

**RESOLUTIONS OF THE OSWEGO COUNTY LEGISLATURE FOR
FEBRUARY 9, 2023**

OSWEGO COUNTY LEGISLATURE

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LEGISLATURE

COUNTY

OSWEGO

RESOLUTION NO. 009

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

By Legislator David Holst:

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

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

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

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

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

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

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

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

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

RESOLVED, that the Chairman of the Legislature and County Treasurer be and are hereby authorized to execute any and all documents that may be necessary to access and disburse these funds.

ADOPTED BY VOICE VOTE ON FEBRUARY 9, 2022:
YES: 21 NO: 2 ABSENT: 1 ABSTAIN: 1



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 Chewing-Kulick
Administrative Assistant

INFORMATIONAL MEMORANDUM

SUBJECT: ARPA funding request for consideration.

PURPOSE: Discuss and recommend project to Government Committee for funding.

SUMMARY: Projects included in this resolution have been reviewed for eligibility and subsequently considered by the Chairman's ARPA Taskforce. Suggestions from the Taskforce are identified on Schedule E attached to the Resolution. Not all were suggested to be considered at 100% of the applicant's request. Requests from the "small business community" eligible under the general category of negative economic impacts have been suggested at 50% of the documented impact.

FISCAL IMPACT: Six projects suggested in this round total \$294,204.00.

RECOMMENDED ACTION: Projects should be funded by the Legislature once considered and approved by the respective jurisdictional committees including Finance & Personnel and eventually the Committee on Government, Courts & Consumer Affairs.

Schedule F - Proposed Local Disbursements of ARPA Funds					
Project Name/Applicant	Project Description	Jurisdictional Committee	Request	Task Force Suggestion	Jurisdictional Committee
Desens House	\$12000 will allow 4 women to become Certified Alcohol and substance Abuse counselors (CASAC) for a residency program that will open in 2023. The certification is through Farnham. Additionally this will pay for 4 refurbished computers to be assigned to them to allow them to help women recover from alcohol and drug abuse in our communities. Desens will work with SUNY Oswego, OCO, CITI, to be able to provide educations services to the women in the program. Program will be funded by Desens house fully once renovations on their building is complete	Health	\$ 12,000	\$ 12,000	
Pulaski Farmers Market	Has asked for \$5,000 to offset negative economic impact of COVID and to continue to provide the market and concert series. They have demonstrated through profit and loss statements a loss of \$3,006 over the course of the pandemic to date. This includes a loss of revenue plus increase costs of concerts.	EDP	\$ 5,000	\$ 3,006	
Hardwood Transformations	They are seeking \$50,000 to help offset the negative economic impact of COVID and have demonstrated through profit and loss statements just in December of 2019-December of 2020 income loss of \$697,000. They would like to use the funds to maintain LEAD certification and hire back employees. They did receive PPP funds in the amount of \$87,986 bringing total loss for just the one	EDP	\$ 50,000	\$ 50,000	
Marks Automotive	They have submitted documentations demonstrating an increase in the cost of the roof to be done of \$20,000. They have submitted documentation about lifts for the shop to be replaced with an increased cost of \$28,396. Demonstrated total amount of \$48,396.	EDP	\$ 35,000	\$ 24,198	
Liberty Resources	Requesting \$170,751 for a program that began in Cayuga County with success. Mobile Crisis specifically designed as a co-response model to provide immediate on-site crisis intervention to youth and adults experiencing a mental health emergency on a limited hour structure. This trained response team, composed of Licensed Therapists and Qualified Mental Health providers, deescalated crisis, diverted unnecessary hospitalizations and linked individuals to needed services in the community. This would create Full time crisis responders and Case Managers for the program.	Human Services	\$ 170,751	\$ 170,000	
Bridie Manor	is requesting \$35,000 of lost revenue assistance and has demonstrated through complete tax returns at least \$50,000 in lost revenue in just the year of 2019-2020. He would like to use some of the funds to help upgrade air quality in the facility.	EDP	\$ 35,000	\$ 35,000	
TOTALS			\$ 307,751	\$ 294,204	\$ -

RESOLUTION NO. 010

RESOLUTION AUTHORIZING THE EXECUTION OF AN INTERMUNICIPAL AGREEMENT WITH THE TOWN OF SCRIBA AND THE MEXICO ACADEMY & CENTRAL SCHOOL DISTRICT RELATIVE TO REAL PROPERTY TAX NEGOTIATIONS INVOLVING THE JAMES A. FITZPATRICK NUCLEAR POWER PLANT

By Legislator David Holst:

WHEREAS, the Town of Scriba, the County of Oswego and the Mexico Central School District (hereinafter the "Municipalities") all derive real property tax income from the James A. FitzPatrick Nuclear Power Plant owned by Constellation Energy ("Facility"); and

WHEREAS, said municipalities desire to work together to negotiate a fair tax agreement and, if necessary, defend tax certiorari proceedings in Supreme Court, Oswego County concerning the Facility; and

WHEREAS, said municipalities anticipate a tax certiorari proceeding if the within matter is not otherwise resolved or settled via good faith negotiations; and

WHEREAS, the Municipalities have common interests in the joint defense and in obtaining an accurate, updated appraisal of this nuclear power plant for purposes of the litigation which will require the services of a specialized appraiser, engineering firm and law firm; and

WHEREAS, the Municipalities have or will be retaining Walker Capital, LLC of New Hampshire to obtain updated appraisal/valuation information for the plant and related technical services to assist with negotiations; and

WHEREAS, the Municipalities have reached an agreement regarding the payment and reimbursement of the costs incurred in these matters, and payments under any future tax agreement, that is fair and equitable; and

WHEREAS, said arrangement promotes intermunicipal cooperation, increased efficiencies and avoids duplication of resources,

NOW, THEREFORE, upon recommendation of the Government, Courts & Consumer Affairs Committee, it is hereby

RESOLVED, that the Chairman of the Legislature and/or County Attorney be, and is hereby, authorized to execute the annexed Intermunicipal Agreement with the Town of Scriba and the Mexico Academy and Central School District.

ADOPTED BY VOICE VOTE ON FEBRUARY 9, 2023:

YES: 24 NO: 0 ABSENT: 1 ABSTAIN: 0

JOINT DEFENSE AND INTERMUNICIPAL AGREEMENT

This Agreement is entered into this ____ day of January, 2021 by and between the Town of Scriba ("Town"), Oswego County ("County") and the Mexico Academy Central School District ("School District").

1. Preamble This Joint Defense and Intermunicipal Agreement (the Agreement) is intended to address the rights and responsibilities of the Town, County and School District (collectively referred to as the "Taxing Jurisdictions") and their respective counsel, in furtherance of the joint and/or common legal representation effort on matters of common interest and/or concern on behalf of the Taxing Jurisdictions.

2. Nature of Matter. The existing Payment In Lieu of Tax Agreement ("PILOT Agreement") with Constellation Energy ("Constellation") involving the James A. FitzPatrick Nuclear Power Plant ("Facility") is set to expire on June 30, 2024, and the Parties have common interests and believe they will mutually benefit from coordination of negotiations of a new PILOT Agreement for the Facility.

3. Retention of Counsel. Each party has retained separate legal counsel. The Town has retained Caraccioli Law, PLLC, the County has retained County Attorney Richard C. Mitchell, Esq., and the School District has retained Ferrara Fiorenza PC.

4. Common Interest in Representation. The Taxing Jurisdictions anticipate that the nature of the negotiations for a new PILOT Agreement and the relationships between the Taxing Jurisdictions present common interests, warranting joint negotiation and defense efforts. It is the desire and purpose of the Taxing Jurisdictions that every lawful, ethical, and proper step be taken to assure that their respective counsel share and exchange intelligence, strategies, legal theories, confidences and other secrets, information and documents, in order to advance their preparation, protect the Taxing Jurisdictions' interests and rights, reduce unnecessary duplication of effort, and reduce the overall cost of defending against petitioners' claims. Based upon these circumstances, considerations and needs, the Taxing Jurisdictions agree that they and their respective counsel will exchange and share information related to their common interest in pursuit of their joint negotiation and defense efforts.

5. Applicability to Joint Representation Documents. The "common interest" or "joint defense" doctrine recognizes that such sharing of information for mutual benefit is not a waiver of applicable privileges, work product protections, or rules relating to discovery obligations, and provides that shared information remain secret, confidential, protected, and/or privileged. The Taxing Jurisdictions and their respective counsel recognize that disclosures among and between the Taxing Jurisdictions' respective counsel concerning matters of common interest are essential to the preparation of an effective representation and are therefore governed by the joint defense doctrine. No such sharing of any information, documents, or materials pursuant to this Agreement shall be deemed to be a waiver of any otherwise applicable privilege, work product protection, or rule of discovery. Due to confidential and privileged nature, all information, documents, and materials shared pursuant to this Agreement shall be exempt from

disclosure under freedom of information laws. The Taxing Jurisdictions hereby expressly reserve the right to assert any and all applicable privileges, immunities, and protections with respect to any and all of the information and materials involved.

6. Agreement to Share Information and Not to Disclose to Persons Not Signing this Agreement. To further the mutual interests of the Taxing Jurisdictions, the undersigned hereby agree: (a) to share and exchange, among and between themselves and the Taxing Jurisdictions, factual information relating to the Facility and valuation of such Facility, legal strategies and theories, attorney-work product, documents, and confidences for the limited and restricted purpose of assisting counsel in asserting common claims and asserting and protecting common interests of their respective clients, without authorizing or permitting any other publication or use; and (b) not to reveal to any third party (except the real estate appraiser hired to defend the proceeding) any such information, legal strategy or theory, document, confidence or other secret which has been shared by another Taxing Jurisdiction or counsel for another Taxing Jurisdiction without both the prior written consent of the Taxing Jurisdiction who contributed the same or caused it to be contributed to the joint representation effort and the written prior acknowledgment and agreement, of the third party receiving disclosure acknowledging notice of this Agreement and agreement to be bound by its terms.

7. United and Collaborative Negotiations. The Parties agree to negotiate with a united and collaborative approach. No Taxing Jurisdiction shall engage in unilateral discussions with Constellation. No Tax Jurisdiction shall make representations with respect to valuation of the Facility or material terms of a PILOT Agreement without the consent of the other Taxing Jurisdictions. In order to present the united approach, the taxing jurisdictions agree that all PILOT payments received under the newly negotiated PILOT Agreement shall be allocated as follows:

Town of Scriba – 6.4%
Oswego County – 27.9%
Mexico Academy & Central School District – 65.7%

8. Sharing of Costs and Expenses. To further reduce the overall cost of negotiating the PILOT Agreement, the Taxing Jurisdictions shall share consulting and appraisal expenses pursuant to the formula set forth below:

Town of Scriba – 6.4%
Oswego County – 27.9%
Mexico Academy & Central School District – 65.7%

Each invoice shall be forwarded to each Taxing Jurisdiction responsible for payment and shall itemize (1) the total cost of services rendered, and (2) such Taxing Jurisdiction's respective share of the fees pursuant to the fee allocation set forth below.

9. No Ability to Bind another Party. Although the Taxing Jurisdictions shall jointly negotiate, no one Taxing Jurisdiction, or its legal representative, has the ability or authorization to bind another Taxing Jurisdiction. All decisions with respect to selection of

appraisers and other experts, costs, scheduling, and values shall be subject to the approval of each Taxing Jurisdiction and their respective Boards.

10. Term. This agreement shall become effective upon the date set forth above and shall remain in effect until terminated by either Taxing Jurisdiction. Either Taxing Jurisdiction shall have the right to terminate this agreement upon five days written notice to the other.

11. Termination or Breach of this Agreement Shall Operate Prospectively Only. Withdrawal from this Agreement shall operate prospectively only. The applicable privileges, work product protections, or rules relating to discovery obligations relating to information previously disclosed during the time the Agreement shall remain in force after withdrawal or termination of this Agreement. Each Taxing Jurisdiction agrees to notify each other Taxing Jurisdiction if efforts are made by anyone to cause a breach of this Agreement.

12. Modifications. This Agreement may not be modified except by writing, duly executed by all signatories. This Agreement supersedes prior negotiations, representations and agreements, whether written or oral. Any documents executed by the Taxing Jurisdictions prior to the effective date of this Agreement shall not modify any of the terms of the Agreement.

13. Benefit of Counsel. Each Taxing Jurisdiction acknowledges that it has had the benefit of counsel in reviewing and approving this Agreement, and that no Taxing Jurisdiction shall be construed as the sole draftsman of the Agreement.

14. Waiver. The waiver, express or implied, by any Taxing Jurisdiction of any right hereunder or of any future to perform or breach hereof by another Taxing Jurisdiction shall not constitute or be deemed a waiver of any other right hereunder or of any other failure to perform or breach hereof by another Taxing Jurisdiction, whether of a similar or dissimilar nature.

15. Severability. If any part of this Agreement shall be determined to be illegal, invalid or unenforceable, that part shall be severed from the Agreement and the remaining parts shall be valid and enforceable, so long as the remaining parts continue to fulfill the original intent of the parties.

16. Counterparts. This Agreement may be executed in counterparts, each of which shall be considered an original.

TOWN OF SCRIBA

Signature

James Oldenburg, Suprevisor
Name

Date

OSWEGO COUNTY

Signature

Name

Date

MEXICO ACADEMY & CENTRAL SCHOOL DISTRICT

Signature

Name

Date

DRAFT

AGREEMENT

SUBJECT: A Contract to provide valuation and consulting services to the Ferrara Fiorenza PC law firm for *ad valorem* taxation purposes regarding the assessment of the J.A. FitzPatrick Nuclear Power Plant (Station) located in the Town of Scriba, New York (Subject Property).

The Ferrara Fiorenza PC law firm, hereinafter called the Client, and Walker Capital, LLC, a Limited Liability Company in New Hampshire having an address of PO Box 1131, Rye, New Hampshire 03870 in the County of Rockingham, State of New Hampshire, hereinafter called Consultant, hereby mutually agree as follows:

GENERAL PROVISIONS

1. IDENTIFICATION

1.1 Client: Ferrara Fiorenza PC, on behalf of the Mexico Central School District

1.1.1 Name: Joseph G. Shields, Esq.
Ferrara Fiorenza PC
5010 Campuswood Drive
East Syracuse, NY 13057

1.1.2 Contracting Official: Joseph G. Shields, PC

1.1.3 Authorized Contact: Joseph G. Shields, PC

1.1.4 Name: Kevin C. Caraccioli, Esq., on behalf of the Town of Scriba
Caraccioli Law, PLLC
175 E 7th Street
Oswego, NY 13126

1.1.5 Contracting Official: Kevin C. Caraccioli, Esq.

1.1.6 Authorized Contact: Kevin C. Caraccioli, Esq.

1.1.7 Name: Richard C. Mitchell, Esq. on behalf of the County of Oswego
Oswego County Attorney
46 E. Bridge Street
Oswego, NY 13126

1.1.8 Contracting Official: Richard C. Mitchell, Esq.

1.1.9 Authorized Contact: Richard C. Mitchell, Esq.

1.2 Consultant: Glenn Walker, Walker Capital, LLC

1.2.1 Name: Walker Capital, LLC
Address: PO Box 1131, Rye, NH 03870
Tel: (603) 431-7636
E-mail: gwalker@walkercapitalllc.com

2. GENERAL SERVICES TO BE PERFORMED BY CONSULTANT

2.1 Scope of Work:

The proposed services will be performed by, or at the direction of, Glenn Walker. The scope is set forth below. The goal of this scope is to assist the tax jurisdictions in establishing a new Payment in Lieu of Tax (PILOT) agreement or *ad valorem* tax value for the Station and will draw upon work we have done for the tax jurisdictions in the past.

2.1.1 Scope of the Work Products:

Our office will assist the Client in determining fair market value of the subject property. The work will be based on information in the public record and information provided by the facility's owner(s), should it be available.

2.1.2 Services to be Provided by Consultant:

Task 1

The first task in arriving at either a PILOT agreement or *ad valorem* tax value includes the research of documents both in the owner's control and in the public domain. In developing due diligence, we propose the following:

1. Prepare a Request for Documents to the Station's owner based on not only generic requests but also specific items it references in its financial reportings.
2. Develop current market data for the Upstate New York region.
3. Review the current status of the nuclear industry including sales trends, nuclear facility development trends, and other issues that will impact value.

The budget estimate for Task 1 is \$ _____ and should be accomplished on or before _____.

Task 2

Task 2 will be the preparation of a range of values, in presentation format, for use by the tax jurisdictions in negotiations and internal discussions with their elected officials. The presentation will be based on information in the public record, information provided by the Station's owner, should it be available, and our analysis of this information. The presentation will provide a summary of current market conditions for the U.S. and New York electric markets, and the competitiveness of the Station in these markets. The presentation will also include a range of values for the Station and the level of anticipated taxes based on this value range. The Station's anticipated PILOT/*ad valorem* tax payments will be compared with agreements for other nuclear units in the U.S. and Northeast. The budget estimate for Task 2 is \$_____.

Task 3

Task 3 involves working with the tax jurisdictions on potential PILOT scenarios and assistance with negotiations. This would be at the direction of the tax jurisdictions and may include preliminary meetings, presentations, etc. The budget estimate for Task 3 is \$_____, but could be higher depending on the level of negotiations and requirement to attend meetings in the Oswego County area.

2.1.3 Completion of Work:

Work is to be completed on a mutually acceptable schedule.

Consultant will not be responsible for consequential or compensatory damages arising from circumstances which are either outside Consultant's scope of services, or as a result of non-performance of any other party, person, or entity affecting this contract.

