential knowledge, skills and abilities:** *Thorough knowledge of the principles and practices of common law, and of County, State and Federal laws as they apply to social welfare; thorough knowledge of civil and family court procedures and the rules of evidence; good knowledge of the general functions and administrative activities of the Department of Social Services; ability to analyze, appraise and apply legal principle, facts and precedence to legal problems; ability to supervise subordinates; ability to communicate effectively both orally and in writing; professionalism, tact, and courtesy; sound professional judgment.*

**Type of license or certificate required:** Current registration with the New York State Office of Court Administration

7. The above statements are accurate and complete.

Date: 7/19/22

Title: Commissioner

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. 238**

**A RESOLUTION APPOINTING A CERTAIN INDIVIDUAL TO THE OSWEGO  
COUNTY INDUSTRIAL DEVELOPMENT AGENCY**

By Legislator Tim Stahl:

WHEREAS, the County of Oswego Industrial Development Agency was formed in 1973 under New York State General Municipal Law §911-b; and

WHEREAS, COIDA presently has a vacancy on the agency board; and

WHEREAS, the Oswego County Legislature as appointing authority is required to appoint individuals as members of the agency pursuant to New York State General Municipal Law §856; and

WHEREAS, a resolution is both necessary and desirable,

NOW, therefore upon the recommendation of the Economic Development and Planning Committee of this body, it is hereby,

RESOLVED, that, Tricia Peter Clark of the Village of Mexico be and is hereby appointed as member of the County of Oswego Industrial Development Agency Board under New York State General Municipal Law §856; and, it is further

RESOLVED, that, as said individual serve at the pleasure of the Oswego County Legislature under GML§856(2) said appointment shall be indefinite in nature and run until their successors are appointed and qualified.

**ADOPTED BY VOICE VOTE ON SEPTEMBER 15, 2022:**

**YES: 18    NO: 3    ABSENT: 4    ABSTAIN: 0**

OSWEGO  
COUNTY  
LEGISLATURE

# TRICIA A. PETER CLARK, M.B.A., FACHE

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## **President/Chief Executive Officer, ConnexCare Pulaski NY**

***June 2021-present***

- Provide overall management of the corporation's health center activities, ensuring efficient operations and delivery of quality health care services to patients and the surrounding communities.
- Create and promote a diverse workforce and a positive environment that supports consistency throughout the organization's operations.
- Implement board-established short and long-term goals and operating plans
- Oversee compliance with State, Federal and CMS regulations and internal policies
- Formulate and monitor compliance with the organization's annual operating and capital budget, to ensure positive financial results on a sustained basis.
- Ensure optimization of program revenues through program services and volume, grants, business opportunities, investments, etc.
- Ensure best practice, evidenced-based approaches to consistently deliver exceptional care, wellcoordinated and integrated care.
- Foster strong community relations and develop collaborative partnerships that advance the interests of the organization and contribute to the health and well-being of the communities served.

## **Executive VP/Chief Operating Officer, ConnexCare Pulaski NY**

***July 18-June 2021***

- Oversee the daily operations of thirteen Federally Qualified Health Centers, monitoring utilization, access, provider productivity and patient visit compliance.
- Carry out the leadership role of the organization in the absence of the President/CEO
- Participate in the budgeting process and monitor overall organizational effectiveness and productivity in support of financial objectives.
- Work with senior leadership to develop, communicate, and execute annual strategic objectives and other relevant initiatives
- Work with Board of Directors and the President/CEO to identify opportunities for program growth in new service areas and secure revenue to support expansion, through grant submission.
- Coordinate the implementation of key projects to expand patient satisfaction and staff efficiencies
- Serve on relevant community organizations Board of Directors, representing the voice of primary care.

- Oversee the function of the Information Services, Human Resources, Facilities, Behavioral Health and Dental Departments to ensure operational integration and system efficiencies.
- Serve as project manager of site based construction, coordinating resources, communication with the State and local contractors to insure work is within budget, on schedule and safely executed.

**VP/Chief Operating Officer, ConnexCare Pulaski NY**

***January 16-July 18***

- Oversee the daily operations of thirteen Federally Qualified Health Centers, monitoring utilization, access, provider productivity and patient visit compliance.
- Participate in the budgeting process and monitor overall organizational effectiveness and productivity in support of financial objectives.
- Establish Behavioral Health and Psychiatry program to integrate with Primary Care, including recruitment of professionals, electronic medical record implementation and documentation standards.
- Facilitate organizational marketing activities including a brand re-identification to a new name and tagline, with strategic outreach with local media
- Analyze and recommend changes to organizational systems, policies, and procedures and plan for implementation that will lead to sustained improvement.
- Serve as a liaison between ConnexCare and outside organizations to improve outcomes and achieve efficiency.
- Collaborate with Senior Management and health center employees to design and carry out key initiatives to support Patient Centered Medical Home goals.
- Oversee the function of the Information Services and Human Resources Departments, to ensure that activities and plans support the operations of the Center and staff.
- Coordinate and manage site based facility needs including construction, and Certificate of Need process, with NYSDOH inspections.

**Director of Operations, ConnexCare, Pulaski NY**

***January 13-January 16***

- Oversee the daily operations of twelve Federally Qualified Health Centers, monitoring utilization, access, provider productivity and patient no shows.
- Lead health centers through strategic alignment of five newly acquired offices, including the implementation of a standard electronic medical record and practice management system.
- Coordinate the implementation of key projects to further expand integration, such as RHIO interface, electronic lab ordering, across the network to improve our health care delivery systems.
- Serve as a liaison between ConnexCare and outside organizations to improve outcomes and achieve efficiency.
- Collaborate with Senior Management and health center employees to design and carry out key initiatives to support Patient Centered Medical Home goals.



