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APRIL 13, 2023**

OSWEGO COUNTY LEGISLATURE

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**RESOLUTION NO. 080**

**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 H 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 H 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 APRIL 13, 2023:**

**YES: 18    NO: 2    ABSENT: 4    VACANT: 1    ABSTAIN: 0**





**David R. Turner**  
*Director*

**OSWEGO COUNTY  
OFFICE OF STRATEGIC INITIATIVES**

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**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 H attached to the Resolution. Not all were suggested to be considered at 100% of the applicant's request. Some 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:** Seven projects suggested in this round total \$556,790.00.

**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 H- Proposed Local Disbursements of ARPA Funds**

<u>Project Name/Applicant</u>	<u>Project Description</u>	<u>Jurisdictional Committee</u>	<u>Request</u>	<u>Task Force Suggestion</u>	<u>Jurisdictional Committee</u>
Young Mens Christian Association of Oswego INC	Application in the amount of strictly lost revenue. \$156,776. This amount is left AFTER all covid grants are removed from amount eligible.	EDP	\$ 156,776	\$ 150,000	
Integrated Community Planning of Oswego County Inc.	County, OCO, OCFS, Shineman Foundation. These organizations will have board members on the alliance. Program is taken from a program in Onondaga that was successful and will facilitate childcare programs and ideas through work with health care facilities, education institutions, Community organizations and local governments. The funding will secure a full time coordinator for the alliance who will maintain and operate the alliance at the direction of the executive committee whose members are listed above. This person will be responsible for ensure all goals and outcomes are being met. This person will also conduct grant writing to ensure future viability. ARPA ask is 71% of total project with in kind work making up the remaining 29%. Position is for two years from the date the program starts and will be self-sustaining after that.	Human Services	\$ 121,290	\$ 121,290	
Lacona Cable Trail VFW Post #8534	Seeking \$30,000 to recoup lost revenue due to the COVID pandemic. Amount verified through certified profit loss statements. They have demonstrated losses of greater than the amount they are asking. Inability to hold events and fundraisers.	EDP	\$ 30,000	\$ 30,000	
Village of Pulaski	Pulaski Arches Project- The village of Pulaski was told by their insurance carrier they either need to demolish or reinforce the arches that are above a park walkway in the village. They have received multiple quotes for the work. They are seeking \$150,000 for a project with a cost estimated to be between \$500,000 and \$600,000. Qualification falls under the ability to renovate, improve, and rehab public parks and spaces as a benefit to the community as it related to being outdoors during COVID. Th project is also within a qualified census tract.	Infrastructure	\$ 150,000	\$ 150,000	
Midway Drive in Theatre	Seeking \$191,267 from lost revenue during the covid time frame. This is the amount left AFTER all covid related loans were removed from eligibility. Included in this amount is \$12,000 for Paypal fees as they were required by law to use contactless ticketing and were charged a fee every time one was purchased through paypal.	EDP	\$ 191,267	\$ 90,000	
Tonia Enterprises Inc. DBA InVogue Salon and Spa	Asking \$30,549 for a multitude of costs and increases. They are seeking to renovate their air filtration system which will have a multi faceted utilization, it will better protect clients and workers from airborne pathogens and also meet industry standards for chemical smells and things related to products used in the shop. The cost of the renovation for this is \$15,500.	EDP	\$ 30,549	\$ 15,500	
<b>TOTALS</b>			<b>\$ 679,882</b>	<b>\$ 556,790</b>	



**RESOLUTION NO. 081**

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

By Legislator David Holst:

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

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

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

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

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

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

WHEREAS, a resolution is necessary and desirable,

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

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

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

**ADOPTED BY VOICE VOTE ON APRIL 13, 2023:**

**YES: 20    NO: 0    ABSENT: 4    VACANT: 1    ABSTAIN: 0**

# Oswego County Treasurer's Office

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

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



2/13/2022

## **INFORMATIONAL MEMORANDUM**

**Subject:** Redemption of Oswego County foreclosed properties

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

**Recommendation:** The Treasurer strongly recommends this request.



Co. Parcel#	SWIS	Town	Parcel ID#	Deed To Owner 1	Deed to Owner 2	Property Address	Assessed Owner 1	Assessed Owner 2	Total Unpaid	Reason
2023-22-02	2200	Antboy	230.00-01-30.01	Dudak Steven		105 Birmingham Dr	Dudak Steven		\$ 35,679.40	
2023-30-08	3689	Hanthal	216.00-02-02.05	Foules Brandon	Foules Briana	County Route 7	Foules Brandon	Foules Briana	\$ 2,973.53	
2023-52-01	5289	Wb Sandy Creek	090.07.01.08	Scoule Daniel R	Scoule Daniel R	2083 Lake St	Scoule Daniel B		\$ 4,380.33	