2.2 Personnel:

All personnel and necessary field assistants employed by Consultant will be competent to perform the work they are called upon to do in a good and workmanlike manner and in accordance with all applicable laws and rules in effect at the time of the agreement.

2.3 Confidentiality:

The parties may be required to enter into a Confidentiality Agreement with the Owner of the facility and shall abide by the same.

Consultant agrees not to disclose to anyone except to the Client or its authorized representative(s) or a court of law or tribunal, any information discovered for any purpose, or to permit anyone to use or peruse any of the data on file in connection with the report, unless disclosure is specifically authorized by the Client.

2.4 Compensation and Terms:

The services hereunder to be performed by Consultant will be provided on a time and materials basis per a mutually agreed upon scope and based on the rate of \$300 per hour for valuation services and \$150 per hour for technical support.

3. INSURANCE

3.1 Consultant will maintain general liability insurance, with an endorsement for hired and non-owned automobile insurance.

3.1.1 The liability insurance will be in the form of commercial general liability with limits of \$1,000,000 per occurrence/person for bodily injury, and \$2,000,000 general aggregate for the life of the policy.

3.1.2 The hired and non-owned automobile liability endorsement will have a limit of \$1,000,000 each accident.

4. ASSIGNMENT

This Contract and the duties of Consultant hereunder will not be assigned.

5. AMENDMENTS

This Agreement will not be amended, waived or discharged, unless by mutual written consent of both parties.

6. This Agreement shall be governed by the laws of New York State. The venue for any action shall be Oswego, New York.

TOWN OF SCRIBA

Date: _____

By: _____
Kevin C. Caraccioli, Esq.

COUNTY OF OSWEGO

Date: _____

By: _____
Richard C. Mitchell

**MEXICO ACADEMY AND
CENTRAL SCHOOL DISTRICT**

Date: _____

By: _____
Joseph G. Shields

RESOLUTION NO. 011

**RESOLUTION APPOINTING A RECORDS MANAGEMENT OFFICER (RMO)
FOR THE COUNTY OF OSWEGO**

By Legislator David Holst:

WHEREAS, Oswego County Local Law No. 3 took effect July 15, 1996, and

WHEREAS, this Local Law provides for the creation of a Records Management Program in the County of Oswego, and

WHEREAS, Section 1 of Local Law No. 3 of 1996 states “there shall be a records management program established under the jurisdiction of the Oswego County Clerk and headed by a Records Management Officer who shall be appointed by the County Legislature.”

NOW, upon recommendation of the Chairman of the Oswego County Legislature, and with the recommendation and approval of the Government, Courts and Consumer Affairs Committee of this body, be it

RESOLVED, the Terry M. Wilbur, County Clerk, County of Oswego is hereby designated and appointed as the Oswego County Records Management Officer in accordance with the provisions of the County of Oswego Local Law No. 3 of 1996.

ADOPTED BY VOICE VOTE ON FEBRUARY 9, 2023:

YES: 24 NO: 0 ABSENT: 1 ABSTAIN: 0



MATTHEW F. BACON
DEPUTY COUNTY CLERK

OSWEGO COUNTY CLERK'S OFFICE
46 EAST BRIDGE STREET, OSWEGO, NEW YORK 13126
Phone 315-349-8621 315-349-8383 (Fax)

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

NANCY L. BELCHER
DEPUTY CLERK OF OPERATIONS

DIANE PAROW
DEPUTY CLERK OF MOTOR VEHICLES
DMV OFFICES
OSWEGO/FULTON/PULASKI

INFORMATIONAL MEMORANDUM

January 18, 2023

Subject: Appoint a Records Management Officer (RMO) for the County of Oswego

Purpose: To recommend that the Oswego County Legislature approve a Resolution to appoint Oswego County Clerk, Terry M. Wilbur, as the Oswego County Records Management Officer.

Summary: Local Law No. Three of the year 1996 provides for the "Creation of a Records Management Program in the County of Oswego." Section 1 of the Local Law states "there shall be a records management program established under the jurisdiction of the Oswego County Clerk and headed by a Records Management Officer who shall be appointed by the County Legislature."

Recommended Action: The Government, Courts and Consumer Affairs Committee approve a Resolution to appoint County Clerk, Terry M. Wilbur as the Oswego County Records Management Officer.

RESOLUTION NO. 012

**RESOLUTION ESTABLISHING PETTY CASH ACCOUNT FOR THE
DEPARTMENT OF WEIGHTS AND MEASURES**

By Legislator David Holst:

WHEREAS, there is a need for a petty cash fund in the Department of Weights and Measures; and

WHEREAS, the Oswego County Department of Weights and Measures works throughout the county to assure accuracy in all transactions based on weight or measure and to assure the quality of petroleum products offered for sale; and

WHEREAS, part of the responsibility of the department, is to sample gas at every gas station in Oswego County which is currently being paid for by the Director of Weights and Measures, Jamie Comstock;

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

RESOLVED, that a petty cash fund in the amount of Two Hundred Fifty Dollars (\$250) is hereby authorized and established, and be it further

RESOLVED, that funds will be reconciled each month and account A6610 544200 will be used to replenish the account, and be it further

RESOLVED, that the reconciled amount will be added to the monthly state claim for reimbursement, 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 FEBRUARY 9, 2023:

YES: 24 NO: 0 ABSENT: 1 ABSTAIN: 0

OFFICE OF THE CLERK OF THE LEGISLATURE

Betsy Sherman-Saunders
Clerk of the Legislature
315-349-8230



46 East Bridge Street
Oswego, New York 13126
315-349-8237 fax

DATE: January 19, 2023
TO: Government Courts and Consumer Affairs and Finance and Personnel
FROM: Betsy Sherman-Saunders
RE: Petty Cash for Weights & Measures

MEMO:

Oswego County Department of Weights and Measures works throughout the county to assure accuracy in all transactions based on weight or measure and to assure the quality of petroleum products offered for sale, and that work includes regular sampling of products. The Director of Weights & Measures is currently required to pay for samples out of pocket and is later reimbursed by the county, which can sometimes take weeks.

Petty cash on hand would eliminate the need for the director to pay for samples out of pocket and reduce the paperwork and clerical time for reimbursement.

Funds are already budgeted for reimbursement. There is no fiscal impact.

RESOLUTION NO. 013

**A RESOLUTION ESTABLISHING LOCAL LAW No. 1 OF 2023 TO CREATE A
SUSTAINABLE ENERGY LOAN PROGRAM (C-PACE) IN THE COUNTY OF
OSWEGO**

By Legislator David Holst:

WHEREAS, a public hearing was held on February 9, 2023 and all interested parties having had an opportunity to be heard,

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

RESOLVED, County of Oswego Local Law No. 1 of 2023 entitled A LOCAL LAW ESTABLISHING A SUSTAINABLE ENERGY LOAN PROGRAM IN THE COUNTY OF OSWEGO and is hereby adopted and enacted in its entirety; and be it further

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

ADOPTED BY VOICE VOTE ON FEBRUARY 9, 2023:
YES: 24 NO: 0 ABSENT: 1 ABSTAIN: 0

LOCAL LAW NO. 1 - 2023

A LOCAL LAW TO ESTABLISH A SUSTAINABLE ENERGY LOAN PROGRAM (OPEN C-PACE)
IN THE COUNTY OF OSWEGO

BE IT ENACTED BY THE COUNTY OF OSWEGO (THE “MUNICIPALITY”) AS
FOLLOWS:

Section 1. This local law shall be known as the “Energize NY Open C-PACE Financing Program” and shall read as follows:

ARTICLE I

§1. Legislative findings, intent and purpose, authority.

- A. It is the policy of both the Municipality and the State of New York (the “State”) to achieve energy efficiency and renewable energy improvements, reduce greenhouse gas emissions, mitigate the effect of global climate change, and advance a clean energy economy. The Municipality finds that it can fulfill this policy by providing property assessed clean energy financing to Qualified Property Owners (as defined below) for the installation of renewable energy systems and energy efficiency measures. This local law establishes a program that will allow the Energy Improvement Corporation (as defined below, “EIC”), a local development corporation, acting on behalf of the Municipality pursuant to the municipal agreement (the “Municipal Agreement”) to be entered into between the Municipality and EIC, to make funds available to Qualified Property Owners that will be repaid through charges on the real properties benefited by such funds, thereby fulfilling the purposes of this local law and accomplishing an important public purpose. This local law provides a method of implementing the public policies expressed by, and exercising the authority provided by, Article 5-L of the General Municipal Law (as defined below, the “Enabling Act”).
- B. The Municipality is authorized to execute, deliver and perform the Municipal Agreement and otherwise to implement this Energize NY Open C-PACE Financing Program pursuant to the Constitution and laws of New York, including particularly Article IX of the Constitution, Section 10 of the Municipal Home Rule Law, the Enabling Act and this local law.
- C. This local law, which is adopted pursuant to Section 10 of the Municipal Home Rule Law and the Enabling Act shall be known and may be cited as the “Energize NY Open C-PACE Local Law”.

§2. Definitions

- A. Capitalized terms used but not defined herein have the meanings assigned in the Enabling Act.
- B. For purposes of this local law, and unless otherwise expressly stated or unless the context requires, the following terms shall have the meanings indicated:

Annual Installment Amount – shall have the meaning assigned in Section 8, paragraph B.

Annual Installment Lien – shall have the meaning assigned in Section 8 paragraph B.

Authority – the New York State Energy Research and Development Authority.

Benefit Assessment Lien – shall have the meaning assigned in Section 3, paragraph A.

Benefited Property – Qualified Property for which the Qualified Property Owner has entered into a Finance Agreement for a Qualified Project.

Benefited Property Owner – the owner of record of a Benefited Property.

EIC – the Energy Improvement Corporation, a local development corporation, duly organized under section 1411 of the Not-For-Profit Corporation Law of the State, authorized hereby on behalf of the Municipality to implement the Program by providing funds to Qualified Property Owners and providing for repayment of such funds from money collected by or on behalf of the Municipality as a charge to be levied on the real property.

Eligible Costs – costs incurred by the Benefited Property Owner in connection with a Qualified Project and the related Finance Agreement, including application fees, EIC's Program administration fee, closing costs and fees, title and appraisal fees, professionals' fees, permits, fees for design and drawings and any other related fees, expenses and costs, in each case as approved by EIC and the Financing Party under the Finance Agreement.

Enabling Act – Article 5-L of the General Municipal Law of the State, or a successor law, as in effect from time to time.

Finance Agreement – the finance agreement described in Section 6A of this local law.

Financing Charges – all charges, fees and expenses related to the loan under the Finance Agreement including accrued interest, capitalized interest, prepayment premiums, and penalties as a result of a default or late payment and costs and reasonable attorneys' fees incurred by the Financing Party as a result of a foreclosure or other legal proceeding brought against the Benefited Property to enforce any delinquent Annual Installment Liens.

Financing Parties – Third party capital providers approved by EIC to provide financing to Qualified Property Owners or other financial support to the Program which have entered into separate agreements with EIC to administer the Program in the Municipality.

Municipality – the County of Oswego, a municipality of the State constituting a tax district as defined in Section 1102 of the RPTL of the State.

Municipal Lien – a lien on Qualified Property which secures the obligation to pay real property taxes, municipal charges, or governmentally imposed assessments in respect of services or benefits to a Qualified Property.

Non-Municipal Lien – a lien on Qualified Property which secures any obligation other than the obligation to pay real property taxes, municipal charges, or governmentally-imposed assessments in respect of services or benefits to a Qualified Property Owner or Qualified Property.

Program – the Energize NY Open C-PACE Financing Program authorized hereby.

Qualified Project – the acquisition, construction, reconstruction or equipping of Energy Efficiency Improvements or Renewable Energy Systems or other projects authorized under the Enabling Act on a Qualified Property, together with a related Energy Audit, Renewable Energy

System Feasibility Study and/or other requirements under or pursuant to the Enabling Act, with funds provided in whole or in part by Financing Parties under the Program to achieve the purposes of the Enabling Act.

Qualified Property – Any real property other than a residential building containing less than three dwelling units, which is within the boundaries of the Municipality that has been determined to be eligible to participate in the Program under the procedures for eligibility set forth under this local law and the Enabling Act and has become the site of a Qualified Project.

Qualified Property Owner – the owner of record of Qualified Property which has been determined by EIC to meet the requirements for participation in the Program as an owner, and any transferee owner of such Qualified Property.

RPTL – the Real Property Tax Law of the State, as amended from time to time.

Secured Amount – as of any date, the aggregate amount of principal loaned to the Qualified Property Owner for a Qualified Project, together with Eligible Costs and Financing Charges, as provided herein or in the Finance Agreement, as reduced pursuant to Section 8, paragraph C.

State – the State of New York.

§3. Establishment of an Energize NY Open C-PACE Financing Program

- A. An Energize NY Open C-PACE Financing Program is hereby established by the Municipality, whereby EIC acting on its behalf pursuant to the Municipal Agreement, may arrange for the provision of funds by Financing Parties to Qualified Property Owners in accordance with the Enabling Act and the procedures set forth under this local law, to finance the acquisition, construction, reconstruction, and installation of Qualified Projects and Eligible Costs and Financing Charges approved by EIC and by the Financing Party under the Finance Agreement. EIC, on behalf of the Municipality, and with the consent of the Benefited Property Owner, will record a Benefit Assessment Lien on the Benefited Property in the Secured Amount (the “Benefit Assessment Lien”) on the land records for the Municipality. Such recording shall be exempt from any charge, mortgage recording tax or other fee in the same manner as if recorded by the Municipality.
- B. Before a Qualified Property Owner and a Financing Party enter into a Finance Agreement which results in a loan to finance a Qualified Project, repayment of which is secured by a Benefit Assessment Lien, a written consent from each existing mortgage holder of the Qualified Property shall be obtained, permitting the Benefit Assessment Lien and each Annual Installment Lien to take priority over all existing mortgages.

§4. Procedures for eligibility

- A. Any property owner in the Municipality may submit an application to EIC on such forms as have been prepared by EIC and made available to property owners on the website of EIC and at the Municipality’s offices.

- B. Every application submitted by a property owner shall be reviewed by EIC, acting on behalf of the Municipality, which shall make a positive or negative determination on such application based upon the criteria enumerated in the Enabling Act and §5 of this local law. EIC may also request further information from the property owner where necessary to aid in its determination.
- C. If a positive determination on an application is made by EIC, acting on behalf of the Municipality, the property owner shall be deemed a Qualified Property Owner and shall be eligible to participate in the Program in accordance with § 6 of this local law.

§5. Application criteria

Upon the submission of an application, EIC, acting on behalf of the Municipality, shall make a positive or negative determination on such application based upon the following criteria for the making of a financing:

- A. The property owner may not be in bankruptcy and the property may not constitute property subject to any pending bankruptcy proceeding;
- B. The amount financed under the Program shall be repaid over a term not to exceed the weighted average of the useful life of Renewable Energy Systems and Energy Efficiency Improvements to be installed on the property as determined by EIC;
- C. Sufficient funds are available from Financing Parties to provide financing to the property owner;
- D. The property owner is current in payments on any existing mortgage on the Qualified Property;
- E. The property owner is current in payments on any real property taxes on the Qualified Property; and
- F. Such additional criteria, not inconsistent with the criteria set forth above, as the State, the Municipality, or EIC acting on its behalf, or other Financing Parties may set from time to time.

§6. Energize NY Finance Agreement

- A. A Qualified Property Owner may participate in the Program through the execution of a finance agreement made by and between the Qualified Property Owner and a Financing Party, to which EIC, on behalf of the Municipality, shall be a third-party beneficiary (the "Finance Agreement"). Upon execution and delivery of the Finance Agreement, the property that is the subject of the Finance Agreement shall be deemed a "Benefited Property").
- B. Upon execution and delivery of the Finance Agreement, the Benefited Property Owner shall be eligible to receive funds from the Financing Party for the acquisition, construction, and installation of a Qualified Project, together with Eligible Costs and Financing Charges approved by EIC and by the Financing Party, provided the requirements of the Enabling Act, the Municipal Agreement and this local law have been met.

- C. The Finance Agreement shall include the terms and conditions of repayment of the Secured Amount and the Annual Installment Amounts.
- D. EIC may charge fees to offset the costs of administering the Program and such fees, if not paid by the Financing Party, shall be added to the Secured Amount.

§7. Terms and conditions of repayment

The Finance Agreement shall set forth the terms and conditions of repayment in accordance with the following:

- A. The principal amount of the funds loaned to the Benefited Property Owner for the Qualified Project, together with Eligible Costs and Financing Charges approved by EIC and by the Financing Party, shall be specially assessed against the Benefited Property and will be evidenced by a Benefit Assessment Lien recorded against the Benefited Property on the land records on which liens are recorded for properties within the Municipality. The special benefit assessment shall constitute a “charge” within the meaning of the Enabling Act and shall be collected in annual installments in the amounts certified by the Financing Party in a schedule provided at closing and made part of the Benefit Assessment Lien. Said amount shall be annually levied, billed and collected by EIC, on behalf of the Municipality, and shall be paid to the Financing Party as provided in the Finance Agreement.
- B. The term of such repayment shall be determined at the time the Finance Agreement is executed by the Benefited Property Owner and the Financing Party, not to exceed the weighted average of the useful life of the systems and improvements as determined by EIC, acting on behalf of the Municipality.
- C. The rate of interest for the Secured Amount shall be fixed by the Financing Party in conjunction with EIC, acting on behalf of the Municipality, as provided in the Finance Agreement.