**Director of Health Center Operations, OCO, Inc., Fulton NY**

***February 10-December 12***

- Direct oversight of two Article 28 D&TC's and three Family Planning Satellite offices, monitoring utilization, access, provider productivity and patient no shows.
- Facilitated the implementation of an electronic health record and served as the system administrator, designing role based access for staff and system modifications for providers.
- Negotiated contracts with commercial insurance plans to maximize reimbursement.
- Worked with providers to achieve Meaningful Use recognition, assisting with the data collection and application submission.
- Created operational dashboards for monthly monitoring of key health center indicators, reducing no shows, while improving access through the standardization of visit types and provider templates.
- Supervised the Billing Department, instituting timely claims processing and patient collection at the time of service, reducing the number of patient statements generated for co-payments.
- Key member of the transition team for the "Preserving the Oswego County Primary Care Safety Net," initiative successfully integrating five additional health centers under the NOCHSI umbrella.

**Coordinator, Rural Health Network of Oswego County, OCO, Inc. Fulton NY**

***June 08-February 10***

- Coordinated and led a county-wide network to plan, develop, and prioritize various health care related projects throughout Oswego County.
- Provided care coordination and case management on a macro-level by developing systems to assess county wide needs in acute, primary, long term, behavioral, ambulatory and ancillary health care services.
- Direct oversight of the daily operations of the grant application process including the budget, expenditures and submission of budget modifications to the NYSDOH as needed.
- Responsible for the overall planning, project development, implementation and evaluation of programs which addressed the health care needs of residents, the health care workforce and community health care providers.
- Supervised the NYSDOH Cancer Services Program Partnership of Oswego County and the Health Education Programs.

**Coordinator of Cancer Services, OCO, Inc., Fulton NY**

***July 04-June 08***

- Provided individual care coordination and case management to all those patients who were at increased risk for cancer, or who were diagnosed with cancer through the early detection program.
- Worked with patients to create individualized care plans, addressing barriers to receiving care and secured additional resources, i.e. transportation, when needed for patients.
- Full responsibility for the day to day management of the NYSDOH Cancer Services Program, including medical records, scheduling and follow up for all patients.

- Conducted presentations for health care providers and community members on the importance of cancer screenings and other preventative services, to reduce the risk of breast, cervical and colorectal cancer screenings.
- Increased the number of individuals screened for colorectal cancer by 250 patients in one year and achieved NYSDOH recognition as a model program.
- Facilitated contract negotiations with health care providers to ensure that patients had access to health services regardless of ability to pay.

## EDUCATION

### **Masters of Business Administration**

Concentration in Leadership  
St. Joseph's College of Maine

### **Bachelors of Science**

Major: Health Services  
D'Youville College, Buffalo New York

Concentration in Health Education and Operations

## PROFESSIONAL AFFILIATIONS

Fellow, American College of Healthcare Executives

Central New York Area Health Education Center, Board of Directors  
Community Health Center Association of New York State, Nominating Committee  
Finger Lakes Independent Provider Association (IPA), Board of Directors and Vice President  
Healthcare Financial Management Association, Member  
Operation Oswego County, Inc., Board of Directors and Treasure  
Oswego County Health Department, Professional Advisory Committee  
Upstate Community Health Collaborative IPA, Board of Directors and Vice President  
Oswego County Integrated Delivery Network, IPA, Board of Managers and Treasure  
National Association of Community Health Centers, Member  
New York State Association of Rural Health, Member- Board of Directors-Past President

## PROFESSIONAL RECOGNITION

Central New York Business Journal, 2018 40 under Forty Honoree

**RESOLUTION NO. 239**

**RESOLUTION AUTHORIZING THE CHAIRMAN OF THE OSWEGO COUNTY  
LEGISLATURE TO APPOINT A MEMBER TO THE CENTRAL NEW YORK  
REGIONAL MARKET AUTHORITY BOARD OF DIRECTORS**

By Legislator Tim Stahl:

WHEREAS, the Public Authorities Law, Article 4, Title 2, Section 827, establishes the appointment requirements and composition of Central New York Regional Market Authority Board of Directors; and

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

RESOLVED, that pursuant to Article 4, Title 2, Section 827 of the New York State Public Authorities Law, the Chairman of the Oswego County Legislature be, and hereby is, authorized to appoint Tom Bonoffski to the Central New York Regional Market Authority Board of Directors to serve until replaced.

**ADOPTED BY VOICE VOTE ON SEPTEMBER 15, 2022:**

**YES: 21    NO: 0    ABSENT: 4    ABSTAIN: 0**

**RESOLUTION NO. 240**

**RESOLUTION AUTHORIZING RECLASSIFICATION OF RN POSITION TO  
EARLY INTERVENTION SPECIALIST – HEALTH DEPARTMENT**

By Legislator James Karasek:

WHEREAS, the Children with Special Needs Division host 3 distinct programs. The Early Intervention/Child Find Program, the Children and Youth with Special Health Care Needs Program and the 3-5 Preschool Special Education Program; and

WHEREAS, these programs constitute 65% of the Health Department's overall budget. They are State and Federally Mandated Programs; and

WHEREAS, the work involves coordinating services for families who have children from birth through 2 years of age who have developmental delays and disabilities; and

WHEREAS, the Health Department is reassigning all nursing positions to one of the nursing divisions, therefore, we need to have this position reclassified as something other than nursing., and

WHEREAS, this position is currently filled with an Early Intervention Specialist, therefore does not require a budget modification; and

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

RESOLVED, that the Oswego County Legislature authorizes the reclassification from an RN to an Early Intervention Specialist.