**RESOLUTION NO. 082**

**RESOLUTION OPPOSING GOVERNOR HOCHUL'S BAN OF GAS STOVES  
AND OTHER NEW FOSSIL FUEL HEATING EQUIPMENT**

By Legislator David Holst:

WHEREAS, Governor Hochul's State-of-the-State address contained a proposal to prohibit the sale of new fossil fuel powered heating systems by 2030 for smaller buildings and by 2035 for larger building; and

WHEREAS, Governor Hochul is further calling for zero-emission new construction, with no on-site fossil fuel combustion by 2025 for small buildings and by 2028 for larger buildings; and

WHEREAS, President Biden and the White House have come out against any prohibition of gas stoves; and

WHEREAS, the Governor's ban is intended to help address climate change, but this government mandate is more of a burden on our region's working-class residents and will have a devastating effect on restaurants, businesses, and manufacturing facilities when they must convert to all electric; and

WHEREAS, the cost to convert a house to electric will result in a cost between \$20,000-\$50,000 per household and would not include any kind of backup system in the event of a power outage; and

WHEREAS, the conversion to electric will create unnecessary financial burden and hardship for businesses that compete on a national or global level; and

WHEREAS, the ban will push businesses out of the state and will contribute to accelerated population loss for those that are fed up with high taxes, the high cost of living, unreasonable government mandates, reckless spending by the government, and unrealistic environmental mandates not consistent with our geographic region; and

WHEREAS, a ban on natural gas appliances and water heaters is not feasible for large portions of New York with harsh winter weather and an exposed electrical infrastructure; appliances used to heat water and cook food need to work during power outages especially during times of inclement weather; and

WHEREAS, current technology, that is expected to replace gas appliances, such as space heating, does not work well in our climate; this fact was noted in the recent Climate Action Council's report which proposed requiring two heating sources for New York residents who live in areas that are frequently too cold; and

WHEREAS, electrical appliances have more moving parts and are expensive to maintain and repair; and

WHEREAS, all electric appliances have been shown to be less efficient and therefore cost more to generate the same amount of heat than natural gas fed appliances; and

WHEREAS, mandating the purchase of electrical appliances is an unnecessary burden we are placing on families across New York State at a time when the cost of living has significantly outpaced wage growth; and

WHEREAS, with the higher costs, energy bills will go through the roof for residents, further exacerbating the recent price spikes in food, transportation, and general merchandise; and

WHEREAS, as we have seen with California's recent push to make everything electric, this government mandate will likely lead to an increased strain on our state's electrical grid leading to black outs and rationing, which is especially dangerous with the winter weather we routinely experience; and

WHEREAS, the costs to bury power lines, increase renewable energy infrastructure, and increase the capacity of transformers will be passed on directly to consumers in the form of increased energy costs; and

WHEREAS, individual homes, especially those in older housing stock like Oswego County, will be forced to conduct costly in-home electrical panel upgrades to accommodate the increased demand from their appliances; and

WHEREAS, the ban on fossil-fuel powered heating equipment and appliances will cause severe hardship on the residents and businesses within Oswego County and Upstate York; therefore, be it

RESOLVED, that the Oswego County Legislature hereby vehemently opposes the Governor's plan to ban natural gas heating and appliances as not feasible or warranted for Oswego County and much of New York; and be it further

RESOLVED, that the Oswego County Legislature hereby strongly urges Governor Hochul and the New York State Legislature to fully examine the real life impact their discussions will have for all New Yorkers, especially those least able to afford them; and be it further

RESOLVED, that the Clerk of the Legislature is to forward certified copies of this resolution to Governor Hochul, Assembly Minority Leader Will Barclay, State Senator John Mannion, State Senator Mark Walczyk, and the New York State Association of Counties.