§8. Levy of Annual Installment Amount and Creation of Annual Installment Lien

- A. Upon the making of the loan pursuant to the Finance Agreement, the Secured Amount shall become a special Benefit Assessment Lien on the Benefited Property in favor of the Municipality. The amount of the Benefit Assessment Lien shall be the Secured Amount. Evidence of the Benefit Assessment Lien shall be recorded by EIC, on behalf of the Municipality, in the land records for properties in the Municipality. Such recording shall be exempt from any charge, mortgage recording tax or other fee in the same manner as if recorded by the Municipality. The Benefit Assessment Lien shall not be foreclosed upon by or otherwise enforced by the Municipality.
- B. The Finance Agreement shall provide for the repayment of the Secured Amount in installments made at least annually, as provided in a schedule attached to the Benefit Assessment Lien (the “Annual Installment Amount”). The Annual Installment Amount shall be levied by EIC, on behalf of the Municipality, on the Benefited Property in the same manner as levies for municipal charges, shall become a lien on the Benefited Property as of the first day of January of the fiscal year for which levied (the “Annual Installment Lien”) and shall remain a lien until paid. The creation or any recording of the Annual Installment Lien shall be exempt from any charge, mortgage recording tax or other fee in the same manner as if recorded by the Municipality. Payment to the Financing Party shall be considered payment

for this purpose. Such payment shall partly or wholly discharge the Annual Installment Lien. Delinquent Annual Installment Amounts may accrue Financing Charges as may be provided in the Finance Agreement. Any additional Financing Charges imposed by the Financing Party pursuant to the Finance Agreement shall increase the Annual Installment Amount and the Annual Installment Lien for the year in which such overdue payments were first due.

- C. The Benefit Assessment Lien shall be reduced annually by the amount of each Annual Installment Lien when each Annual Installment Lien becomes a lien. Each Annual Installment Lien shall be subordinate to all Municipal Liens, whether created by Section 902 of the RPTL or by any other State or local law. No portion of a Secured Amount shall be recovered by the Municipality, EIC, or an assignee upon foreclosure, sale or other disposition of the Benefited Property unless and until all Municipal Liens are fully discharged. Each Annual Installment Lien, however, shall have priority over all Non-Municipal Liens, irrespective of when created, except as otherwise required by law.
- D. Neither the Benefit Assessment Lien nor any Annual Installment Lien shall be extinguished or accelerated in the event of a default or bankruptcy of the Benefited Property Owner. Each Annual Installment Amount shall be considered a charge upon the Benefited Property and shall be collected by EIC, on behalf of the Municipality, at the same time and in the same manner as real property taxes or municipal charges. Each Annual Installment Lien shall remain a lien until paid. Amounts collected in respect of an Annual Installment Lien shall be remitted to EIC, on behalf of the Municipality, or the Financing Party, as may be provided in the Finance Agreement.
- E. EIC shall act as the Municipality's agent in collection of the Annual Installment Amounts. If any Benefited Property Owner fails to pay an Annual Installment Amount, the Financing Party may redeem the Benefited Property by paying the amount of all unpaid Municipal Liens thereon, and thereafter shall have the right to collect any amounts in respect of an Annual Installment Lien by foreclosure or any other remedy available at law. Any foreclosure shall not affect any subsequent Annual Installment Liens.
- F. EIC, on behalf of the Municipality, may sell or assign for consideration any and all Benefit Assessment Liens and Annual Installment Liens to Financing Parties that provide financing to Qualified Properties pursuant to Finance Agreements. The Financing Parties may sell or assign for consideration any and all Benefit Assessment Liens and Annual Installment Liens received from EIC, on behalf of the Municipality, subject to certain conditions provided in the administration agreement between EIC and the Financing Party. The assignee or assignees of such Benefit Assessment Liens and Annual Installment Liens shall have and possess the same powers and rights at law or in equity as the Municipality would have had if the Benefit Assessment Lien and the Annual Installment Liens had not been assigned with regard to the precedence and priority of such lien, the accrual of interest and the fees and expenses of collection.

§9. Verification and report

EIC, on behalf of the Municipality, shall verify and report on the installation and performance of Renewable Energy Systems and Energy Efficiency Improvements financed by the Program in such form and manner as the Authority may establish.

§10. Separability. If any clause, sentence, paragraph, section, or part of this local law shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect,

impair or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, section, or part thereof involved in the controversy in which such judgment shall have been rendered.

Section 2. This local law shall take effect upon filing with the Secretary of State.

RESOLUTION NO. 014

**A RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF
REAL PROPERTY TAX SERVICES – SENIOR EXEMPTION MAILING NOTICE**

By Legislator Holst:

UPON the recommendation of the Government, Courts & Consumer Affairs
Committee of this body, 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 and Budget Officer shall be their authority to affect such transfer and make such
adjustments.

ADOPTED BY VOICE VOTE ON FEBRUARY 9, 2023:
YES: 24 NO: 0 ABSENT: 1 ABSTAIN: 0

LEGISLATURE
COUNTY
OSWEGO

Authorized Budget Modification

Res. 014 of 2023

**A 159900
A1355 542400
A1355 543800**

**(\$15,485.68)
\$13,436.00
\$2,049.68**



OSWEGO COUNTY DEPARTMENT OF REAL PROPERTY TAX SERVICES

Legislative Office Building 46 E Bridge St Oswego NY 13126 | (315) 349-8315 | www.oswegocounty.com/rpts

Corey Metz

Director of Real Property Tax Services

January 26, 2023

Informational Memorandum

Subject: Senior Exemption Notice Mailing, Fund Balance Request

Background: A mailing notice signed into law late last year (December 23rd 2022) requires all municipal corporations to annually send notice to all residential real property within their jurisdiction about the availability of the senior exemption. This notice is required to be mailed by January 30th and affects approximately 34,102 properties in Oswego County and was effective immediately upon its adoption.

Request: As this change in statute was not known at the time of the County's 2023 budget adoption no funds were allocated for this mailing in Real Property's budget, but in order to meet the mailing deadline a Purchase Order was necessary in January. This caused a short fall in the department's Postage (A1355-542400) and Other Fees and Services (A1355-543800) budget lines.

Recommendation: Transfer \$15,485.68 from the Unappropriated Fund Balance: \$13,436.00 to Postage and \$2,049.68 to Other Fees and Services to cover this short fall.

SENIOR CITIZEN TAX EXEMPTION

PROPERTY OWNERS 65 YEARS OF AGE OR OLDER WITH A GROSS HOUSEHOLD INCOME BELOW \$37,400 MAY BE ELIGIBLE FOR COUNTY TAX EXEMPTION ON THEIR PRIMARY RESIDENCE. SENIOR CITIZENS HAVE UNTIL MARCH 1ST TO APPLY FOR EXEMPTION WITH THEIR LOCAL ASSESSOR. IF YOU ALREADY RECEIVE THIS EXEMPTION YOU MUST RENEW EACH YEAR BY MARCH 1ST. FOR INFORMATION, PLEASE CALL OR WRITE THE ASSESSOR FOR THE CITY OR TOWN IN WHICH YOUR PROPERTY IS LOCATED. THE NAME, ADDRESS AND PHONE NUMBER OF THE ASSESSOR IS SHOWN BELOW.



OSWEGO COUNTY
NEW YORK

46 E Bridge St
Oswego NY 13126

FIRST CLASS MAIL
US POSTAGE
PAID
SYRACUSE, NY
PERMIT NO. 1



*****SCH 5-DIGIT 13028 000001 1 1



PO BOX
BERNHARDS BAY, NY 13028-0001

Important Notice on
County Tax Exemption
For Senior Citizens

Please Read

COUNTY OF OSWEGO

COMMITTEE SIGNATURES	DATE
Michael B. Jordan	01/30/2023
Dan Hest	1-30-23
Andy Giv	1-30-23
Valley Seedmons	1-30-23
Anna Scanlon	1/30/23

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

DATE _____

RESOLUTION NO. 015

**RESOLUTION AUTHORIZING THE CREATION OF ONE POSITION AND
DELETION OF ONE POSITION – OSWEGO COUNTY CORRECTIONS**

By Legislator Marc Greco:

WHEREAS, position #315039301 (Chief Correction Administrator) is to be deleted,
and

WHEREAS, the department has identified an increased need for a Correction
Officer-SGT in an Administrative duty to directly supervise the training and daily activities
within the Correctional Facility.

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

RESOLVED, that position #315039301, Chief Correction Administrator, SG 60 Step
19, in the Management, be deleted and Correction Officer-SGT, Grade 6 in the Silver Star
Union be created, 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 FEBRUARY 9, 2023:

YES: 24 NO: 0 ABSENT: 1 ABSTAIN: 0



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: January 17, 2023

Subject: Restructuring of positions within the Oswego County Jail to more efficiently and safely supervise personnel involved in the training of new personnel.

Purpose: To have a Full-time Correction Officer- Sgt. in an Administrative position that directly oversees the training of new personnel and daily operations.

Summary: The Sheriff's Office requests the addition of a Correction Officer-Sgt. Eliminating a Chief of Corrections Administrator position will allow for the creation of this position within the current budget.

Fiscal Impact The cost of this proposal will be absorbed within the current Sheriff's Office budget. The salary of a Chief of Corrections Administrator being \$95,396 and the addition of a Correction Officer-Sgt. costing \$55,598, leaves a surplus of \$39,798. The surplus will fund requested salary increases for the two current Correction Supervisor positions, Position #315029102 will increase to \$91,889 (SG 50, Step 25) and Position #315029101 will increase to \$90,531(SG 50, Step 24). The Supervisory changes will result in an overall savings of \$7,698 to the County.

Recommended Action The Oswego County Sheriff respectively requests approval by the Finance and Personnel Committee and the Oswego County Legislature to authorize the creation of one Correction Officer-SGT position and the deletion of one Chief of Corrections Administrator position along with the setting of the Correction Supervisor's salaries.

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: Sheriff's

DIVISION/UNIT (NUMBER): 3150

A. NEW POSITION REQUEST

1. Position Title Requested: CorrectionOfficer-Sgt.

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

3. a. Bargaining Unit – Hourly Rate from Grade plan: 26.73 Grade: 6

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):

This position will be an Administrative Sergeant that oversees training and daily supervision of the day to day operations.

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

B. RECLASSIFICATION REQUEST

1. Present Title: 2. Position #:

3. Present Salary/Hourly Rate: Grade:

4. Requested Title:

5. Requested Salary:

a. Bargaining Unit: Hourly Rate: Grade:

b. Management or OCPA – Salary Requested: Grade:

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

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

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

C. POSITION DELETION

1. Title to be Deleted: Chief of Correction

2. Position # 315039301

3. Salary Savings: 95396.00

4. Reason for Deletion:

Re-organization in the Corrections Division following the retirement of Chief of Correction Administrator Benjamin.

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 Sheriff's	DIVISION, UNIT, OR WORK SECTION Corrections	LOCATION OF POSITION Correctional Facility
<p>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.</p> <p>Title requested: <i>Correction Officer-Sgt.</i></p>		
PERCENT OF WORK TIME		
10	<i>Conducts briefings, provides assignments, verbal directions and written orders.</i>	
10	<i>May assign staff to facility activities and assures that adequate numbers are available to staff the jail.</i>	
10	<i>Speaks with off-going staff to ascertain the condition of the jail and communicates that information to supervisors</i>	
10	<i>Addresses requests or grievances from staff, inmates and the public</i>	
10	<i>Provides orientation to new staff and reviews trainee progress</i>	
10	<i>Uses counseling, coaching and crisis intervention techniques in communicating</i>	
10	<i>Supervises Correction Officers in the course of their duties</i>	
10	<i>Maintains shift security of the facility by making periodic inspections, searching for contraband, checking operation of equipment, investigating disruptive incidents and taking remedial action.</i>	
10	<i>Reports any unusual incidents that occur</i>	
10	<i>May perform the task of Correction Officer.</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
John Toomey	Undersheriff	Indirect
Geoff Beresford	Correction Officer-LT	Direct

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

NAME	TITLE	TYPE OF SUPERVISION
Joshua Altoran	Correction Officer	Direct
Glynn Meggison	Correction Officer	Direct
Travis Balcom	Correction Officer	Dorect

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
Brent Counterman	Correction Officer-Sgt	Jail
Barbara Russo	Correction Officer-Sgt	Jail
James Loomis	Correction Officer-Sgt	Jail

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

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

Experience (list amount and type): *Three years paid experience in corrections involving the direct supervision of inmates.*

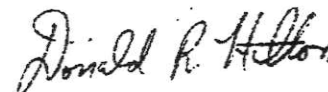
Essential knowledge, skills and abilities: *Knowledge of laws, rules regulations, policies and procedures governing the treatment of inmates, safety and security of the facility and employees. Ability to plan and supervise the work of Correction Officers engaged in inmate supervision; effectively communicate and enforce rules and regulations of the facility.*

Type of license or certificate required: Certification and all mandated training as a Correction Officer in the State of New York.

7. The above statements are accurate and complete.

Date: 1/17/23

Title: Sheriff

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 CLASS TITLE: CORRECTION OFFICER - SERGEANT
JURISDICTIONAL CLASS: Competitive
CIVIL DIVISION: County
AUTHORIZATION: Oswego County Personnel Officer
November 1991, 1/04

POSITION CLASS DEFINITION:

Essential nature of work, degree of difficulty and responsibility.

Assists the administration in supervising operations at the Oswego County Jail on an assigned shift; performs related work as required. This position serves as relief for the Corrections Supervisor and may manage a shift.

This is a position involving responsibility for the supervision of assigned personnel, the proper guarding of inmates and maintaining order and security in the facility. Supervision is exercised over Correction Officers through inspections and the assignment of duties in accordance with general instructions received from officers of higher rank.

PRIMARY WORK ACTIVITIES:

Typical activities characteristic of the class.

- Conducts briefings, provides assignments, verbal directions and written orders;
- Observes employee performance, monitors activities, audits department records and logs to insure that staff comply with department policy and professional standards;
- Commends staff for exemplary performance and reports deficient performance;
- May assign staff to facility activities and assures that adequate numbers are available to staff the jail;
- May perform the tasks of Correction Officers;
- Speaks with off-going staff to ascertain the condition of the jail and communicates that information to supervisors and on-coming personnel.
- Uses radios, intercoms, alarm transmitters, teletypes and telephones to report routine events and emergencies;
- Addresses requests or grievances from staff, inmates and the public;
- Uses counseling, coaching and crisis intervention techniques in communicating;
- Interviews inmates and employers concerning performance in work release or similar programs;
- Reads and applies department policy, court orders, case law, statutes and standards of the New York Commission on Corrections;
- Communicates jail rules, schedules and authorized information to other staff, the public, and other agencies;
- Provides orientation to new staff and reviews trainee progress;
- Completes a variety of reports, forms and official documents such as inter-departmental memos, inmate rosters, court lists, work lists, property and financial logs, incident, disciplinary and crime reports;
- Supervises and controls inmates in their custody, in all areas of the facility, and verifies periodic counts of prisoners;
- Visits every area of the facility inspecting the physical plant for housekeeping, security or maintenance problems;

CORRECTION OFFICER – SERGEANT (0259)

PRIMARY WORK ACTIVITIES (CONT.):

- Supervises Correction Officers in the course of their duties;
- Maintains shift security of the facility by making periodic inspections, searching for contraband, checking operation of equipment, investigating disruptive incidents and taking remedial action;
- Reports any unusual incidents that occur;
- Supervises the visiting of inmates;
- May maintain financial records for inmates, accept monies for bail and issue receipts;
- Supervises and participates in the booking of new inmates.

KNOWLEDGE, SKILLS AND ABILITIES:

Summary of full performance level characteristics.

GOOD KNOWLEDGE OF: laws, rules, regulations, policies and procedures governing the treatment of inmates, safety and security of the facility and employees; techniques used in training and rehabilitating inmates; advanced security and custody methods; individual behavior under stress; control center, fire, security and communications equipment.

ABILITY TO: plan and supervise the work of Correction Officers engaged in inmate supervision; effectively communicate and enforce rules and regulations of the facility ; maintain records and prepare reports; obtain information through interview and observation; make sound judgments regarding security and personal safety in emergency situations; function in a stressful environment; detect potential behavior problems and symptoms of health problems; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Education, specialized background, training and experience.

Graduation from high school or possession of an equivalency diploma and three years paid experience in corrections involving the direct supervision of inmates.

REQUIRED CERTIFICATION/LICENSE: Certification and all mandated training as a Correction Officer in the State of New York.

RESOLUTION NO. 016

**RESOLUTION AUTHORIZING BUDGET MODIFICATION SHERIFF'S OFFICE –
TRANSFER FROM INSURANCE RECOVERY (TREASURER'S OFFICE) TO
AUTOMOTIVE SUPPLIES AND REPAIR (ROAD DIVISION)**

By Legislator Marc Greco:

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

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

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

ADOPTED BY VOICE VOTE ON FEBRUARY 9, 2023:
YES: 24 NO: 0 ABSENT: 1 ABSTAIN: 0

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification

A1325 426800
A3110 544100

Res. 016 of 2023

(\$921.11)
\$921.11



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



39 Churchill Road, Oswego, New York 13126-6613

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

INFORMATIONAL MEMORANDUM

DATE: January 24, 2023

SUBJECT: Vehicle Repair from the Insurance Recovery Fund

SUMMARY: A request is being made to transfer funds from the Insurance Recovery Fund (A1325.426800) in the amount of \$921.11 into Automotive Supplies and Repair (A3110.544100) to repair one 2017 Ford Utility Police Interceptor that collided with a deer. Attached is a copy of the claim check sent from New York Municipal Insurance Reciprocal.