**ADOPTED BY VOICE VOTE ON SEPTEMBER 15, 2022:**

**YES: 21    NO: 0    ABSENT: 4    ABSTAIN: 0**

**INFORMATIONAL MEMORANDUM**

**SUBJECT:** Request to reclassify current RN position in Children with Special Needs Division to an Early Intervention Specialist.

**PURPOSE:** To recommend reclassifying RN position in Children with Special Needs Division to Early Intervention Specialist.

**SUMMARY:** The Children with Special Needs Division host 3 distinct programs. The Early Intervention/Child Find Program, the Children and Youth with Special Health Care Needs Program and the 3-5 Preschool Special Education Program. These programs constitute 65% of the Health Department's overall budget. They are State and Federally Mandated Programs. The work involves coordinating services for families who have children from birth through 2 years of age who have developmental delays and disabilities. The Health Department is reassigning all nursing positions to one of the nursing divisions, therefore, we need to have this position reclassified as something other than nursing.

This position is currently filled with an Early Intervention Specialist, therefore does not require a budget modification.

**RECOMMENDED ACTION:** The Health Committee recommends that the Legislature approve the reclassification from an RN to an Early Intervention Specialist.



## POSITION REQUEST/DELETE BUDGET FORM

**DEPARTMENT: Health**

**DIVISION/UNIT (NUMBER):** A4059

### 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: RN                                  2. Position #: 405919401

3. Present Salary/Hourly Rate: 24.66 Grade: 11

4. Requested Title: Early Intervention Specialist

5. Requested Salary: 42,097

a. Bargaining Unit: CESA Hourly Rate: 23.13 Grade: 10

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

6. Percent of Federal and/or State Reimbursement: 25% Fringe Reimbursed: ☐ Yes ☒ No

7. Justification of Need (use additional sheets as necessary): *The department wanted to align all Early Intervention Specialist to one pay grade so that they would be compensated equally for doing similar work. The work that is done by an Early Intervention Specialist does not require a nurse to perform the job duties.*

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

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

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

**OSWEGO COUNTY HUMAN RESOURCES  
DEPARTMENT**

**NEW POSITION DUTIES STATEMENT**

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

**1. DEPARTMENTS/SCHOOL  
DISTRICT/TOWN OR VILLAGE**  
Health

**DIVISION, UNIT, OR WORK SECTION**

Children with Special Needs – A4059

**LOCATION OF POSITION**

Health Complex

**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: *Early Intervention Specialist*

**PERCENT OF  
WORK TIME**

30	<i>Coordinates Early Intervention Service agencies and providers who are assigned to provide services in a child's Individualized Family Services Plan, which includes securing providers, documenting when services start, and monitoring the delivery of services, a child's progress with services, and a family's satisfaction with services.</i>
30	<i>Coordinate the performance of evaluations and assessments. Facilitating and participating in the development, review and evaluation of the Individualized Family Service Plan.</i>
10	<i>Facilitating the child's transition to preschool special education programs and services and /or other programs and services needed by the child and family as the child ages out of the Early Intervention Program, including the development of a transition plan.</i>
15	<i>Maintain monthly contact with families to ensure services are being delivered in a safe manner and consistent with the Individualized Family Services Plan.</i>
15	<i>Maintain confidential progress notes to document information, as required by the NYS Department of Health's Bureau of Early Intervention Program. Those notes are audited on regular basis.</i>
	<b>(Attach additional sheets if more space is needed)</b>

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

NAME	TITLE	TYPE OF SUPERVISION
------	-------	---------------------

Tammy Thompson	Director of Programs for CSN	
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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
------	-------	----------------------

Kylene Fletcher	Early Intervention Specialist	Health Department
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Emily Hinman	Early Intervention Specialist	Health Department
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6. What minimum qualifications do you think should be required for this position?

Education: ☐ High School \_\_\_\_\_ years  
☒ College 4 years, with specialization in Social Work  
☐ Other \_\_\_\_\_ years, with specialization in \_\_\_\_\_

Experience (list amount and type): *At least one year of experience in case management or work in a setting with children with special needs.*

Essential knowledge, skills and abilities: *Good knowledge of state and federal regulations related to the Early Intervention Program and community resources and programs. A working knowledge of: early childhood development; principles and practices of case management; social conditions of the area; interviewing; and case recording. The ability to analyze and e*

Type of license or certificate required:

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:

PART-TIME/TEMPORARY BUDGET REQUEST FORM

DEPARTMENT:							DIVISION/UNIT (NUMBER):		
1. Please provide the following information for positions which you intend to employ on a part-time/temporary basis:									
TITLE	POSITION NUMBER	HOURS/ WEEK	HOURLY RATE	NO. WEEKS	JUSTIFY THE NEED FOR EACH TITLE	DOLLARS REQUESTED			

(Add pages as needed.)

-OVER-



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

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

# OTHER HOURS BUDGET REQUEST FORM

DEPARTMENT:

DIVISION/UNIT (NUMBER):

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

**RESOLUTION NO. 241**

**RESOLUTION AUTHORIZING THE TRANSFER OF AN LPN LINE FROM  
HOSPICE TO PREVENTIVE SERVICES – HEALTH DEPARTMENT**

By Legislator James Karasek:

WHEREAS, due to the current nursing shortage that is affecting the Health Department, there are several Registered Nurse and Public Health Nurse lines vacant in the Preventive Division; and

WHEREAS, a licensed practical nurse (LPN) can be transferred from Hospice to Preventive Services; and

WHEREAS, the LPN would be eligible for Article 6 and grant reimbursement if transferred to Preventive Services;

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

RESOLVED, that the Oswego County Legislature approve the transfer of an LPN line (418930501) from Hospice to Preventive Services; and be it