RECOMMENDED

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

NEW YORK MUNICIPAL INSURANCE RECIPROCAL

DATE ISSUED 1/05/23

CHECK NO. 0000127412

Description	Check Amount
Claim No: OSWEG-2022-040-001, Commercial Automobile Comprehensive/Glass, Invoice No: Claimant: Oswego County DOL: 10/6/2022, SUPPLEMENT 17 FORD VIN#5085	\$921.11
CHECK TOTAL	\$921.11

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

NEW YORK MUNICIPAL INSURANCE RECIPROCAL

119 WASHINGTON AVENUE
ALBANY, NY 12210

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

CHECK NO. 0000127412

29-7
213

DATE
1/05/23

PAY: Nine hundred twenty one and 11/100 Dollars

TO THE
THE ORDER
OF OSWEGO COUNTY

CHECK AMOUNT

\$*****921.11

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

Robert A. B...
Christina Ann Crangh...

SIGNATURE HAS A COLORED BACKGROUND

⑈0000127412⑈ ⑆021300077⑆ 325680004174⑈

Date: January 24, 2023

ACCOUNT NUMBER

TOTAL AMOUNT	0.00
--------------	------

DATE _____

DATE _____

DATE _____

RESOLUTION NO. 017

**RESOLUTION AMENDING BY-LAWS FOR THE OSWEGO CITY-COUNTY
YOUTH BUREAU**

By Legislator Reehil:

WHEREAS, the Oswego City-County Youth Bureau has, heretofore, operated under by-laws that are periodically reviewed; and

WHEREAS, the City-County Youth Bureau is a joint effort between the City of Oswego and Oswego County to provide activities and services for children and families; and

WHEREAS, the bureau's by-laws need to be periodically amended to reflect changes in operations, personnel and service; and

WHEREAS, such changes were recently adopted by the Youth Bureau's 15-member board that reflect an additional Youth Activities Coordinator provided by the City of Oswego,

NOW, therefore, upon recommendation of the Human Services Committee of this body, it is hereby

RESOLVED, that the by-laws of the Oswego City-County Youth Bureau be and are hereby amended.

ADOPTED BY VOICE VOTE ON FEBRUARY 9, 2023:

YES: 24 NO: 0 ABSENT: 1 ABSTAIN: 0

Oswego City-County Youth Bureau BY LAWS

Section 1. There is hereby created jointly with the City of Oswego and the County of Oswego a joint policy board entitled the City-County Youth Board to consist of fifteen (15) voting members including legislative and citizen members. Two of the citizen members shall be youth under the age of 21. The three (3) legislative members are comprised as follows:

2 Members of the County Legislature
1 Member of the Common Council

Citizen Members: 12 persons with demonstrated interest in youth work.

Section 2. The members of the County Legislature shall be appointed by the Chairperson of the Legislature of the County of Oswego. The member of the City Council shall be appointed by the Mayor of the City of Oswego. The appointment of the twelve (12) citizen members shall be made jointly by the Chairperson of the Oswego County Legislature and the Mayor of the City of Oswego; the Chairperson of the Legislature appointing eight (8) persons, including at least one youth representative, and the mayor appointing four (4) persons, including at least one youth representative. The Board shall select a Chairperson from among its own members. Both the Board members and the Chairperson shall serve for such terms as provided for in Article IV.

AGREEMENT

This agreement, by and between the City of Oswego, a municipal corporation with offices in City Hall in the City of Oswego, County of Oswego, New York hereinafter called "City" and the County of Oswego, a municipal corporation with offices in the County Building in the County of Oswego, hereinafter called "County".

WHEREAS, a City-County Youth Bureau was created by the City of Oswego and the County of Oswego, pursuant to Executive Law 422, as amended, and

WHEREAS the members of the Common Council of the City of Oswego and the members of the Human Services Committee of the Legislature of the County of Oswego have expressed the wish that administration be provided by the County of Oswego with the City of Oswego reimbursing the County for its share of administration and operating costs and

WHEREAS, the New York State Office of Children and Family Services has approved such a contract and relationship,

NOW, THEREFORE, it is mutually covenanted and agreed by and between the parties hereto as follows:

That the plan of organization of the City-County Youth Bureau shall be as follows:

ARTICLE I

Name

The name of this organization shall be "Oswego City-County Youth Bureau".

ARTICLE II

Object

The mission of the Youth Bureau shall be to (1) contribute to a collaborative network of effective, integrated programs and services; (2) coordinate comprehensive, county-wide youth and family services planning; (3) provide direct and indirect services and activities for youth and families; (4) improve the quality of life for individuals, families, and the community; and (5) empower youth to become responsible members of society.

ARTICLE III

Membership

The Youth Board shall consist of fifteen (15) members as provided for in sections one (1) and two (2), Article IV of this document. All members shall be residents of the County of Oswego. Members appointed by the mayor if the City of Oswego shall also be residents of the City.

ARTICLE IV

Terms of Members

1. Each adult citizen member shall serve for a term of three (3) years or as hereinafter provided, and each citizen member shall be eligible for nomination to serve successive terms of three (3) years. Each youth citizen member shall serve for a term of two (2) years or as hereinafter provided, and each youth citizen member shall be eligible for nomination to serve successive terms of two (2) years.
2. Each "legislative" member shall serve for a term of two (2) years and may be appointed for successive terms. However, the "legislative" member shall not be eligible to serve when he or she ceases to occupy the office.
3. Any citizen member or "legislative" member appointed to serve for the purpose of filling a vacancy in the membership shall serve for the remainder of the expired term.

3
ARTICLE V

Meetings

1. The Board shall meet for regular meetings during the year. Public notice shall be given in accordance with the Public Officer's Law and published on the county's website.
2. A quorum shall be a majority of the whole number; and not less than a majority of the whole number is necessary to perform a power of duty of the Board relative to matters of finance.
3. No Youth Bureau Board member may vote on any financial allocation for any agency whose board the member sits on.
4. In the event that any member of the board is absent, without notice or excuse, for two (2) successive meetings, the Chairperson of the Board will contact the member to see if they are still interested in remaining on the Board. In the event that any member of the board be absent, without notice or excuse, for three (3) successive meeting, the Chairperson of the Board shall refer his/her membership to the Chairperson of the County Legislature or to the Mayor of the City for appropriate actions. The Mayor and the Chairperson of the County Legislature shall have the authority among other things to declare the position vacant.
5. In the event a member wishes to resign from the Board, the member will write a letter to the Chairperson of the County Legislature or the Mayor of the City.
6. The Chairperson of the Board shall be empowered to call special meetings of the board upon giving three (3) days written notice thereof and must call a special meeting of the Board upon written petition of any five (5) members of the board.
7. Each member of the Board shall have one (1) vote at each meeting.

ARTICLE VI

Officers

1. The officers of the Youth Board shall consist of Chairperson and First Vice-Chairperson, both of whom shall be members of the Board and appointed members.
2. Each officer shall be chosen by the voting members at the first meeting of each year and shall serve for a term of one (1) year.
3. Vacancies in any office of the Board arising at any time shall be filled by the Board

at a meeting of the Board. Such officer elected to fill the vacancy shall serve for the remainder of the unexpired term.

ARTICLE VII

Duties of the Officers

1. The Chairperson shall preside at all meetings of the Board, shall appoint all necessary committees as provided in these By-Laws and shall be an ex-officio member of all committees in addition, the Chairperson will be responsible for the leadership of the Executive Committee.
2. The First Vice-Chairperson shall perform the duties of the Chairperson in his/her absence and will serve as Chairperson of the Program Committee. In addition to any such duties, the First Vice-Chairperson is empowered to perform any duties assigned to him or her by the Board or the Chairperson.

ARTICLE VIII

Committees

1. There shall be the following standing committees:
 - a. Executive Committee: The Executive Committee shall consist of the officers and shall determine long range goals which provide direction for the full Board and shall specify priorities and objectives stated to be met or accomplished.
 - b. Program Committee: The Program Committee shall consist of at least ~~four~~ (4) three (3) board members and ad-hoc members as appointed by the Board Chairperson and shall be responsible for developing a system of rules and guidelines to determine merit and establish criterion for standards to be used in accepting or rejecting an application for pool 'state aid' for an agency or their entity. The Program Committee will recommend funding allocation to the full Board of Directors. The First Vice-Chairperson shall serve as Committee Chairperson.
 - c. Membership Committee: The Membership Committee shall consist of the whole Board and shall make recommendations to the Mayor and the Chairperson of the Oswego County Legislature for filling vacancies as they occur on the Board, either by resignation or expiration of term.

ARTICLE IX

Procedure

1. In all matters of parliamentary procedure not covered by these By-Laws, the organization shall be governed by Robert's Rules of Order.
2. The Oswego City-County Youth Bureau shall submit its proposed annual budget to the Oswego County Legislature and the Common Council of the City of Oswego as stipulated by the County and City budget process. Such annual budget shall be subject to the approval of the County of Oswego Legislature and the Common Council of the City of Oswego. The Treasurer of the County of Oswego will act as a disbursing agent for the Youth Board in connection with expenditures authorized by the said Board within the appropriation set by the County Legislature and the City Common Council. The Treasurer shall disburse said funds upon review and approval of the Oswego County Auditor. The County Legislature and the City Common Council shall include in the annual budget a sufficient sum for the operation of the Oswego City-County Youth Bureau, and the County Legislature and the City Common Council will file or cause to be filed the necessary annual budget statements and applications for State Aid to the New York State Office of Children and Family Services.
3. In all City-County projects involving application for State reimbursement through the New York State Office of Children and Family Services, the applications shall be coordinated by the Youth Board and shall be made in such form as prescribed or required by the New York Office of Children and Family Services.
4. The City-County Youth Bureau shall ensure appointment of employees, in accordance with applicable Civil Service requirements, to such positions on the staff of the City-County Youth Bureau as may be created by the County Legislature of the County of Oswego and the Common Council of the City of Oswego, and said employees who deliver services primarily to and for Oswego City youth and whose wages are paid by the City of Oswego shall be employees of the City of Oswego, whereas, those employees whose wages are paid by the County of Oswego shall be employees of the County of Oswego.
5. It is understood and agreed between the parties that the County shall provide office space, furnishings, phone, computer equipment, copying equipment, and Internet services for Youth Bureau City staff, invoice and voucher preparation for City Youth Bureau expenses, preparation of fiscal claims for state aid for City Youth Bureau expenses, contract management for the Oswego City Youth Center, and administrative supervision. ~~one (1) Youth Activities Coordinator and at least one Youth Activities Aide.~~ The City shall provide two (2) Youth Activities Coordinators. The City shall provide \$13,500 in 2022 for administrative oversight and increase this by \$200 per year through 2027. It is further understood that the County and the City shall each apply for reimbursement from the New York State Office of Children and Family Services. It is further understood and agreed that the County Legislature will not commit the City of Oswego for payment of any

sums for projects undertaken by the Youth Board not included in the City's annual budget without prior approval of such commitment by the City Council. Notwithstanding the foregoing either the County or the City may individually elect to underwrite the entire local cost of any Youth Bureau project.

6. The Youth Bureau, through the County budget process, shall reimburse municipalities, including the City of Oswego, for youth development programs upon receipt of acceptable state aid forms. The Youth Bureau shall then process claims to the New York State Office of Children and Family Services for state aid reimbursement back to the County. The County shall apply, on behalf of the City, for applicable state and federal grants which provide services to youth and families. The County shall reimburse the City of Oswego for services provided by City Youth Bureau staff, that are applicable to said state and federal grants.
7. The terms of this agreement shall be five (5) years commencing at the first meeting of the year and said agreement shall continue after five (5) years on a year-to-year basis unless either party, by written notice to the other or at least six months before the termination date of the contract or any renewal date, thereof, gives notice that it wishes to modify or terminate the agreement.
8. The County shall have the authority to enter into contracts for and on behalf of the Oswego City-County Youth Bureau, subject to the provisions of this contract.
9. This agreement may be amended at any time by mutual consent of both parties.

IN WITNESS WHEREOF, the parties hereto have signed their names and caused their official seals to be hereunto affixed the day and year first above written.

THE COUNTY OF OSWEGO

By _____
Chairman of the Legislature

THE CITY OF OSWEGO

By _____
Mayor, City of Oswego

RESOLUTION NO. 018

**RESOLUTION AUTHORIZING CREATION OF TWO POSITIONS
AND DELETION OF ONE 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

WHEREAS, the Social Services Commissioner has identified the need to add one (1) Senior Account Clerk position and one (1) Accounting Supervisor, Grade B position to adequately staff the Accounting Unit, and be it

RESOLVED, that one (1) Senior Account Clerk, Grade 6 in CSEA Local 838 be created, and be it

RESOLVED, that one (1) Accounting Supervisor Grade B, Grade 11 in CSEA Local 838 be created, and be it

RESOLVED, that one (1) Account Clerk position 601000106 be deleted; 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 FEBRUARY 9, 2023:

YES: 24 NO: 0 ABSENT: 1 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: February 9, 2023

SUBJECT: Request for Creation of Two (2) New Positions and Deletion of One (1) position in DSS Accounting Unit

SUMMARY: The DSS Accounting Unit has struggled with keeping up with their workload over the past year due to staffing issues, and complexity in the workload. We have been unable to attract Account Clerks and retain them successfully for any reasonable length of time, which has cause significant gaps in processing protocols.

We are requesting the creation of one Accounting Supervisor B and Sr. Account Clerk, along with the deletion of one Account Clerk position (601000106). The creation of these two new positions will help pull the Unit out of backlog and enable them to successfully maintain the workload so that vendors can be paid in a reasonable period of time and claiming can be done timely and accurately. The Sr. Account Clerk title will help to streamline the workload on the front end, as the higher title will allow us to distribute the workload more equitably and with no more hand-offs than absolutely required to maintain proper separation of duties. The Accounting Supervisor B will be instrumental in assisting with claims, making sure that all revenue is claimed in a timely manner and at the highest level of reimbursement possible.

Without the addition of these two titles, the Unit will remain backlogged for the foreseeable future. The civil service lists for Account Clerk are gone almost as soon as they are certified, with few candidates wanting to work in Mexico. We are hoping to pull through this difficult time with the higher-level titles, then once we are able to recruit and retain Account Clerks, be able to rebuild the Unit in a much more efficient manner.

RECOMMENDED

ACTION: The Department of Social Services recommends the Human Services Committee, Finance & Personnel Committee, and the Legislature approve the creation of the two new positions and deletion of one position as requested. The total increase in cost to the 2023 budget for the remainder of the year will be \$49,995, exclusive of fringe. The total local share increase after 75% reimbursement will be \$12,499, which will be covered using accumulated funds in Salary & Wages due to vacancies. **The addition of these two new positions is budget neutral in 2023.**

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: DSS

DIVISION/UNIT (NUMBER): 6010

A. NEW POSITION REQUEST

1. Position Title Requested: Sr. Account Clerk

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

3. a. Bargaining Unit – Hourly Rate from Grade plan: \$18.30 Grade: 6

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 Sr. Account Clerk plays a critical role in the Accounting unit by monitoring all payments received into the Department, ensuring that all expenditures are claimed appropriately and at the highest level of reimbursement, and creating required reports on a regular schedule. This title allows them the flexibility to take on work of higher complexity and streamline claiming processes wherever possible while ensuring proper separation of duties as required. By upgrading this position, the unit will better be able to meet workflow demands, especially in the absence of Account Clerks .

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

B. RECLASSIFICATION REQUEST

1. Present Title: 2. Position #:

3. Present Salary/Hourly Rate: Grade:

4. Requested Title:

5. Requested Salary: _____

a. Bargaining Unit: _____ Hourly Rate: _____ Grade: _____

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

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

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

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

C. POSITION DELETION

1. Title to be Deleted: Account Clerk

2. Position # 601000106

3. Salary Savings: \$15.67/hr

4. Reason for Deletion:

Deleting this line in favor of creating a higher level position - Sr. Account Clerk.

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 Accounting	LOCATION OF POSITION Mexico
2. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate Paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided. Title requested: <i>Sr. Account Clerk</i>		
PERCENT OF WORK TIME		
5%	<i>Complete and submit the Abstracts report to the Treasurer's Office</i>	
15%	<i>Monitor all BICS & manual payments to prevent duplicates</i>	
10%	<i>Process & track Foster Care SSI/SSd payments for children in care</i>	
5%	<i>Review vendor rosters to verify correct eligibility levels for payment claiming</i>	
5%	<i>Oversee cash receivables and vendor receivables in CAMS</i>	
30%	<i>Input BICS refunds into CAMS</i>	
5%	<i>Prepare bank deposit</i>	
25%	<i>Process spenddown receipts and payments; Process repayment and recovery receivables; Process Treasury Offset payments & refunds; Process Lottery intercept payments</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
Jeff Familo	Accounting Supervisor Grade B	Direct
TBD	Accounting Supervisor Grade B	Direct

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

NAME	TITLE	TYPE OF SUPERVISION
TBD	Account Clerk	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
Derrick Hamilton	Account Clerk	Mexico

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

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

Experience (list amount and type): 3 years of experience maintaining financial accounts or records by posting figures to appropriate accounts, reconciling debits and credits, processing of payroll, vouchers and bills, or verifying calculations

Essential knowledge, skills and abilities: Knowledge of methods used in maintaining financial records and reports; knowledge of business arithmetic and double entry bookkeeping; perform prolonged fine-finger movement on a keyboard with speed and accuracy; write legibly; organize and maintain records and files; understand/interpret complex oral/written instruction; plan, assign, review the work of others

Type of license or certificate required:

7. The above statements are accurate and complete.

Date:

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. 019

**RESOLUTION AUTHORIZING RECLASSIFICATION 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 reclassify three (3) existing Typist positions to Community Service Workers to allow for streamlining of current job duties and to facilitate work duties in the Support Center of the Assistance Programs Unit, and

RESOLVED, that three (3) Typist positions, 601005202, 601024710, and 601015203, Grade three (3) in the CSEA Oswego County Local 838, be reclassified to Community Service Workers, Grade four (4) in the CSEA Oswego County Local 838, 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 FEBRUARY 9, 2023:

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



COUNTY OF OSWEGO
Department of Social Services

Stacy Alvord, MSW
Commissioner

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

INFORMATIONAL MEMORANDUM

TO: Oswego County Board of Legislators

DATE: February 9, 2023

SUBJECT: Request for Reclassification of Three (3) Typist positions to Community Service Worker (CSW)

SUMMARY: DSS is seeing the highest number of applications for assistance across all programs than we have seen in many years. The Unit is working long hours to try to keep up with the influx of applications, but is falling behind due to staffing issues. We have had extremely limited luck in finding Typist candidates that are willing to work at our office in Mexico, and as a result, we are experiencing large gaps in coverage for processing and customer service.

We propose reclassifying three Typist positions within our support team so that we can streamline our work processes and better provide service by eliminating the need to differentiate work assignments among Typists and CSWs. With all on the team working in the same title, workload can be more equitably distributed, and coverage can be more seamless. As the only Department that uses the title of CSW (school districts don't use it either), we have a much better opportunity to retain these staff and eventually promote them within the Unit.

RECOMMENDED

ACTION: The Department of Social Services recommends the Human Services Committee, Finance & Personnel Committee, and the Legislature approve the reclassification of three Typist positions to Community Services Worker. The increase in cost is \$2,948 per year at 75% reimbursement. Local share difference in cost is \$737, which will be covered using accumulated funds in Salary & Wages due to vacancies. **The reclassification of these three positions is budget neutral in 2023.**

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: Assistance Programs

DIVISION/UNIT (NUMBER): 6010

A. NEW POSITION REQUEST

1. Position Title Requested:

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

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

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

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

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

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

B. RECLASSIFICATION REQUEST

1. Present Title: Typist (3) 2. Position #: 601005202, 601024710, 601015203

3. Present Salary/Hourly Rate: \$16.03 Grade: 3

4. Requested Title: Community Service Worker

5. Requested Salary: _____

a. Bargaining Unit: CSEA Hourly Rate: \$16.57 Grade: 4

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): *The Assistance Program Intake Team is currently comprised of 3 Community Service Workers and 3 Typists to manage all incoming applications for Temporary Assistance, SNAP and HEAP for the agency. The three typist positions have been vacant for an extended period, one dating back to July 2022, due to the inability to recruit individuals at that title. The duties within the team have to be differentiated based on the different titles creating gaps in coverage and cross training abilities when we are short staffed. Reclassification of these 3 typist positions will allow the entire team to work under the title of Community Service Worker providing a larger bench for coverage, ability to cross train across duties and increased ability to support the Social Welfare Examiner.*

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

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

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

**OSWEGO COUNTY HUMAN RESOURCES
DEPARTMENT**

NEW POSITION DUTIES STATEMENT

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

1. DEPARTMENTS/SCHOOL DISTRICT/TOWN OR VILLAGE DSS	DIVISION, UNIT, OR WORK SECTION Assistance Programs	LOCATION OF POSITION Mexico
2. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate Paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided. Title requested: <i>Community Service Worker</i>		
PERCENT OF WORK TIME		
40%	<i>Manage intake of all incoming applications for Temporary Assistance, SNAP and HEAP to the Assistance Programs Division; screen applications for emergencies and distribute as needed to meet state and federal requirements. Track and manage all incoming recertification applications for programs</i>	
25%	<i>Schedule all intake interview appointments and manage the division calendar across 5 Integrated Teams as well as HEAP. Handle all requests for reschedules and changes to appointments as needed.</i>	
15%	<i>Responsible for covering front lower desk in the lobby and assisting all incoming individuals for the Assistance Programs Team. Triage emergencies, refer to appropriate internal and community resources and direct clients as needed</i>	
10%	<i>Data entry and tracking of all incoming applications and recertification via NYS MyWorkspace as required by state and federal regulation to ensure proper notices are generated.</i>	
10%	<i>Related support staff duties for Social Welfare Examiners including issuing vault cards, tracking of periodic reports and other duties as needed</i>	
	(Attach additional sheets if more space is needed)	

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

NAME	TITLE	TYPE OF SUPERVISION
Christine Bradshaw	Senior Social Welfare Examiner	Direct
Dawn Masuicca	Resource Coordinator	2 nd Level Supervision

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

NAME	TITLE	TYPE OF SUPERVISION
NA		

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
Jill Mullen	Community Service Worker	Assistance Programs
Jodi Hummel	Community Service Worer	Assistance Programs
Tammy Smith	Community Service Worker	Assistance Programs

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

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

Experience (list amount and type):

Essential knowledge, skills and abilities:

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:

RESOLUTION NO. 020

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF
SOCIAL SERVICES – OVERTIME**

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, Budget Office and Human Resources Director shall be their authority to make such adjustments.

ADOPTED BY VOICE VOTE ON FEBRUARY 9, 2023:

YES: 24 NO: 0 ABSENT: 1 ABSTAIN: 0

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification

Res. 020 of 2023

A6010 512000
A6010 446100
A6010 436100
A6010 511000

\$47,113.70
(\$23,556.85)
(\$11,778.43)
(\$11,778.42)



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: February 9, 2023

SUBJECT: Budget Modification due to Assistance Programs(AP) Overtime

SUMMARY: DSS AP staff have been working additional hours and, in some instances, overtime to meet the demand of increased applications and unfilled vacancies. The AP Unit at DSS has 5 vacant Social Welfare Examiner positions; hiring has been completed to fill one position February 6, 2023 and two positions on March 6, 2023. Efforts are being made to fill vacant positions, however there will be a need for current staff to work additional and overtime hours to meet the mandated deadlines until the new employees have been sufficiently trained and are productive.


DSS projects the need through the pay period ending 5/28/2023; to allow for training and productivity from the new employees. This would indicate a shortfall for overtime hours of \$47,113.70. AP wages are reimbursed at 50% Federal, 25% State, and 25% Local. The local portion for this budget modification is being moved from underspent salaries and wages.

RECOMMENDED

ACTION: The Department of Social Services recommends the Human Services Committee, Finance & Personnel Committee, and the Legislature approve the attached budget modification.

2023
2/9/2023

COMMITTEE SIGNATURES	DATE
<i>James Leach</i>	1-30-23
<i>Frank Bondaruk</i>	1/30/23
<i>Michael G. Gander</i>	1/30/23
<i>Herbert J. Gander</i>	1-30-23
<i>James Bondaruk</i>	1-30-23

COUNTY TREASURER	DATE
HUMAN RESOURCES DIRECTOR	DATE
	1 30 28
COUNTY ADMINISTRATOR	DATE
DEPARTMENT HEAD	DATE

RESOLUTION NO. 021

**RESOLUTION AUTHORIZING BUDGET MODIFICATION
DEPARTMENT OF SOCIAL SERVICES – PURCHASE OF ONE VEHICLE FROM
THE HEALTH DEPARTMENT**

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 FEBRUARY 9, 2023:
YES: 24 NO: 0 ABSENT: 1 ABSTAIN: 0

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification

Res. 021 of 2023

A6070 523000	\$15,000.00
A6070 544200	\$5,100.00
A6070 544100	\$4,000.00
A6070 436090	(\$14,942.00)
A6070 444400	(\$9,158.00)



COUNTY OF OSWEGO
Department of Social Services

Stacy Alvord, MSW
Commissioner

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

INFORMATIONAL MEMORANDUM

TO: Human Services Committee, Oswego County Legislature

FROM: Stacy Alvord, MSW, Commissioner

DATE: January 17, 2023

SUBJECT: Budget Modification to Transfer 4 Vehicles from the Health Department to the Department of Social Services (DSS)

PURPOSE: To amend the Social Services budget to purchase one vehicle from the Oswego County Health Department due to the closure of the Hospice Program and transfer three additional vehicles to meet the needs of DSS.

SUMMARY: DSS will pay \$15,000 for one 2017 Chevy Equinox (approximately 39,000 miles). Additionally, OCHD will transfer one 2018 Chevy Equinox (approximately 35,200 miles) / one 2018 Chevy Equinox (approximately 37,000 miles) / and one 2018 Chevy Equinox (approximately 35,200 miles) to DSS. All four vehicles will be assigned to Services with 62% reimbursement.

The total cost to purchase the vehicle will be \$15,000. Also required is AUTOMOTIVE SUPPLIES & REPAIR and GASOLINE & OIL. The total cost increase for 2023 budget is \$9,158. The **total local share for this purchase is \$9,158, which will be covered using existing funds in the Department's Mileage & Expense Reimbursement line.**

RECOMMENDED ACTION: The Social Services Department recommends the Human Services Committee; the Finance & Personnel Committee and the Oswego County Legislature authorize the Department of Social Services to amend the budget and purchase the vehicles. **This transfer/purchase of vehicles by DSS from the Health Department is budget neutral.**

2023
2/19/2023

COMMITTEE SIGNATURES	DATE
<i>[Signature]</i>	1-30-23
<i>[Signature]</i>	1/30/23
<i>[Signature]</i>	1/30/23
<i>[Signature]</i>	1/30/23
<i>[Signature]</i>	1-30-23
<i>[Signature]</i>	1-30-23
<i>[Signature]</i>	1-30-23

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

RESOLUTION NO. 022

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF
SOCIAL SERVICES TO ACCEPT CODE BLUE FUNDING**

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, Budget Office and Human Resources Director shall be their authority to make such adjustments.

ADOPTED BY VOICE VOTE ON FEBRUARY 9, 2023:
YES: 24 NO: 0 ABSENT: 1 ABSTAIN: 0

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification

Res. 022 of 2023

**A6010 545500 CODBL
A6010 436890 CODBL**

**\$160,165.00
(\$160,165.00)**



COUNTY OF OSWEGO
Department of Social Services

Stacy Alvord, MSW
Commissioner

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

INFORMATIONAL MEMORANDUM

TO: Human Services Committee, Oswego County Legislature

FROM: Stacy Alvord, MSW, Commissioner

DATE: February 9, 2023

SUBJECT: Request for approval to accept \$160,165.00 in NYS Aid/Code Blue

SUMMARY: Oswego County DSS has been allocated \$160,165 in Code Blue State Aid. Code Blue monies are used to fund the contract with Victory Transformation for their Warming Center and assist with housing individuals during the cold weather months (when temperatures drop below 32 degrees) as required by New York State.



The Department respectfully requests acceptance of this funding. The attached budget modification reflects this request. These are 100% state funds.

RECOMMENDED

ACTION: The Department of Social Services recommends the Human Services Committee, Finance & Personnel Committee, and the Oswego County Legislature authorize the Department of Social Services to accept this funding.

2023 Budget
2/9/2023

COMMITTEE SIGNATURES	DATE
<i>James L. Smith</i>	1/30/23
<i>Frank Bombardieri</i>	1/30/23
<i>Michael G. Gordon</i>	1/30/23
<i>Harriet J. Gordon</i>	1-30-23
<i>Raymond</i>	1-30-23
<i>James</i>	1-30-23

 HUMAN RESOURCES DIRECTOR	DATE 13023
 COUNTY ADMINISTRATOR	DATE

DEPARTMENT HEAD	DATE

RESOLUTION NO. 023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF
SOCIAL SERVICES TO ACCEPT SNAP EMPLOYMENT & TRAINING
ALLOCATION**

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, Budget Office and Human Resources Director shall be their authority to make such adjustments.

ADOPTED BY VOICE VOTE ON FEBRUARY 9, 2023:
YES: 24 NO: 0 ABSENT: 1 ABSTAIN: 0

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification

Res. 023 of 2023

A6010 545500 FSE&T

\$129,366.00

A6010 446001 FSE&T

(\$129,366.00)



COUNTY OF OSWEGO
Department of Social Services

Stacy Alvord, MSW
Commissioner

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

INFORMATIONAL MEMORANDUM

TO: Human Services Committee, Oswego County Legislature

FROM: Stacy Alvord, MSW, Commissioner

DATE: February 9, 2023

SUBJECT: SNAP Employment & Training 100% and 50% FFY 2023 Allocation

SUMMARY: The SNAP E&T funds support costs associated with operating the SNAP E&T program. Such costs may include costs related to serving SNAP applicants and recipients, including Safety Net Assistance (SNA) applicants and recipients who are also receiving SNAP benefits and are assigned to a SNAP E&T activity.

The Department respectfully requests acceptance of this funding. The attached budget modification reflects this request. The first \$42,746 is 100% Federally funded. The remaining amount is 50% Federally funded with a non-federal match.

RECOMMENDED

ACTION: The Department of Social Services recommends the Human Services Committee, Finance & Personnel Committee, and the Oswego County Legislature authorize the Department of Social Services to accept this funding.

2023 Budget
1/17/2023

COMMITTEE SIGNATURES	DATE
<i>Alma S. Gordon</i>	1/30/23
<i>Frank Bombard</i>	1/30/23
<i>Michael B. Gordon</i>	1/30/23
<i>Herbert T. Gordon</i>	1-30-23
<i>[Signature]</i>	1-30-23
<i>[Signature]</i>	1-30-23

HUMAN RESOURCES DIRECTOR	DATE
COUNTY ADMINISTRATOR	DATE

DEPARTMENT HEAD _____ DATE _____

RESOLUTION NO. 024

**RESOLUTION APPOINTING MEMBERS TO THE COMMUNITY SERVICES
BOARD**

By Legislator Roy Reehil:

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

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

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

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

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

Mr. Greg Osetek, term expiration 04/30/2027
Mr. Brian Coleman, term expiration 04/30/2027

ADOPTED BY VOICE VOTE ON FEBRUARY 9, 2023:
YES: 24 NO: 0 ABSENT: 1 ABSTAIN: 0



COUNTY OF OSWEGO
Department of Social Services

Stacy Alvord, MSW
Commissioner

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

INFORMATIONAL MEMORANDUM

DATE: February 2023

SUBJECT: Re-appointment of Community Services Board Member

PURPOSE: To recommend the re-appointment of Greg Osetek and Brian Coleman to the Community Services Board.

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

Community Services Board Nominates:

Greg Osetek (Re-Appointment)	Term to Expire 4/30/2027
Brian Coleman (Re-Appointment)	Term to Expire 4/30/2027

The two members recommended for re-appointment have been faithful in their service to the mission of the Board. Both serve as Officers and leaders to membership and County Director of Community Services. They are true advocates for the vulnerable populations represented by the Community Services Board.

RECOMMENDED

ACTION: The Human Services Committee recommends that the Legislature appoints above named persons to the Community Services Board for the statutory term.

RESOLUTION NO. 025

**RESOLUTION AUTHORIZING THE COUNTY OF OSWEGO TO DESIGNATE A
SECTION 3 COORDINATOR, FAIR HOUSING OFFICER AND ESTABLISH A
REVENUE AND EXPENDITURE ACCOUNT FOR GRANT FUNDING
ASSOCIATED WITH THE NYS COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM (CDBG) - CARES ACT FUNDING ASSOCIATED WITH THE CDBG
864 CVHR 102-22, FARMWORKER SAFETY HOUSING GRANT**

By Legislator Tim Stahl:

WHEREAS, Oswego County has entered into an agreement with the Housing Trust Fund Corporation to Administer the CDBG CVHR 102-22, Farmworker Safety Housing Grant and

WHEREAS, Oswego County must comply with all Federal and NYS requirements, and

WHEREAS, Oswego County has submitted a HUD Section 3 plan for this program to ensure that Section 3 Businesses and Workers have been given opportunities to participate in the implementation of the CDBG Farmworker Safety Housing Grant, and

WHEREAS, Oswego County designates Donna Scanlon, Director of Community Development Programs to be the Section 3 Coordinator for the CDBG Housing grants identified as 864CVHR102-22 and 864CVHR34-21, and

WHEREAS, Oswego County designates Kelly Allen, Housing Program Coordinator to serve as Fair Housing Officer for Oswego County CDBG programs, and

WHEREAS, Resolution # 91 of 2022 authorized the Chairman to execute any and all documents that may be necessary to accept and disburse these funds, and

WHEREAS, Oswego County will establish a revenue and expenditure account for this grant program in accordance with HUD and NYSCDBG guidelines for \$600,000.00, now therefore be it; and it is hereby

RESOLVED, that the Oswego County Legislature has previously authorized and supports the implementation of the Section 3 plan for the CDBG grant programs known as 864CV102-22 and CDBG 864 CVHR 34-21; and be it further

RESOLVED, that a grant account be established for the CDBG program known as 864CVHR 102-22 according to Schedule B of the 2020 Awarded Budget and Projected Accomplishments Schedule; and it is further

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

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

ADOPTED BY VOICE VOTE ON FEBRUARY 9, 2023:
YES: 24 NO: 0 ABSENT: 1 ABSTAIN: 0

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification

Res. 025 of 2023

A8020 447890 CDBG2
A8020 545500 CDBG2
A6070 544100

(\$600,000.00)
\$600,000.00
\$4,000.00



David R. Turner
Director

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

COUNTY BUILDING
46 EAST BRIDGE STREET
OSWEGO, NEW YORK 13126

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

Daniel Breitweg
Deputy Director

Donna B. Scanlon
*Office of Community
Development Programs*

Kelly Allen
Office of Housing Assistance

INFORMATIONAL MEMORANDUM

SUBJECT: Accept and disburse grant funds.