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

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

**ADOPTED BY VOICE VOTE ON SEPTEMBER 15, 2022:**

**YES: 21    NO: 0    ABSENT: 4    ABSTAIN: 0**

**Authorized Budget Modification**

**Res. 241 of 2022**

A4189 511000	(\$4,460.00)
A4189 590308	(\$650.00)
A4035 434010	(\$4,035.00)
A4035 511000	\$8,495.00



## INFORMATIONAL MEMORANDUM

**Subject:** Request for transfer a position between departments

**Purpose:** To transfer a Licensed Practical Nurse (LPN) line from Hospice to Preventive

**Summary:** Due to the current nursing shortage that is affecting the health department, there are several Registered Nurse and Public Health Nurse lines vacant in the Preventive department. Due to this, only required duties are being performed and there are a limited number of Maternal Child Health clients receiving services. This service is vital to our county because of the high child abuse rates. Furthermore, the lead poisoning prevention program (LPPP) is currently being managed by the Supervising Public Health Nurse and minimal services are being performed. The number of children with elevated blood lead levels has dramatically increased over the past years due to the acceptable lead level falling from 10 ug/dL to 5 ug/dL in 2019.

This position can assist Maternal Child Health case managers with home visits allowing them to increase the number of families that they can safely manage. The LPN would be overseen by the RN or PHN but would be able to perform these visits independently. This staff member would also be responsible for assisting with the LPPP performing such tasks as daily management, home visits, education, case coordination, etc. Finally, the LPN would be trained in other public health duties including public education, communicable disease surveillance, immunization administration, public health detailing, etc.

This position would be eligible for Article 6 and grant reimbursement.

### **Recommended**

**Action:** The Health Committee approve and recommend the transfer of an LPN line from Hospice to Preventive services.





**RESOLUTION NO. 242**

**RESOLUTION AUTHORIZING BUDGET MODIFICATION BUILDINGS AND  
GROUNDS – GAS AND OIL**

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 SEPTEMBER 15, 2022:**  
**YES: 21    NO: 0    ABSENT: 4    ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE

**Authorized Budget Modification**

**Res. 242 of 2022**

**A159900  
A1620 544200**

**(\$17,000.00)  
\$17,000.00**



Rick Doten  
Director

COUNTY OF OSWEGO  
BUILDINGS AND GROUNDS DEPARTMENT

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111 East Eleventh Street  
Oswego, N. Y. 13126

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

INFORMATIONAL MEMORANDUM





SUBJECT: Gasoline and Oil Funding

PURPOSE: To amend the Buildings & Grounds 2021 budget to fund anticipated short fall in budget line A1620 544200 – Gasoline and Oil

SUMMARY: The Buildings and Grounds department is anticipating a short fall in the budget line A 1620 544200 – Gasoline and Oil due to the increase in gasoline price nearly doubling during the past six months of 2022.

RECOMMENDED:  
ACTION: To transfer \$ 17,000 from Unappropriated Fund Balance to A1620 544200 – Gasoline and Oil.

COUNTY OF OSWEGO

COMMITTEE SIGNATURES	DATE
	8-30-22
	8-30-22
	8-30-22
	8-30-22

DATE \_\_\_\_\_

**RESOLUTION NO. 243**

**RESOLUTION AUTHORIZING BUDGET MODIFICATION WITH THE  
HIGHWAY DEPARTMENT TO TRANSFER FUNDS FROM INSURANCE  
RECOVERY FUND INTO HIGHWAY STREET EQUIPMENT – PICKUP TRUCK**

By Legislator Stephen Walpole:

WHEREAS, In July of 2022 a check for \$2,578.36 was deposited in account A1325.426800 (Insurance Recovery Fund). It was for repairs to a Highway pickup truck that was in an accident on June 1, 2022.

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

RESOLVED, that the Treasurer is hereby authorized to transfer \$2,578.36 from account A1325.426800 (Insurance Recovery Fund) into account DM5130.524000 (Highway Street Equipment).

**ADOPTED BY VOICE VOTE ON SEPTEMBER 15, 2022:**  
**YES: 21    NO: 0    ABSENT: 4    ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE

**Authorized Budget Modification**

**Res. 243 of 2022**

**DM5130 524000  
A1325 426800**

**\$2,578.36  
(\$2,578.36)**



COUNTY OF OSWEGO  
HIGHWAY DEPARTMENT

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

## INFORMATIONAL MEMORANDUM

**SUBJECT:** Budget modification to transfer \$2,578.36 from account A1325.426800 (Insurance Recovery Fund) into account DM5130.524000 (Highway Street Equipment)

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

**SUMMARY:** The check was for repairs to a Highway pickup truck that was struck by a deer on 2/17/2022.

**RECOMMENDED ACTION:** The Infrastructure, Facilities and Technology Committee, the Finance and Personnel Committee recommends the Oswego County Legislature authorize that \$2,578.36 be transferred from account A1325.426800 (Insurance Recovery Fund) into account DM5130.524000 (Highway Street Equipment).

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chris Baldwin  
Interim Highway Superintendent



COUNTY OF OSWEGO

## BUDGET MODIFICATION REQUEST

ACCOUNT NUMBER			ACCOUNT NUMBER			DESCRIPTION	DOLLAR AMOUNT
DEPT.	OBJECT	SUB.	DEPT.	OBJECT	SUB.		
DM5130	524000					Highway Expenses	\$ 2,578.36
			A1325	426800	0	Insurance Recovery Fund	\$ (2,578.36)
						TOTAL AMOUNT	\$ -

**COMMITTEE SIGNATURES**

DATE \_\_\_\_\_

~~W. W. Wood~~ 8-30-22  
~~W. W. Wood~~ 8-30-22  
~~W. W. Wood~~ 8-30-22  
W. W. Wood 8-30-22

**COUNTY TREASURER**

DATE \_\_\_\_\_

~~PERSONNEL DIRECTOR~~

DATE \_\_\_\_\_

PERSONNEL DIRECTOR

COUNTY ADMINISTRATOR

DEPARTMENT HEAD

DATE \_\_\_\_\_

**RESOLUTION NO. 244**

**RESOLUTION AUTHORIZING BUDGET MODIFICATION WITH THE  
HIGHWAY DEPARTMENT TO TRANSFER FUNDS FROM INSURANCE  
RECOVERY FUND INTO HIGHWAY STREET EQUIPMENT – DUMP TRUCK**

By Legislator Stephen Walpole:

WHEREAS, In July of 2022 a check for \$18,241.79 was deposited in account A1325.426800 (Insurance Recovery Fund). It was for repairs to a Highway dump truck that was in an accident on May 3, 2022.

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

RESOLVED, that the Treasurer is hereby authorized to transfer \$18,241.79 from account A1325.426800 (Insurance Recovery Fund) into account DM5130.524000 (Highway Street Equipment).

**ADOPTED BY VOICE VOTE ON SEPTEMBER 15, 2022:**  
**YES: 21    NO: 0    ABSENT: 4    ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE

**Authorized Budget Modification**

**Res. 244 of 2022**

**DM5130 524000  
A1325 426800**

**\$18,241.79  
(\$18,241.79)**



COUNTY OF OSWEGO  
HIGHWAY DEPARTMENT

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

Shawn Walker, Highway Superintendent

Chris Baldwin, P.E., Highway Engineer

## INFORMATIONAL MEMORANDUM

**SUBJECT:** Budget modification to transfer \$18,241.79 from account A1325.426800 (Insurance Recovery Fund) into account DM5130.524000 (Highway Street Equipment)

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

**SUMMARY:** The check was for repairs to a Highway dump truck that was in an accident on 5/3/2022.

**RECOMMENDED ACTION:** The Infrastructure, Facilities and Technology Committee, the Finance and Personnel Committee recommends the Oswego County Legislature authorize that \$18,241.79 be transferred from account A1325.426800 (Insurance Recovery Fund) into account DM5130.524000 (Highway Street Equipment).

\_\_\_\_\_  
Date

\_\_\_\_\_  
Shawn Walker  
Highway Superintendent

**COUNTY OF OSWEGO**

ACCOUNT NUMBER			ACCOUNT NUMBER			DESCRIPTION	DOLLAR AMOUNT
DEPT.	OBJECT	SUB.	DEPT.	OBJECT	SUB.		
DM5130	524000					Highway Expenses	\$ 18,241.79
			A1325	426800	0	Insurance Recovery Fund	\$ (18,241.79)
						TOTAL AMOUNT	\$ -

COMMITTEE SIGNATURES	DATE
	8-30-22
	8-30-22
	8-30-22
	8-30-22

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

PERSONNEL DIRECTOR	DATE
<i>[Signature]</i>	8-30
COUNTY ADMINISTRATOR	DATE

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

**RESOLUTION NO. 245**

**RESOLUTION AUTHORIZING BUDGET MODIFICATION WITH THE  
HIGHWAY DEPARTMENT TO TRANSFER FUNDS FROM INSURANCE  
RECOVERY FUND INTO HIGHWAY STREET EQUIPMENT – DUMP TRUCK**

By Legislator Stephen Walpole:

WHEREAS, In August of 2022 a check for \$48,145.00 was deposited in account A1325.426800 (Insurance Recovery Fund). It was for an insurance payment for a Highway dump truck that was totaled in an accident on March 31, 2022.

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

RESOLVED, that the Treasurer is hereby authorized to transfer \$48,145.00 from account A1325.426800 (Insurance Recovery Fund) into account DM5130.524000 (Highway Street Equipment).

**ADOPTED BY VOICE VOTE ON SEPTEMBER 15, 2022:**  
**YES: 21    NO: 0    ABSENT: 4    ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE

**Authorized Budget Modification**

**Res. 245 of 2022**

**DM5130 524000  
A1325 426800**

**\$48,145.00  
(\$48,145.00)**





**COUNTY OF OSWEGO  
HIGHWAY DEPARTMENT**

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

Shawn Walker, Highway Superintendent

Chris Baldwin, P.E., Highway Engineer

## **INFORMATIONAL MEMORANDUM**

**SUBJECT:** Budget modification to transfer \$48,145.00 from account A1325.426800 (Insurance Recovery Fund) into account DM5130.524000 (Highway Street Equipment)

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

**SUMMARY:** The check was for an insurance payment for a Highway dump truck that was totaled in an accident on 3/31/2022.

**RECOMMENDED ACTION:** The Infrastructure, Facilities and Technology Committee, the Finance and Personnel Committee recommends the Oswego County Legislature authorize that \$48,145.00 be transferred from account A1325.426800 (Insurance Recovery Fund) into account DM5130.524000 (Highway Street Equipment).