PURPOSE: To modify the department budget in order to access and disburse grant funds for safer housing activities and to authorize the Chairman and the Treasurer to execute any documents necessary in those processes.

SUMMARY: The County has once again been awarded Community Development Block Grant (CDBG) funding through the NYS Office of Homes & Community Renewal. The resolution also identifies individuals who will be responsible for specific activities required by the funding agency as a condition of these awards.

FISCAL IMPACT: None at this time.

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

COUNTY OF OSWEGO BUDGET MODIFICATION

ACCOUNT NUMBER			ACCOUNT NUMBER			DOLLAR AMOUNT
ORG	OBJECT	PROJ	ORG	OBJECT	PROJ	
A8020	447890	CDBG2				\$ (600,000.00)
			A8020	545500	CDBG2	\$ 600,000.00
					Accept & Disburse Grant Funds	
TOTAL AMOUNT						-

COMMITTEE SIGNATURES DATE

COMMITTEE SIGNATURES DATE

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

PERSONNEL DIRECTOR	DATE
--------------------	------

PERSONNEL DIRECTOR	DATE
--------------------	------

COUNTY ADMINISTRATOR	DATE
----------------------	------

COUNTY ADMINISTRATOR	DATE
----------------------	------

DEPARTMENT HEAD _____ DATE _____

DEPARTMENT HEAD _____ DATE _____

RESOLUTION NO. 026

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

By Legislator James Karasek:

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

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

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

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

Eric Hitchcock

City of Oswego Fire Dept

12/31/2024

ADOPTED BY VOICE VOTE ON FEBRUARY 9, 2023:

YES: 24 NO: 0 ABSENT: 1 ABSTAIN: 0



OSWEGO CITY FIRE DEPARTMENT

WILLIAM J. BARLOW, JR. MAYOR

PAUL CONZONE, FIRE CHIEF / DIRECTOR OF EMERGENCY MANAGEMENT

EAST SIDE FIRE STATION

35 EAST CAYUGA STREET

OSWEGO, NY 13126

PHONE: (315) 343-2161

FAX: (315) 343-0243

WWW.OSWEGONY.ORG

January 9, 2023

Good Afternoon,

Please accept this letter of resignation from the Oswego County Traffic Safety Board. I have enjoyed my time on the board and look forward to assisting however possible from my new position as Fire Chief. In my place, I would like to nominate Captain Eric Hitchcock to be appointed to the board. Captain Hitchcock has been tasked with managing Community Risk Reduction, and has been working with other local agencies to support safety programs in the City of Oswego. Captain Hitchcock lives in Oswego County and has my full support in this position.

Please reach out with any questions.

Sincerely,

Paul Conzone

Fire Chief
Emergency Management Director
City of Oswego Fire Department

Eric P. Hitchcock

13126

Education

Paramedic Training	Hybrid	Oswego, NY	2019-2020
AEMT-Medic Training	Oswego Fire Dept	Oswego, NY	2008-2009
EMT-Basic	Granby Fire Station	Granby, NY	2008

Professional Experience

2010-Present Firefighter/Paramedic-Oswego Fire Department- Oswego, New York

- Conduct tours of fire station on and off duty.
- Collaborate with school districts and universities to provide educational experiences surrounding career pathways in firefighting.
- Read to children at schools/events/library.
- Organize and conduct multiple educational trainings to members of Oswego County (ie; public library)
- Lead trainings in fire extinguisher safety.
- Collaborated with fellow firefighters to provide Brookfield and the Oswego Police Department with basic swift water rescue training.
- Volunteered at out of town school districts to teach fire safety to elementary students
- Mentored ALS/BLS students.

Certifications

- Swift Water Rescue Technician NYS Fire Academy Aurelius volunteer Fire Department
- Tactical Medical Practitioner- SOAR

Related Experience

- Certified Personal Trainer- International Sports Sciences Association (ISSA) 2022
- Co-owner and Operator of A&E Organics Pest Control 2016-2021

References

Available upon request

RESOLUTION NO. 027

**RESOLUTION APPOINTING MEMBER TO THE
OSWEGO COUNTY BOARD OF HEALTH**

By Legislator James Karasek:

WHEREAS, a vacancy has occurred as a result of a term expiration of a certain member of the Oswego County Board of Health, and

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

RESOLVED, that the following individual be, and hereby is, appointed to the Oswego County Board of Health for a six year term to expire as follows:

Dr. Selma Sheridan

May 1, 2023 - April 30, 2029

ADOPTED BY VOICE VOTE ON FEBRUARY 9, 2023:

YES: 24 NO: 0 ABSENT: 1 ABSTAIN: 0

**INFORMATIONAL MEMORANDUM**

SUBJECT: Appointment to the Oswego County Board of Health

PURPOSE: To recommend the appointment of an individual to serve as a member of the Oswego County Board of Health.

SUMMARY: The Oswego County Board of Health is a statutory body of seven members, created in accordance with provisions of the New York State Public Health Law. Appointments are by the County Legislature for a term of six years. The following individual is recommended for appointment.

Dr. Selma Sheridan May 1, 2023 – April 30, 2029

RECOMMENDED

ACTION: The Health Committee recommends approval by the full Legislature of the requested appointment to the Board of Health.

RESOLUTION NO. 028

**RESOLUTION TO ACCEPT INCREASE IN HEALTHY FAMILIES STATE
GRANT FUNDS**

By Legislator James Karasek:

WHEREAS, The State has increased the award \$16,969 for a total of \$216,969 annually; and

WHEREAS, \$8,000 of the increase was included in the 2023 Adopted Budget; 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 Health Committee approve receipt of Healthy Families funds and the corresponding budget modification adding the remaining balance of \$8,969.

ADOPTED BY VOICE VOTE ON FEBRUARY 9, 2023:
YES: 24 NO: 0 ABSENT: 1 ABSTAIN: 0

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification

Res. 028 of 2023

A4060 434500	(\$8,969.00)
A4036 544200	\$2,000.00
A4036 544200	\$1,000.00
A4036 544400	\$500.00
A4036 543800	\$5,469.00



INFORMATIONAL MEMORANDUM

Subject: To Accept Increase in Healthy Families State Grant Funds.

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

The State has increased the award \$16,969 for a total of \$216,969 annually. \$8,000 of the increase was included in the 2023 Adopted Budget. The attached budget modification adds the remaining balance of \$8,969.

Recommended

Action: The Health Department requests acceptance of the increased OCFS award and approval of the corresponding budget modification.

From

COMMITTEE SIGNATURES

DATE

~~Passed by Vance Volk 2/9/23
Resolution #~~

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

RESOLUTION NO. 029

**RESOLUTION APPROVING THE SALE OF ONE VEHICLE TO THE
DEPARTMENT OF SOCIAL SERVICES**

By Legislator James Karasek:

WHEREAS, The Oswego County Health Department has the need to decrease the number of vehicles in their fleet.; and

WHEREAS, the Oswego County Health Department wishes to transfer three vehicles and sell one vehicle to the Oswego Department of Social Services.

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

RESOLVED, the sale of one vehicle to Department of Social Services and the corresponding budget modification is approved.

ADOPTED BY VOICE VOTE ON FEBRUARY 9, 2023:

YES: 24 NO: 0 ABSENT: 1 ABSTAIN: 0

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification

Res. 029 of 2023

A4090 426650

\$15,000.00

A4090 434010

(\$15,000.00)

**INFORMATIONAL MEMORANDUM**

Subject: Transfer of 4 vehicles to DSS

Summary: With the closure of the Hospice program, The Oswego County Health Department has the need to decrease the number of vehicles in their fleet. We are requesting to sell the following vehicle to DSS at a cost of \$15,000:

2017 CHEVY EQUINOX VIN: 2GNFLEEK9H6319223

Additionally, the Oswego County Health Department will transfer the following vehicles to DSS:

2018 CHEVY EQUINOX VIN: 3GNAXREV1JS518404

2018 CHEVY EQUINOX VIN: 3GNAXREV4JS517778

2018 CHEVY EQUINOX VIN: 3GNAXREV9JS517601

Recommended

Action: The Health Committee requests approval for the transfer of 4 vehicles to DSS and the corresponding budget modification.

COUNTY OF OSWEGO BUDGET MODIFICATION REQUEST

[illegible]

COMMITTEE SIGNATURES	DATE
Passerby 1965-1966 Johc	2/9/23
Passerby #25	

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

RESOLUTION NO. 030

**RESOLUTION AWARDING PROFESSIONAL SERVICES CONTRACT –
RFP 22-AIR-003 – AVIATION FUEL & ANCILLARY SERVICES**

By Legislator Stephen Walpole:

WHEREAS, the County issued a request for proposal for a vendor to provide Aviation Fuel and Ancillary Services; and

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

WHEREAS, the Oswego County Airport and Oswego County Purchasing Department have reviewed the proposals received and determined the proposal from Ascent Aviation Group, Inc., a subsidiary of World Fuel Services, Inc., 1 Mill Street, Parish, NY 13131, meets the County's needs;

NOW, THEREFORE, BE IT RESOLVED, that upon the recommendation of the Infrastructure, Facilities & Technology Committee that the County of Oswego awards the professional service contract for providing Aviation Fuel and Ancillary Services to Ascent Aviation Group, Inc. of Parish, NY for a period of three (3) years beginning January 13, 2023 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 FEBRUARY 9, 2023:

YES: 24 NO: 0 ABSENT: 1 ABSTAIN: 0



OSWEGO COUNTY PURCHASING

46 E Bridge Street, Oswego NY 13126
Phone (315)326-6051 Fax (315)342-2468
Email: Purchasing@OswegoCounty.Com

RFP 22-AIR-003 – AVIATION FUEL & ANCILLARY SERVICES

Name of Company	Location	Evaluation Rating	Pricing Methodology	Required Documentation PRCS/PIS/SHC/NCC/RFC					
Ascent Aviation Group, Inc. DBA World Fuel	1 Mill Street Parish, NY 13131	96.3	See attached pricing sheet	<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					
Campbell Oil Company	418 Peanut Rd PO Box 637 Elizabethtown, NC 28337	68.3	See attached pricing sheet	<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					
Eastern Aviation Fuels Inc. DBA Titan Aviation Fuels	PO Box 12327 New Bern, NC 28561-2327	58.8	See attached pricing sheet	<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-AIR-003 was publicly advertised in the official newspaper, on Bidnet, and on the Oswego County website on November 1, 2022. It was also sent directly to the following vendors:

- Ascent Aviation Group, Inc.
- Eastern Aviation
- FSM Group, LLC.
- Jetex
- Technavio

Number of Responses: Three (3)

Proposals Reviewed By:

- Brandon Schwerdt
- Chris Baldwin
- Joe Pritchard
- Shawn Walker

RFP 22-AIR-003 – AVIATION FUEL & ANCILLARY SERVICES (continued)

Ascent Aviation Group, Inc.	<p><u>Pros:</u></p> <ul style="list-style-type: none">• Familiar with our facility• Numerous training options• Dedicated account rep.• Brand recognition - Phillips 66• Free Training• On-site support• Phillips 66 largest marketer• In business since 1984. (38 Years)• Deicing Supplier <p><u>Cons:</u></p> <ul style="list-style-type: none">• None
Campbell Oil Company	<p><u>Pros:</u></p> <ul style="list-style-type: none">• Offers services we are presently utilizing through Phillips 66.• In business since 1948 (74 Years) <p><u>Cons:</u></p> <ul style="list-style-type: none">• No local office - North Carolina• Generic presentation - not tailored to our facility/location.• Missing critical Ancillary Services
Eastern Aviation Fuels Inc. DBA Titan Aviation Fuels	<p><u>Pros:</u></p> <ul style="list-style-type: none">• In business since 1975. (47 Years) <p><u>Cons:</u></p> <ul style="list-style-type: none">• No brand recognition.• No local office - North Carolina.• Higher cost per gallon.

Evaluation Summary: The evaluation committee reviewed and rated each proposal according to the criteria listed on attached schedule A. The Committee recommends awarding the contract to Ascent Aviation Group, Inc.

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

Evaluation Comparison
RFP 22-AIR-003 Aviation Fuel and Ancillary Services

Total Points	Evaluation Criteria	Ascent Aviation Group				Campbell Oil Company				Titan Aviation Fuels			
		B.S.	C.B.	J.P.	S.W.	B.S.	C.B.	J.P.	S.W.	B.S.	C.B.	J.P.	S.W.
	Evaluator												
40	Experience & Capabilities	40	40	40	40	35	35	30	25	20	30	25	30
30	Management Outline and Project Approach	30	25	30	25	20	20	25	15	15	20	20	20
10	Business & Organization	10	10	10	10	5	8	5	5	5	5	5	5
20	Cost	20	15	20	20	5	10	15	15	5	10	10	10
100	Total Points	100	90	100	95	65	73	75	60	45	65	60	65
Rating per Evaluation		96.3				68.3				58.8			

BS = Brandon Schwerdt
CB = Chris Baldwin
JP = Joe Pritchard
SW = Shawn Walker

RFP 22-AIR-003- Aviation Fuel & Ancillary Services

Proposer Reply Cover Sheet

Sealed Proposals are due by **2:00 p.m., Wednesday, November 23, 2022**, at: Oswego County Purchasing, 46 East Bridge Street, Oswego, NY 13126.,

THE COUNTY RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS

The undersigned hereby certifies that he/she has examined and fully comprehends the requirements and intent of the Notice, Information, and Specifications for **Request for Proposal #RFP 22-AIR-003 – Aviation Fuel & Ancillary Services** and offers to fulfill the activities as shown in the attached proposal for the cost listed below.

100LL Avgas price per gallon methodology \$4.55426 please attached sheet

Jet-A preblended price per gallon methodology \$4.20711 please see attached sheet

Federal ID Number:

56 110 1119

M/WBE Status:

Steve Tibbetts

Type or Print Name

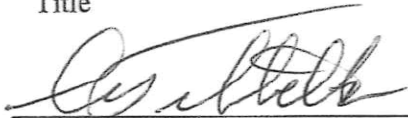
Eastern Aviation Fuels Inc. dba Titan Aviation Fuels
Firm

Northeast Sales & Marketing Manager

Title

PO Box 12327

Address



Authorized Signature

New Bern North Carolina 28561-2327

Date

17 Nov 2022

401 500-0555 / 252 233-0066

Telephone Number / Fax Number

Please attach any additional information to this sheet.



Post Office Box 12327
New Bern, NC 28561-2327
Tel 252-633-0066
Fax 252-633-3125
Email info@titanfuels.aero

"Cost Component -Variable – Aviation Gasoline 100 LL "

Terminal: Rensselaer New York

Fuel Cost:

Previous week's average
Posted Terminal Rack Price
Price changes every Tuesday at 12:01am

Posted terminal rack price for the aviation gasoline 100 LL rate is the market cost derived from each day's trade Monday through Friday. Close of the market trade day Friday the weeks five (5) days average is calculated and is the basis for the aviation gasoline 100 LL price the following Tuesday. Includes cost associated with the transportation by Barge and any terminal fees to the Rensselaer NY Terminal for storage.

Freight:

The cost including any surcharges and fees associated with the transport by truck of the Aviation Gasoline 100 LL from the Phillips Rensselaer Terminal New York to the Oswego County Airport Fulton New York. Aviation gasoline 100 LL is transported by Patriot Tank Lines, Rensselaer New York. Freight cost is calculated on full loads of 8000 gallons.

Freight Price Adjustment: Should there be any freight price changes; Titan Aviation Fuels will notify Oswego County by written notice of the cost change. All increase or decreases in freight will take effect 30 days after notification.



Post Office Box 12327
New Bern, NC 28561-2327
Tel 252-633-0066
Fax 252-633-3125
Email info@titanfuels.aero

"Variable - Aviation Gasoline 100LL – Fuel Calculation"

Terminal: Rensselaer New York

Previous week's average
Posted terminal Rack Price
Price November 15, 2022 – November 21, 2022
Price changes every Tuesday

Fuel Cost:	\$4.33556
Freight:	\$0.2187 Includes fuel surcharge 50% calculated on 8000-gallon minimum Rensselaer NY to Oswego County
Total Cost:	\$4.55426

Please note total price does not include any Federal, State or Local Taxes



Post Office Box 12327
New Bern, NC 28561-2327
Tel 252-633-0066
Fax 252-633-3125
Email info@titanfuels.aero

"Cost Component -Variable - Turbo Jet Fuel A "

Terminal: BP Rochester New York

Fuel Cost:

Previous week's average
PLATTS Index New Jersey Buckeye
Price changes every Tuesday at 12:01am

PLATTS New Jersey Buckeye Index pricing for the jet base rate is the market index cost derived from each day's trade Monday through Friday. Close of the market trade day Friday the weeks five (5) days average is calculated and is the basis for the jet price the following Tuesday.

Terminal Differential:

Terminal consist of the cost associated with the movement of fuel via either barge delivery or pipeline (tariffs) to storage at the BP Rochester Terminal, all terminal fees, flowage fees and cost of product from the seller.

Terminal Price Adjustment: Should there be any terminal differential price change; Titan Aviation Fuels will notify Oswego County by written notice of the cost change. All increase or decreases in price will take effect 30 days after notification.