\_\_\_\_\_  
Date

\_\_\_\_\_  
Shawn Walker  
Highway Superintendent

**COUNTY OF OSWEGO**

ACCOUNT NUMBER				ACCOUNT NUMBER		DESCRIPTION	DOLLAR AMOUNT
DEPT.	OBJECT	SUB.	DEPT.	OBJECT	SUB.		
DM5130	524000					Highway Expenses	\$ 48,145.00
			A1325	426800	0	Insurance Recovery Fund	\$ (48,145.00)
						TOTAL AMOUNT	\$ -

COMMITTEE SIGNATURES

DATE \_\_\_\_\_

30.72

250.72

f-30-22

8-30-22

**COUNTY TREASURER**

DATE \_\_\_\_\_

PERSONNEL DIRECTOR

DATE \_\_\_\_\_

COUNTY ADMINISTRATOR

DATE \_\_\_\_\_

DEPARTMENT HEAD

DATE \_\_\_\_\_

**RESOLUTION NO. 246**

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION DEPARTMENT  
OF SOLID WASTE — ERF OVERTIME PAYMENTS**

By Legislator Stephen Walpole:

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

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

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

**ADOPTED BY VOICE VOTE ON SEPTEMBER 15, 2022:**  
**YES: 21    NO: 0    ABSENT: 4    ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE

**Authorized Budget Modification**

**Res. 246 of 2022**

**CL 8161 511000  
CL 8161 512000**

**(\$110,000.00)  
\$110,000.00**



## Oswego County Department of Solid Waste

---

Carl L. Schmidt, Director of Solid Waste Programs

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

FROM: Carl Schmidt, Acting Director of Solid Waste Programs

RE: Budget Modification-ERF Overtime Payments






DATE: August 17, 2022

The Department of Solid Waste-Energy Recovery Facility Division requests a budget modification to transfer One-Hundred Ten Thousand (\$110,000.00) Dollars from its Salaries and Wages account (CL8161.511000) to its Overtime Payments account (CL8161.512000). The Energy Recovery Facility has been dealing with a historically high amount of employee attrition over the past year affecting several positions. Particularly affected have been the shift work positions which have required filling open positions with remaining employees on overtime.

This has created a shift in the payroll burden from the normal salaries and wages account to the overtime account. The overtime account has been significantly depleted in this regard such that the department requires this transfer to accommodate continuing overtime payments through the end of the year. On the other hand, the salaries and wages account now has excess funding as the result of wages that have gone unpaid to separated employees. It should be noted that overtime payments at the Energy Recovery Facility are largely non-discretionary but are a planned expense to cover the 24/7 operation of the plant with a four-crew rotating shift.

This transfer will address this unexpected shift in financial burden by moving excess funding from the salaries and wages account to the overtime account.

**2022 Budget**  
**9/8/2022**

COMMITTEE SIGNATURES	DATE
	8-30-22
	8-30-22
	8-30-22
	8-30-22
	8-30-22

**COUNTY TREASURER**

DATE \_\_\_\_\_

**PERSONNEL DIRECTOR**

DATE \_\_\_\_\_

COUNTY ADMINISTRATOR

DATE \_\_\_\_\_

DEPARTMENT HEAD

DATE \_\_\_\_\_



**RESOLUTION NO. 247**

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION DEPARTMENT  
OF SOLID WASTE — ERF AUTOMOTIVE SUPPLIES & REPAIR**

By Legislator Stephen Walpole:

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

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

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

**ADOPTED BY VOICE VOTE ON SEPTEMBER 15, 2022:**  
**YES: 21    NO: 0    ABSENT: 4    ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE

**Authorized Budget Modification**

**Res. 247 of 2022**

CL 159900  
CL 8161 544100

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



# Oswego County Department of Solid Waste

---

Carl L. Schmidt, Director of Solid Waste Programs

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

FROM: Carl Schmidt, Acting Director of Solid Waste Programs

RE: Budget Modification-ERF Automotive Supplies & Repair

DATE: August 17, 2022

The Department of Solid Waste requests a budget modification to transfer Twenty-Four Thousand (\$24,000.00) Dollars from its unappropriated funds to its ERF Automotive Supplies & Repair account (CL8161.544100). Due to rapid inflation in the cost of replacement parts and consumables in addition to unexpected heavy equipment repair work the originally budgeted amount in this line will soon be exhausted.

The Energy Recovery Facility (ERF) operates heavy equipment including various front-end loaders on a 24/7 basis to move waste and load each of four incinerator units with waste every six minutes. Aging equipment used in this role has required additional maintenance this year and being under constant operation consumes items such as tires at an expedited rate. Specifically, the plant's Caterpillar 980C loader required an unplanned repair of its axles and seals in addition to requiring new front tires.

The costs of both consumables, parts and service are all rapidly increasing and exceeding the originally contemplated budget. The amount requested to be transferred is projected to cover all on- and off-road equipment repair costs for the department's ERF division through the end of the budget year.

**2022 Budget**  
**9/8/2022**

COMMITTEE SIGNATURES	DATE
<i>[Signature]</i>	8-30-22
<i>[Signature]</i>	8-30-22
<i>[Signature]</i>	8-30-22
<i>[Signature]</i>	8-30-22

DATE \_\_\_\_\_

**RESOLUTION NO. 248**

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION DEPARTMENT  
OF SOLID WASTE — ERF UNIFORMS, CLOTHING & TOOLS**

By Legislator Stephen Walpole:

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

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

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

**ADOPTED BY VOICE VOTE ON SEPTEMBER 15, 2022:**  
**YES: 21    NO: 0    ABSENT: 4    ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE

**Authorized Budget Modification**

**Res. 248 of 2022**

**CL 8161 543800  
CL 8161 545300**

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



# Oswego County Department of Solid Waste

---

Carl L. Schmidt, Director of Solid Waste Programs

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

FROM: Carl Schmidt, Acting Director of Solid Waste Programs

RE: Budget Modification-ERF Uniforms, Clothing & Tools

DATE: August 17, 2022

The Department of Solid Waste-Energy Recovery Facility requests a budget modification to transfer Twenty Thousand (\$20,000.00) Dollars from its Other Fees and Services account (CL8161.543800) to its Uniforms, Clothing and Tools account (CL8161.545300). Pursuant to collective bargaining agreements with CSEA and OCPA, the Department of Solid Waste provides uniforms to the majority of its employees. After submission of last year's budget it was determined that the prior existing uniform contract would not be extended and the service was advertised for competitive bidding.