Freight:

The cost including any surcharges and fees associated with the transport by truck of the jet fuel from the BP Terminal, Rochester New York to Oswego County Airport, Fulton New York. Freight cost is based on minimum loads of 9000 gallons. The carrier can transport less than 9000 gallons and will deliver what the airport orders. However, price is calculated on the 9000-gallon minimum.

Freight Price Adjustment: Should there be any freight price change; Titan Aviation Fuels will notify Oswego County by written notice of the cost change. All increase or decreases in freight will take effect 30 days after notification



Post Office Box 12327
New Bern, NC 28561-2327
Tel 252-633-0066
Fax 252-633-3125
Email info@titanfuels.aero

"Variable - Turbo Jet Fuel A – Fuel Calculation"

Terminal: BP Rochester New York

Previous week's average

PLATTS Index New Jersey Buckeye

Price week of November 15, 2022 – November 21, 2022

Price changes every Tuesday

Jet Fuel with Additive Cost: \$4.04911

Terminal Differential: \$0.05

Freight: \$0.1080 Includes Fuel Surcharge 40% calculated on
9000 gallons minimum Rochester NY to Oswego County

Total Cost: \$4.20711

Please note total price does not include any Federal, State or Local Taxes

RFP 22-AIR-003- Aviation Fuel & Ancillary Services

Proposer Reply Cover Sheet

Sealed Proposals are due by **2:00 p.m., Wednesday, November 23, 2022**, at: Oswego County Purchasing, 46 East Bridge Street, Oswego, NY 13126.,

THE COUNTY RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS

The undersigned hereby certifies that he/she has examined and fully comprehends the requirements and intent of the Notice, Information, and Specifications for **Request for Proposal #RFP 22-AIR-003 – Aviation Fuel & Ancillary Services** and offers to fulfill the activities as shown in the attached proposal for the cost listed below.

100LL Avgas price per gallon methodology	.1034 (freight, fuel surchagre and margin)
Rochester, NY Terminal	\$ Plus taxes and current rack TBD
Jet-A preblended price per gallon methodology	\$.11975 (freight , fuel surcharge & margin)
Rochester, NY Terminal	X Plus taxes and current rack TBD

Federal ID Number:

56-0504685

M/WBE Status:

N/A

Tori Martin

Type or Print Name

Campbell Oil Company

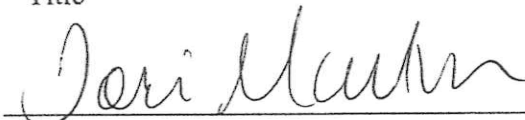
Firm

Aviation Division Manager

Title

418 Peanut Road / PO Box 637

Address



Authorized Signature

Elizabethtown, NC 28337

11/18/22

Date

(910)8623750 / (910)8626173

Telephone Number / Fax Number

Please attach any additional information to this sheet.

Proposer Reply Cover Sheet

THE COUNTY RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS

Jet-A preblended price per gallon methodology \$ 4.0555 - price follows Platts New York Harbor Barge PWA

N/A

Type or Print Name

Address

Telephone Number / Fax Number

21

Phillips 66® Brand Fuel Cost and Pricing Methodology



Fuel Specs

- Jet A meets ASTM D-1655 latest edition and Jet A pre-blended with anti-icing additives conforms to MIL-DTL-85408
- Avgas, 100LL, meets ASTM D-910 latest edition

Supply Terminals

- Primary Jet Fuel Supply will be Rochester, NY with back up supply from Rensselaer, NY
- Primary Avgas Supply will be Rensselaer, NY with back up supply from Portland, ME

Pricing Methodology

- Phillips 66 bases their rack pricing on Platt's, a worldwide benchmark used in the aviation industry. Included are in-laid costs (pipe or barge), terminal storage, refiner markup and potentially other fees that make up this rack cost.
- Oswego County's pricing for Jet A will follow the Platts New York Harbor Barge Mid Previous Week's Five-Day Average (PWA).
- Avgas 100LL does not have an index thus is a market-based product that moves directionally with premium unleaded gasoline.
- Prices change on Tuesday of each week. Price notifications are sent by email upon request.

	JET A W/ADD 10,500 Min Gals	AVGAS, 100LL 8,500 Min Gals
Terminal	Rochester, NY	Rensselaer, NY
Rack Price	\$3.956720	\$3.840000
Delivery Charge	0.067200	0.121341
Fuel Surcharge	0.031580	0.052829
Federal Excise Tax	0.243000	0.193000
Federal LUST	0.001000	0.001000
Federal Oil Spill Tax	0.002140	0.002140
NY Petroleum Business Tax	n/a	0.070000
NYS Testing Fee	n/a	0.000500
Total	\$4.301640	\$4.280810

Deicing Supply & Services

- World Fuel Services partners with The Dow Chemical Company, one of the world's largest producers of Propylene Glycol, to provide the most complete line of deicing products in the industry. A 15+ Year History
 - SAE 1424 Type 1 - approved deicing fluid that removes ice and snow contamination from flight surfaces
 - SAE 1428 Type 4 - approved anti-icing fluid that prevents the accumulation of snow and ice on flight surfaces
 - AMS 1435 approved runway fluid that prevents the accumulation of ice on runway and taxiway surfaces
- Storage tank and Deicer truck unit purchase and finance options:
- Delivery Options: Tote, Drum, and Bulk Glycol
- Storage Options: Steel, Poly Tanks (from 2,000-50,000 gallons), and ISO Tanks

Current price for a 220-gallon tote of Type I Deicing Fluid delivered to Oswego County Airport is \$19.98 per gallon



RESOLUTION NO. 031

**RESOLUTION AWARDING PROFESSIONAL SERVICES CONTRACT –
RFP 22-HW-016 – DESIGN SERVICES FOR THE CR 23 BRIDGE
OVER SCRIBA CREEK**

By Legislator Stephen Walpole

WHEREAS the County issued a request for proposal for a vendor to provide Design Services for the CR 23 Bridge Over Scriba Creek: and

WHEREAS, in accordance with Oswego County Purchasing Policy, the Oswego County Purchasing Department solicited Requests for Proposals (RFP 22-HW-016) from multiple qualified firms to provide Design Services for the CR 23 Bridge Over Scriba Creek and

WHEREAS, the Oswego County Highway Department and Oswego County Purchasing Department have reviewed the proposals received and determined the proposal from Foit-Albert Associates, Architecture, Engineering & Surveying, PC, 295 Main St, Suite 200, Buffalo, NY 14203, meets the County's needs.

NOW, THEREFORE, BE IT RESOLVED, that upon the recommendation of the Infrastructure Committee that the County of Oswego awards the professional service contract for providing Design Services for the CR 23 Bridge Over Scriba Creek to Foit-Albert Associates, Architecture, Engineering & Surveying, PC, of Buffalo, NY 14203 not exceed the cost of \$136,500.00 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 FEBRUARY 9, 2023:

YES: 24 NO: 0 ABSENT: 1 ABSTAIN: 0



OSWEGO COUNTY PURCHASING

46 E Bridge Street, Oswego NY 13126

Phone (315)326-6051

Email: Purchasing@OswegoCounty.Com

RFP 22-HW-016 – DESIGN SERVICES for the CR 23 BRIDGE OVER SCRIBA CREEK

Name of Company	Location	Evaluation Rating	Cost	Required Documentation PRCS/PIS/SHC/NCC/RFC					
C&S COMPANIES	499 Col Eileen Collins Blvd Syracuse, NY 13212	83.5	\$167,311.00 (w/ mussel survey) \$142,311.00 (no mussel survey)	<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					
FOIT-ALBERT ASSOC	295 Main St. Suite 200 Buffalo NY 14203	87.0	\$136,500.00	<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-HW-016 was publicly advertised in the official newspaper, on Bidnet, and on the Oswego County website on December 1, 2022. It was also sent directly to the following vendors:

- C&S Companies
- CHA Consulting
- Aubertine & Currier
- Barton & Loguidice
- EDR
- Foit-Albert Associates
- Plumley Civil and Environmental Eng
- Prudent Engineering
- Ram-Tech Engineers, PC
- Shumaker Consulting

Number of Responses: Two (2)

Proposals Reviewed By:

- Shawn Walker
- Chris Baldwin

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 FOIT-ALBERT ASSOCIATES.

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

Schedule A

Evaluation Comparison

RFP 22-HW-016 DESIGN SERVICES for the CR23 BRIDGE OVER SCRIBA CREEK

Total Points	Evaluation Criteria	C & S				Foit-Albert				
	Evaluator		CB	SW			CB	SW		
40	Experience & Capabilities		35	32			38	38		
30	Management Outline and Project Approach		25	26			25	28		
10	Business & Organization		9	7			8	7		
20	Cost		16	17			15	15		
100	Total Points		85	82			86	88		
Rating per Evaluation		83.5				87.0				

RESOLUTION NO. 032

**RESOLUTION INCREASING AUTHORIZATION OF
CAPITAL PROJECT NO. CO 422 – ELEVATOR REPLACEMENT**

By Legislator Stephen Walpole:

WHEREAS, this body has heretofore established Capital Project No. CO 422 – LOB Elevator Replacement with a maximum authorization of \$60,000.

WHEREAS, the Buildings and Grounds Superintendent has identified the need to increase the authorization of Capital Project No CO 422 – LOB Elevator Replacement by \$500,000.

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

RESOLVED, that the Treasurer is hereby authorized to transfer \$500,000 from Capital Reserve No. 21 – Building Renovations to Capital Project # CO 422 LOB Elevator Replacement and be it further

RESOLVED, that the Treasurer is hereby authorized to transfer \$500,000 from Capital Reserve No. 21 – Buildings Reserves to Capital Project No. CO 422 – LOB Elevator Replacement and that the project is hereby authorized for the maximum expenditure as indicated.

Capital Project

Total Authorization

CP # CO 422 Elevator Replacement

\$560,000

ADOPTED BY VOICE VOTE ON FEBRUARY 9, 2023:

YES: 24 NO: 0 ABSENT: 1 ABSTAIN: 0

Authorized Budget Modification

Res. 032 of 2023

CO 422 529000
21 450300
21 595000
210159900

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



Rick Doten
Superintendent

COUNTY OF OSWEGO
BUILDINGS & GROUNDS DEPARTMENT

111 East 11th Street
Oswego, N.Y. 13126

Phone: (315) 349-8233

Fax: (315) 342-2481

INFORMATIONAL MEMORANDUM

SUBJECT: To increase the authorization level of Capital Project # CO 422 LOB Elevator Replacement

PURPOSE: To increase the authorization level of Capital Project # CO 422 LOB Elevator Replacement by \$ 500,000 using funding from Building Renovations Reserves.

SUMMARY: After establishing this Capital Project, Tetra Tech have given Oswego County an estimated cost to replace the elevator at the Legislative Office Building.

RECOMMENDED: I request transferring \$ 500,000 from Building Renovation Reserves to Capital Project # CO 422 – LOB Elevator Replacement.

ACTION: Transfer \$ 500,000 from the Buildings Renovation Reserve to Capitol Project # CO 422 – LOB Elevator Replacement, which will increase the authorization level to \$ 560,000.



TETRA TECH
ARCHITECTS & ENGINEERS



OSWEGO COUNTY
LEGISLATIVE OFFICE BUILDING
ELEVATOR MODERNIZATION PROJECT
OPINION OF PROBABLE CONSTRUCTION COSTS

11/21/2022

Account	Description	Amount
2.0A	Existing Conditions - Abatement	\$35,500.00
2.0B	Existing Conditions - Construction	\$7,750.00
3.0	Concrete	\$2,500.00
4.0	Masonry	\$12,050.00
5.0	Metals	\$3,700.00
6.0	Woods & Plastics	\$4,500.00
7.0	Thermal/Moisture Protection	\$1,900.00
8.0	Openings	\$2,550.00
9.0	Finishes	\$35,000.00
10.0	Specialties	\$7,600.00
11.0	Equipment	\$20,000.00
12.0	Furnishings	\$0.00
14.0	Conveying	(See Below)
22.0	Plumbing	\$14,000.00
23.0	Mechanical	\$20,000.00
26.0	Electrical	\$22,900.00
27.0	Communications	\$1,500.00
28.0	Electronic Safety and Security	\$7,750.00
Subtotal		\$200,000.00
General Conditions / General Requirements		
	Escallation and Inflation Allowance - To 2023 Construction	15.00%
	Design Contingency	8.00%
		10.00%
Opinion of Probable Construction Budget - Competitive Costs		\$266,000.00
NYS Contract Pricing - Elevator Upgrades - Non-Competitive Costs		\$225,000.00
Opinion of Probable Project Construction Budget		\$491,000.00

Oswego County
Legislative Office Bldg.
Elevator Modernization

Opinion of Probable Cost



Account	Description	Quantity	Unit	Unit Cost	Amount
2A	<u>Existing Conditions - Abatement</u>				
	Permits, fees, third party testing, notifications	1	ls	\$5,000.00	\$5,000.00
	Critical barriers - elevator - within cab - with isolation means	1	ls	\$5,000.00	\$5,000.00
	Critical barriers - mechanical room - wall paints and coatings ovr masonry	1	ls	\$7,500.00	\$7,500.00
	Abate all layers of flooring in elevator cab prior to upgrade work	100	sf	\$50.00	\$5,000.00
	Allowance to core drill and/or drill into masonry walls for other trades - other trades to mark out and perform layouts for abatement contractor	1	ls	\$10,000.00	\$10,000.00
	Final cleaning and tear downs following clean air sampling	1	ls	\$3,000.00	\$3,000.00
	TOTAL				<u>\$0.00</u> <u>\$35,500.00</u>
2B	<u>Existing Conditions</u>				
	Demo existing door and frame in masonry wall	1	opng	\$500.00	\$500.00
	Core drill concrete floors for new vertical runs of piping and conduits	26	ea	\$125.00	\$3,250.00
	Carefully demo brick at location of existing call boxes - tooth out for installation of new call boxes - salvage brick for patching	4	locs	\$750.00	\$3,000.00
	Open walls and ceilings as needed in Board Room to allow for new power pathways to be run from corridor to existing outlets (previously powered by runs in elevator shaft)	1	ls	\$1,000.00	\$1,000.00
	TOTAL				<u>\$0.00</u> <u>\$7,750.00</u>
3.0	<u>Concrete</u>				
	Bush hammer concrete floors in elevator pit. Clean and prep to receive new topping. Install new concrete topping - 30 sf - say 2 men 1 day to prep and install	1	ls	\$2,500.00	\$2,500.00
	TOTAL				<u>\$0.00</u> <u>\$2,500.00</u>



Account	Description	Quantity	Unit	Unit Cost	Amount
4.0	Masonry				
	Tooth out existing masonry at door removal - reconstruct and prep opening to receive new rated frame	1	ls	\$850.00	\$850.00
	Receive new call box enclosures from elevator company and set in existing walls - patch brick in to match adjacent walls - re-use existing brick if possible	4	locs	\$1,200.00	\$4,800.00
	Patch openings in brick where piping is being removed from shaft - tooth out and patch back	16	opngs	\$400.00	\$6,400.00
	TOTAL				\$0.00
					\$12,050.00
5.0	Metals				
	Construct new opening in roof to accept new roof curb and roof hatch	1	opng	\$2,200.00	\$2,200.00
	Allowance for misc. metals on project	1	ls	\$1,500.00	\$1,500.00
	TOTAL				\$3,700.00
6.0	Wood and Plastics				
	Construct new built-up roof curb for new BILCO roof hatch	1	ls	\$2,500.00	\$2,500.00
	Allowance for misc. framing and blocking on project	1	ls	\$2,000.00	\$2,000.00
	TOTAL				\$0.00
					\$4,500.00
7.0	Thermal / Moisture Protection				
	New roof penetration and sealing of same for HVAC piping and power to condensing unit	1	ea	\$500.00	\$500.00
	Add new roof protection pads and set new condensing stand on roof	1	ls	\$400.00	\$400.00
	Open up roof to accept new roof curb for Bilco access hatch - flash in roof curb	1	opng	\$1,000.00	\$1,000.00
	TOTAL				\$0.00
					\$1,900.00
8.0	Openings				
	New rated hollow metal door frame	1	ea	\$750.00	\$750.00
	F&I new rated hollow metal flush door	1	ea	\$950.00	\$950.00
	Install hardware on door	1	ls	\$850.00	\$850.00
	TOTAL				\$0.00
					\$2,550.00

Oswego County
Legislative Office Bldg.
Elevator Modernization

Opinion of Probable Cost



Account	Description	Quantity	Unit	Unit Cost	Amount
9.0	Finishes				
	Construct new MEP chase on each floor adjacent to elevator - includes, framing (metal C-H studs) , 1" sheetrock plus 2 layers 5/8", taping, firestopping	3	ea	\$4,500.00	\$13,500.00
	Patch walls and ceilings in board room after installing new power pathways to outlets from above ceilings down walls	1	ls	\$2,500.00	\$2,500.00
	Patch elevator lobbies where disturbed by demolition and construction of new chases	4	locs	\$1,500.00	\$6,000.00
	Allowance for patching and painting at machine room door replacement	1	ls	\$1,000.00	\$1,000.00
	Modify existing ceilings in elevator lobbies to accept new smoke curtain housings - open ceilings, patch back, repaint	4	locs	\$2,250.00	\$9,000.00
	Open up walls at water coolers to allow piping modifications. Patch walls adjacent to water coolers upon completion of piping and power	1	ls	\$1,500.00	\$1,500.00
	Modify corridor ceilings at 3rd and 4th floors to allow new piping runs to toilet rooms from new pipe chase	2	locs	\$750.00	\$1,500.00
	TOTAL				<u>\$0.00</u> <u>\$35,000.00</u>
10.0	Specialties				
	Furnish and instal new roof hatch on machine room roof - Bilco double dome style	1	ea	\$7,600.00	\$7,600.00
	TOTAL				<u>\$0.00</u> <u>\$7,600.00</u>
11.0	Equipment				
	Furnish and install new retrofit smoke curtains on existing elevator door frames - say Motorized M400 System by Smoke Guard Systems	4	ea	\$5,000.00	\$20,000.00
	TOTAL				<u>\$20,000.00</u>
12.0	Furnishings				
	No scope identified this phase				\$0.00
	TOTAL				<u>\$0.00</u>
14.0	Conveying				
	Elevator upgrades - NYS Contract Costs - Insert here	1	ls	(see Recap)	
	TOTAL				<u>\$0.00</u>

Oswego County
Legislative Office Bldg.
Elevator Modernization

Opinion of Probable Cost



Account	Description	Quantity	Unit	Unit Cost	Amount
22.0	Plumbing				
	Demo abandoned 1" iron pipe and 3/8" copper in pit	1	ls	\$500.00	\$500.00
	Disconnect and remove 1-1/2" waste lines at water coolers and demo back to elevator shaft. Remove entire run in existing shaft	1	ls	\$2,500.00	\$2,500.00
	F&I new 1-1/2" waste line to 3 water coolers - run vertically in new shaft - reconnect to water coolers	1	ls	\$4,000.00	\$4,000.00
	Cut existing 1" cold water and 3/4" hot water lines in 3rd and 4th floor toilet rooms - prepare for new connections - remove entire runs of piping in shaft	1	ls	\$2,500.00	\$2,500.00
	F&I new 3/4" and 1" domestic piping to 3rd and 4th floor toilet rooms - run piping up vertically in new shaft	1	ls	\$4,500.00	\$4,500.00
	TOTAL				\$0.00
					\$0.00
					<u>\$14,000.00</u>
23.0	HVAC				
	Furnish and install new HVAC split system	1	ls	\$20,000.00	\$20,000.00
				\$0.00	\$0.00
	TOTAL				<u>\$20,000.00</u>



Account	Description	Quantity	Unit	Unit Cost	Amount
26.0	Electrical				
	Disconnect power circuits to electrical water coolers. Pull back conductors and pathways in elevator shaft	3	runs	\$600.00	\$1,800.00
	F&I new patchways and circuits to existing water coolers - cost assumes dedicated pathway to each location - land wires and re-energize equipment	3	ea	\$1,500.00	\$4,500.00
	Disconnect power circuits to power outlets in board room. Pull back conductors and pathways in elevator shaft	2	ea	600.00	\$1,200.00
	F&I new patchways and circuits to existing power outlets in Board Room - cost assumes dedicated pathway to each location run in existing walls- land wires and re-energize devices	2	ea	\$1,500.00	\$3,000.00
	Furnish and install new 20A 120V circuit incl. pathways from basement up to machine room to energize new Cab Lights Disconnect. Run in new vertical chase	1	ls	\$1,500.00	\$1,500.00
	Remove existing and replace with new lights in machine room - say wall mounted lights with safety lenses	4	ea	500.00	\$2,000.00
	Furnish and install new 20A 120V circuit incl. pathways from basement up to machine room to energize new GFCI outlet . Run in new vertical chase	1	ls	\$1,500.00	\$1,500.00
	Furnish and install new 20A 120V circuit incl. pathways from basement to elevator pit to energize new GFCI outlet . Run in existing corridor ceiling?	1	ls	1,000.00	\$1,000.00
	Furnish and install new 20A 120V circuit incl. pathways from basement to elevator pit to energize new pit light . F&I new lamp with guard and switch in pit. Run pathway in existing corridor ceiling?	1	ls	\$1,700.00	\$1,700.00
	Add power (low voltage?) to new smoke curtains	4	ea	\$800.00	\$3,200.00
	Run power to new rooftop condenser and mini-split system	1	ea	1,500.00	\$1,500.00
	TOTAL				\$0.00
					<u>\$22,900.00</u>
27.0	Communications				
	F&I new telephone cable from telephone management box elevator machine room - includes a pathway installed in vertical chase.	1	run	\$1,500.00	\$1,500.00
	TOTAL				\$0.00
					<u>\$1,500.00</u>



Account	Description	Quantity	Unit	Unit Cost	Amount
28.0	Electronic Safety and Security				
	New emergency light wall paks				
	F&I new fire/smoke detection devices along with a horn/strobe in machine room - tie devices in to existing FA system - run circuits in new pathways in vertical chase down to main floor annunciator panel	2	ea	\$450.00	\$900.00
		3	devices	750.00	\$2,250.00
	F&I new fire/smoke detection devices in ceiling of elevator lobbys - tie devices in to existing FA system - run circuits in new pathways in vertical chase down to main floor annunciator panel	6	devices	\$500.00	\$3,000.00
	Tie in new smoke curtains to FA system	4	runs	\$400.00	\$1,600.00
					\$0.00
	TOTAL				<u>\$7,750.00</u>

**COUNTY OF OSWEGO
BUDGET MODIFICATION REQUEST**

ACCOUNT NUMBER			ACCOUNT NUMBER			DESCRIPTION	DOLLAR AMOUNT
DEPT.	OBJECT	SUB.	DEPT.	OBJECT	SUB.		
CO 422	529000					Increase authorization level of CP # CO 422 by \$ 500,000 to \$ 560,000	\$ 500,000.00
			21	450300		This will be funded through a transfer of funds from CR # 21 -	(500,000.00)
						Building Renovations.	
21	595000						500,000.00
			21	159900			(500,000.00)
TOTAL AMOUNT							-

COMMITTEE SIGNATURES	DATE
<i>Stephen L. Baker</i>	1-31-23
<i>Paul E. Baker</i>	1-31-23
<i>Michael G. Yorkon</i>	1-31-23
<i>Sandra L. Lockwood</i>	1-31-23
<i>Dave Hale</i>	1-31-23
<i>For the</i>	1-31-23
<i>Provisional School</i>	1-31-23

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

RESOLUTION NO. 033

**RESOLUTION ESTABLISHING CAPITAL PROJECT NO. E0123
AUTHORIZING PURCHASE OF HIGHWAY EQUIPMENT**

By Legislator Steven Walpole:

WHEREAS, needs to replace three (3) pickup trucks and two (2) self-propelled road sweepers, and

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 \$275,000 from Capital Reserve #146 – Highway and Automotive Equipment to Capital Project No. E0123 to fund the purchase of Highway Department equipment.

Capital Project No. E0123

Total Authorization

Highway Equipment

\$275,000

ADOPTED BY VOICE VOTE ON FEBRUARY 9, 2023:

YES: 24 NO: 0 ABSENT: 1 ABSTAIN: 0

Authorized Budget Modification

Res. 033 of 2023

H 450310 E0123

(\$275,000.00

H 529000 E0123

\$275,000.00



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

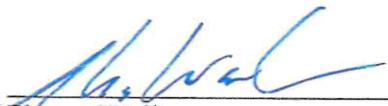
INFORMATIONAL MEMORANDUM

SUBJECT: To establish a capital project for the purpose of purchasing highway equipment.

PURPOSE: To recommend that the Infrastructure, Facilities and Technology Committee, the Finance & Personnel Committee and the Oswego County Legislature authorize funding through a transfer from Capital Reserve No. 146 – Highway and Automotive Equipment to establish Capital Project No. E0123 with an authorization level of \$275,000 for the purpose of purchasing equipment for the Highway Department.

SUMMARY: This transfer is necessary to replace three (3) pickup trucks and two (2) self-propelled road sweepers

RECOMMENDED ACTION: The Infrastructure, Facilities and Technology Committee, the Finance & Personnel Committee and the Oswego County Legislature authorize the establishment of Capital Project No. E0123.


Shawn Walker
Highway Superintendent

1-9-23
Date

COUNTY OF OSWEGO

TOTAL AMOUNT

DATE _____

1031-23

1-31-23

1-31/03

13/12/23

1-31-23

-31-23

31-23

DATE _____

DATE _____

13/3/23

DATE _____

DATE _____

RESOLUTION NO. 034

**RESOLUTION ESTABLISHING CAPITAL PROJECT NO. B0123
CR 23 BRIDGE OVER SCRIBA CREEK**

By Legislator Stephen Walpole:

WHEREAS, the CR 23 bridge over Scriba Creek, BIN 3313670, in the Town of Constantia, Oswego County, New York has several bridge superstructure and substructure components that are not functioning as originally designed, and

WHEREAS, this bridge is classified as scour critical. Due to the overall poor condition the bridge and being listed on the County's plan of action for scour critical bridges the Highway Department has decided to replace the entire bridge, and

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 \$200,000 from Capital Reserve No. 16 - Bridges to Capital Project No. B0123 – to fund the design phase for the replacement of CR 23 bridge over Scriba Creek.

Capital Project No. B0123

Total Authorization

Bridge – CR 23 bridge
over Scriba Creek

\$200,000

ADOPTED BY VOICE VOTE ON FEBRUARY 9, 2023:
YES: 24 NO: 0 ABSENT: 1 ABSTAIN: 0

Authorized Budget Modification

Res. 034 of 2023

**H 450310 B0123
H529000 B0123**

**\$200,000.00
\$200,00.00**



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: To establish a capital project for the purpose of replacing the CR 23 Bridge over Scriba Creek in the Town of Constantia, BIN 3313670, County of Oswego.

PURPOSE: To recommend that the Infrastructure, Facilities and Technology Committee, the Finance & Personnel Committee and the Oswego County Legislature authorize funding through a transfer from Capital Reserve No. 16, to establish Capital Project No. B0123 with an authorization level of \$200,000 for the design phase of the replacement of the CR 23 Bridge.

SUMMARY: This project is necessary to begin work on replacing the bridge. This bridge is classified as scour critical. Due to the overall poor condition the bridge and being listed on the County's plan of action for scour critical bridges the Highway Department has decided to replace the entire bridge.

RECOMMENDED ACTION: The Infrastructure, Facilities and Technology Committee, the Finance & Personnel Committee and the Oswego County Legislature authorize the establishment of Capital Project No. B0123.


Shawn Walker
Highway Superintendent


Date

COUNTY OF OSWEGO

ACCOUNT NUMBER			ACCOUNT NUMBER			DESCRIPTION	DOLLAR AMOUNT
DEPT.	OBJECT	SUB.	DEPT.	OBJECT	SUB.		
H	450310	B0123				Establish Capital Project No. B0123 - CR 23 Bridge over	(200,000.00)
						Scriba Creek, Town of Constantia, BIN 3313670	
			H	529000	B0123	This project will be funded through a transfer of funds from	200,000.00
						Capital Reserve No. 16 - Bridges	
						TOTAL AMOUNT	-

COMMITTEE SIGNATURES 12 DATE

COUNTY TREASURER

PERSONNEL DIRECTOR

COUNTY ADMINISTRATOR

DATE

DEPARTMENT HEAD	DATE
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RESOLUTION NO. 036

**RESOLUTION INCREASING CAPITAL PROJECT NO. B0821
COUNTY ROUTE 5 SEAWALL REPAIR REDI**

By Legislator Stephen Walpole:

WHEREAS, a seawall on County Route 5 in the Town of Richland near the Selkirk Lighthouse, in Oswego County, New York needs to be repaired/replaced; and

WHEREAS, this body has established Capital Project #B0821 with a maximum authorization of \$660,000; and

WHEREAS, this \$150,000 increase is necessary to progress this project through the construction phase. This increase is based on the construction bids coming in higher than anticipated.

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 execute the attached budget modification increasing Capital Project B0821 – County Route 5 Seawall Repair REDI for the maximum expenditure as indicated.

Capital Project #B0821
CR 5 Seawall Repair REDI

Total Authorization
\$810,000

ADOPTED BY VOICE VOTE ON FEBRUARY 9, 2023:
YES: 24 NO: 0 ABSENT: 1 ABSTAIN: 0

Authorized Budget Modification

Res. 036 of 2023

H 450310 B0821	\$150,000.00
H 529000 B0821	\$150,00.00
A 159900	(\$150,000.00)
A9901 599014	\$150,000.00



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

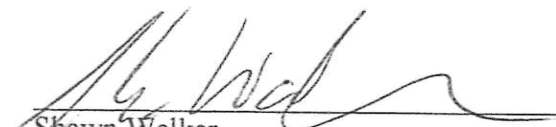
INFORMATIONAL MEMORANDUM

SUBJECT: To increase the authorization level of REDI project contract B0821 – PIN 3 RED 05, County Route 5 Seawall Replacement.

SUMMARY: To recommend that the Infrastructure, Facilities and Technology Committee, the Finance & Personnel Committee and the Oswego County Legislature authorize contract B0821 – PIN 3 RED 05 be increased by \$150,000 to an authorization level of \$810,000.

SUMMARY: This increase is necessary to progress this project through the construction phase. This increase is based on the construction bids coming in higher than anticipated.

RECOMMENDED ACTION: The Infrastructure, Facilities and Technology Committee, the Finance & Personnel Committee and the Oswego County Legislature authorize the increase to contract B0821– PIN 3 RED 05.


Shawn Walker
Highway Superintendent

2/2/2023
Date

**COUNTY OF OSWEGO
BUDGET MODIFICATION REQUEST**

ACCOUNT NUMBER		ACCOUNT NUMBER		DEPT.	DESCRIPTION	DOLLAR AMOUNT
DEPT.	OBJECT	SUB.	DEPT.	OBJECT	SUB.	
H	450310	B0821				
			H	529000	B0821	(150,000)
						150,000
A	159900					
					CP# B0821-COUNTY RTE 5 SEAWALL REPAIR AUTOMATIC ENTRY	(150,000)
			A9901	599014	CP# B0821-COUNTY RTE 5 SEAWALL REPAIR CAP PROJECT	150,000
					TRANSFER	
					THIS PROJECT WILL BE FUNDED BY A TRANSFER FROM	
					UNAPPROPRIATED FUND BALANCE UNTIL APPROVED BY NYS REDI	
					PROGRAM	
TOTAL AMOUNT						-

COMMITTEE SIGNATURES DATE

Passed by Voice Vote 2/9/23
Resolution # 035-

COUNTY TREASURER DATE

PERSONNEL DIRECTOR DATE

COUNTY ADMINISTRATOR DATE

DEPARTMENT HEAD DATE

RESOLUTION NO. 037

**RESOLUTION CALLING ON THE STATE OF NEW YORK TO CONTINUE TO
PASS-THRU FEDERAL AFFORDABLE CARE ACT ENHANCED FEDERAL
MEDICAID ASSISTANCE PERCENTAGE FUNDS TO COUNTIES**

By Legislator Laurie Mangano:

WHEREAS, the SFY 2023-24 State Budget proposal would end the Affordable Care Act (ACA) enhanced Federal Medical Assistance Percentage (eFMAP) federal pass-thru to counties and New York City; and

WHEREAS, the State is proposing to keep all of these federal savings going forward and use them to cover further expansions of Medicaid eligibility and benefits and to increase payments to health care providers; and

WHEREAS, the elimination of this ACA eFMAP federal pass-thru will require the 57 counties to spend at least \$280 million more in SFY 2024, and approximately \$1 billion when New York City is included; and

WHEREAS, this mandated cost shift will occur after Oswego County has already adopted its 2023 budget, and will cause an estimated \$3.1 million property tax increase in 2024, increasing the tax levy by 7%; and

WHEREAS, the SFY 2024 costs to counties and New York City are scheduled to grow by 30 percent by SFY 2027; and

WHEREAS, the US Congress intended these federal savings to be shared with counties proportional to the amount they contributed toward the nonfederal Medicaid match, and the State has done so since 2003; and

WHEREAS, since 2003, the state has shared the funds proportionally based on the New York State Association of Counties' (NYSAC) analysis of savings received during periods when an enhanced federal Medicaid match was enacted by Congress; and

WHEREAS, enacted in 2011, the Medicaid statutory cap for all 62 counties is \$7.6 billion. The Medicaid statutory cap for the 57 counties outside of New York City is \$2.25 billion.; and

WHEREAS, starting in SFY 2014, New York began sharing these federal ACA savings directly with counties. The savings for each year were provided by lowering the weekly payments each county and NYC make to the state to support the State's Medicaid program. Through February 1, 2023, the state continues to share the federal savings from the ACA eFMAP with the 57 counties and NYC; and

WHEREAS, the Oswego County Legislature strongly disagrees with the need to cut county funding so deeply when the Governor's budget proposes to fully fund its own reserves two years ahead of schedule by depositing \$5.4 billion into reserves before the end of SFY 2023, while also projecting a general fund surplus of \$35 billion by the end of SFY 2024.

NOW, THEREFORE, BE IT RESOLVED, that the Oswego County Legislature calls on the State to continue to share these federal funds with counties as has been the precedent for over 20 years; and

BE IT FURTHER RESOLVED, that Clerk of the Legislature shall forward certified copies of this resolution to the Governor of the State of New York, Assembly Minority Leader Will Barclay, State Senators Mark Walczyk and John Mannion, US Senate Majority Leader Charles Schumer, Senator Kirsten Gillibrand, Congresswoman Claudia Tenney, and the New York State Association of Counties.

ADOPTED BY VOICE VOTE ON FEBRUARY 9, 2023:

YES: 24 NO: 0 ABSENT: 1 ABSTAIN: 0