A new vendor provided the only bid which upon terms less advantageous than the prior contract. This has caused a substantial and initially unexpected increase in expenditure out of the uniforms account for this year. Additionally, intra-department changes have shifted some personal protective equipment costs to this account line for tracking purposes versus prior procedure of funding from general plant expense. The amount requested to be transferred is necessary to cover uniform costs for the department's ERF division through the end of the budget year.

2022 Budget  
9/8/2022

COMMITTEE SIGNATURES	DATE
Stephen Wyll	8-30-22
Patricia Wyll	8-30-22
Dr. Wilcox	8-30-22
Paul E. Hume	8-30-22

DATE \_\_\_\_\_



**RESOLUTION NO. 249**

**RESOLUTION AWARDING PROFESSIONAL SERVICES CONTRACT –  
RFP 22-SW-016 – BRISTOL HILL QUARTERLY REPORTS**

By Legislator Stephen Walpole,

WHEREAS, the County issued a request for proposal for a vendor to provide Bristol Hill Quarterly Reports; and

WHEREAS, in accordance with Oswego County Purchasing Policy, the Oswego County Purchasing Department solicited Requests for Proposals, (RFP 22-SW-016) from multiple qualified firms to provide Bristol Hill Quarterly Reports; and

WHEREAS, the Oswego County Solid Waste Department and Oswego County Purchasing Department have reviewed the proposal received, and determined the proposal from Barton and Loguidice, D.P.C., 443 Electronics Parkway, Liverpool, NY 13088, meets the County's needs;

NOW, THEREFORE, BE IT RESOLVED, that upon the recommendation of the Infrastructure, Facility and Technology Committee that the County of Oswego awards the professional service contract for providing Bristol Hill Quarterly Reports, to Barton and Loguidice, D.P.C, 443 Electronics Parkway, Liverpool, NY 13088, to not exceed the cost of \$18,700 annually and be it further

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

**ADOPTED BY VOICE VOTE ON SEPTEMBER 15, 2022:**  
**YES: 21    NO: 0    ABSENT: 4    ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE



## OSWEGO COUNTY PURCHASING

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

### RFP 22-SW-016 – Bristol Hill Quarterly Reports

Name of Company	Location	Evaluation Rating	Annually Monitoring	Required Documentation PRCS/PIS/SHC/NCC/RFC					
Barton & Loguidice	443 Electronics Parkway Liverpool, NY 13088	90%	\$18,700.00	<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-009 was publicly advertised in the official newspaper, on Bidnet, and on the Oswego County website on May 26, 2022. It was also sent directly to the following vendors:

- Aubertine & Currier
- Barton & Loguidice
- BCA A&E
- CHA Consulting
- C&S Engineers
- Delta A&E Surveyors
- EDR
- Foit-Albert Associates
- JMT
- Keystone A&E
- Prudent Engineering
- Shumaker Consulting
- Tetra Tech A&E

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

<b>Barton &amp; Loguidice</b>	<p><b>Pro</b></p> <ul style="list-style-type: none"><li>• B&amp;L is the current firm providing these services for DSW.</li><li>• Has history with the sampling model.</li><li>• Local firm.</li></ul> <p><b>Con</b></p> <ul style="list-style-type: none"><li>• Only firm to submit a proposal.</li></ul>
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	<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>
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**Proposals Reviewed By:**

- Carl Schmidt

**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 Barton and Loguidice.

**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-SW-016 BRISTOL HILL QUARTERLY REPORTS

Total Points	Evaluation Criteria	Barton & Loguidice	
	Evaluator	C.S.	
40	Experience & Capabilities	40	
30	Management Outline and Project Approach	30	
10	Business & Organization	10	
20	Cost	10	
100	Total Points	90	
Rating per Evaluation		90	

**RESOLUTION NO. 250**

**RESOLUTION ESTABLISHING CAPITAL PROJECT No. T0322 FOR  
COUNTYWIDE VIDEO SURVEILLANCE SYSTEM**

By Legislator Stephen Walpole:

WHEREAS, the Central Services Director has identified the need to establish a capital project for updating the County's video surveillance system, with a maximum authorization of \$ 990,000.

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

RESOLVED, that the Treasurer is hereby authorized to transfer \$ 990,000 from Capital Reserve No. 145 – Technology Reserve to the designated Capital Project T0322 and that the project is hereby authorized for the maximum.

**ADOPTED BY VOICE VOTE ON SEPTEMBER 15, 2022:**  
**YES: 21    NO: 0    ABSENT: 4    ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE

**Authorized Budget Modification**

**Res. 250 of 2022**

H 450310 T0322	(\$990,000.00)
H 529000 T0322	\$990,000.00
A9901 599014	\$990,000.00
A159900	(\$990,000.00)



Greg Powlin  
Director

COUNTY OF OSWEGO  
CENTRAL SERVICES DEPARTMENT

39 Churchill Road  
Oswego, New York 13126

Phone: (315) 349-3526

**INFORMATIONAL MEMORANDUM**

**SUBJECT:** Establish capital project for update and re-architecting of County's video surveillance system and provide approval for a 5-year vendor managed service plan intended to ensure consistent and reliable video surveillance coverage, access to stored video, optimal video quality, and timely resolution of issues.

**PURPOSE:** To provide funding of \$990,000 to support this initiative as follows:

- \$940,000 for camera equipment and installation labor
- \$25,000 for electrical, network, and contingency expenses
- \$25,000 for spares and a portion of anticipated future camera updates.
- Approve entering into 5-year service agreement with vendor, at cost of approximately \$100,000 per year, with first payment due budget year 2024. The first year of support is included in the \$990K purchase price and begins upon anticipated Spring 2023 project completion.

**SUMMARY:** This capital project provides for upgrades to the County's video surveillance system and lays the groundwork for future integration with other building security solutions.

Additional points to note are:

- The proposed camera system architecture reflects the following design objectives: 1) deterrence, 2) efficient monitoring and incident investigation, 3) protection against liability, and 4) coverage of high-risk areas as defined by building security consultant.
- ~70 existing, serviceable cameras are being retained, but will need to be updated as well over the next 2-4 years. Once the cameras are replaced, anticipated yearly maintenance will be ~\$115,000.
- 62 new camera locations are included in the updated architecture, increasing the total number of cameras from 292 to 354. The re-architecting also eliminates 45 existing placements, in favor of new, optimally positioned deployments.
- This video surveillance system will integrate with the County's existing door access control system.
- An application for ARPA funding, requesting support up to 50% of project cost, has been submitted.
- Options not being recommended are:
  - All interior cabling in conduit: add ~\$100K.
  - All multi-sensor cameras premium model: add ~\$125K.

**RECOMMENDED  
ACTION:**

I respectfully request transferring \$ 990,000 from Capital Reserve # 145 – Technology Reserve to establish a new Capital Project T0322 for the video system upgrade expenditures listed above.





**RESOLUTION NO. 251**

**RESOLUTION AUTHORIZING CAPITAL PROJECT CLOSURES AND  
TRANSFER OF PROJECT BALANCES**

By Legislator Jay Martino:

WHEREAS, this body has heretofore established the following Capital Projects which are complete and have balances totaling \$142,570.66

CP46 Portico LOB Brick Work -\$11,209.35

CP3270 County Route 7 Bridge over Rice Creek - \$131,361.31

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

RESOLVED, that the Treasurer is hereby authorized to appropriate and close Capital Projects No. 3270 and transfer remaining balances totaling \$131,361.31 to Unappropriated Fund Balance - General and Capital Project No. 46 and transfer remaining balance totaling \$11,209.35 to Capital Reserve 21 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 transfers and make such adjustments.

**ADOPTED BY VOICE VOTE ON SEPTEMBER 15, 2022:**

**YES: 21      NO: 0      ABSENT: 4      ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE

**Authorized Budget Modification**

**Res. 251 of 2022**

H 599014 3270

(\$131,361.31)

A 159900

\$131,361.31

H 599014 46

(\$11,209.35)

A 450310 21

\$11,209.35

## COUNTY OF OSWEGO

## BUDGET MODIFICATION REQUEST

ACCOUNT NUMBER			ACCOUNT NUMBER			DESCRIPTION	DOLLAR AMOUNT
ORG	OBJECT	PROJECT	ORG	OBJECT	PROJECT		
H	599014	3270				CP#3270 CR 7 Bridge over Rice Creek	(131,361.31)
			A	159900		Unappropriated Fund Balance	131,361.31
H	599014	46				CP#46 Portico LOB Brick Work	(11,209.35)
			A	450310	21	Reserve- Building Renovations (CR21)	11,209.35
						TOTAL AMOUNT	-

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

DATE \_\_\_\_\_

COMMITTEE SIGNATURES	DATE
<i>[Signature]</i>	9-1-77

D. Mangano 9-1-22

Ginda Lockwood 9-1-23

Walter Linnens 9-1-22

**COUNTY TREASURER**

DATE \_\_\_\_\_

~~PERSONNEL DIRECTOR~~

DATE \_\_\_\_\_

COUNTY ADMINISTRATOR

DATE \_\_\_\_\_

DEPARTMENT HEAD

DATE \_\_\_\_\_

**RESOLUTION NO. 252**

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

By Legislator Jay Martino:

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 SEPTEMBER 15, 2022:**  
**YES: 21    NO: 0    ABSENT: 4    ABSTAIN: 0**

LEGISLATURE  
COUNTY  
OSWEGO

Authorized Budget Modification	Res. 252 of 2022
A3112 415200	(\$29,536.00)
A3112 514000	\$19,600.00
A3112 544500	\$3,000.00
A3112 545300	\$5,486.00
A3112 590898	\$1,450.00



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

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

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

# OSWEGO COUNTY SHERIFF'S OFFICE

DONALD R. HILTON  
SHERIFF



JOHN F. TOOMEY  
UNDERSHERIFF  
MICHAEL R. BENJAMIN  
JAIL ADMINISTRATOR



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

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

39 Churchill Road, Oswego, New York 13126-6613

## INFORMATIONAL MEMORANDUM

**DATE:** August 15, 2022

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

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

**SUMMARY:** The Sheriff's Department requests permission to receive revenue in the amount of \$29,536 from Altmar-Parish-Williamstown School District to fund one additional Special Patrol Officers (SPO) Position. This revenue will fund the position for the remainder of 2022. The current request is for one additional Officer. The Sheriff's Office will now employ a total of 13 Officers to share coverage at 11 schools. This request is cost neutral as the initial startup costs will cover all expenses (wages, training, uniforms, weapons etc.) as per an MOU between the Sheriff's Office and the School District.

### RECOMMENDED ACTION:

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

**Date: August 15, 2022**

TO

TOTAL AMOUNT

COMMITTEE SIGNATURES	
Jah J. J. J.	9-1-22
J. Marlow	9-1-22
Rigida Lockwood	9-1-22
Admirer Ginn	9-1-22

DATE \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_