**ADOPTED BY VOICE VOTE ON APRIL 13, 2023:**

**YES: 20    NO: 0    ABSENT: 4    VACANT: 1    ABSTAIN: 0**



**RESOLUTION NO. 083**

**RESOLUTION FIXING TIME AND PLACE FOR A PUBLIC HEARING  
RELATIVE TO PROPOSED COUNTY OF OSWEGO LOCAL LAW NO. 2 OF THE  
YEAR 2023, ENTITLED, "A LOCAL LAW ALLOWING ELIGIBLE VOLUNTEER  
FIREFIGHTERS AND VOLUNTEER AMBULANCE WORKERS TO RECEIVE A  
REAL PROPERTY TAX EXEMPTION UNDER REAL PROPERTY TAX LAW  
(RPTL) §466-A**

By Legislator David Holst:

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

RESOLVED, that the Oswego County Legislature shall hold a Public Hearing on the proposed County of Oswego Local Law No. 2 of 2023, entitled "A LOCAL LAW ALLOWING ELIGIBLE VOLUNTEER FIREFIGHTERS AND VOLUNTEER AMBULANCE WORKERS TO RECEIVE A REAL PROPERTY TAX EXEMPTION UNDER REAL PROPERTY TAX LAW (RPTL) §466-a" on the 11<sup>th</sup> day of May 2023, at 2:00 o'clock, in the afternoon of said day at the Oswego County Legislative Chambers, County Office Building, 46 E. Bridge Street, Oswego, NY 13126, and be it further

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

**ADOPTED BY VOICE VOTE ON APRIL 13, 2023:**

**YES: 20    NO: 0    ABSENT: 4    VACANT: 1    ABSTAIN: 0**

COUNTY OF OSWEGO

Local Law Number \_\_\_\_ of 2023

**A Local Law Allowing Eligible Volunteer Firefighters And Volunteer Ambulance Workers to Receive a Real Property Tax Exemption Under Real Property Tax Law (RPTL) § 466-a**

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

**SECTION 1. STATUTORY AUTHORITY.**

The New York State Legislature has, heretofore, amended the Real Property Tax Law (RPTL) to authorize municipalities to permit enrolled volunteer firefighters and volunteer ambulance workers to be eligible for a real property tax exemption as is more particularly set forth in RPTL § 466-a which became effective as of December 9, 2022. This local law shall apply to assessment rolls prepared on the basis of a taxable status date of March 1, 2024 and thereafter.

**SECTION 2. LEGISLATIVE INTENT AND PURPOSE.**

RPTL § 466-a, inter alia, allows for volunteers with five (5) years of qualifying service to apply for a tax exemption which will increase the number of eligible volunteers over existing law. The Legislature recognizes the role of the volunteer firefighters and ambulance workers in securing the safety and well-being of our communities. The Legislature hereby finds that it is in the best social and economic interests of the County of Oswego to encourage volunteerism for said purposes. To that end, by providing the following exemption, and by making it available to a larger pool of volunteers, it is the intent to encourage volunteers to join the various fire and ambulance companies within Oswego County.

**SECTION 3. EXEMPTION GRANTED.**

- A. Real property owned by an enrolled member of an incorporated volunteer fire company, fire department or incorporated voluntary ambulance service or such enrolled member and spouse residing in the County of Oswego shall be exempt from taxation to the extent ten percent (10%) of the assessed value of such property for County purposes, exclusive of special assessments.

must maintain written guidelines, available upon request, as to the minimum requirements necessary for the exemption to be granted consistent with law.

6. Any qualified applicant seeking the exemption provided for hereunder shall also file an annual application with their local assessing unit assessor, on a form prescribed by the New York State Board of Equalization and Assessment. The application must be filed on or before the taxable status date.
  7. The Office of Fire Coordinator must annually file with each local assessor not later than January 31st of each year, prior to the March 1st taxable status date, a list of the active volunteer members who are certified as eligible to meet the minimum service requirement. Such list must provide, as the of the date of filing, the number of years of service served by each such enrolled member and such enrolled member's address of residence. The Office of Real Property Tax Services shall provide the Office of Fire Coordinator advice and assistance as may be necessary to complete the filings with the local assessing units and to develop written guidelines for the exemption.
- D. Any enrolled member of an incorporated volunteer fire company, volunteer fire department or incorporated voluntary ambulance service who accrues more than twenty (20) years of active service and is so certified by the authority having jurisdiction for the incorporated volunteer fire company, fire department or incorporated voluntary ambulance service, shall be granted the ten (10) percent exemption as authorized by RPTL § 466-a for the remainder of his or her life as long as his or her primary residence is located within the County of Oswego.
- E. **Un-remarried spouses of volunteer firefighters or volunteer ambulance workers killed in the line of duty:** An exemption by an enrolled member of an incorporated volunteer fire company, fire department, or incorporated voluntary ambulance service, to such deceased enrolled member's un-remarried spouse may be continued or re-instated if such member is killed in the line of duty; provided, however, that:



## **SECTION 5. SEVERABILITY.**

If any clause, sentence, paragraph, subdivision, section or part of this chapter or application thereof to any person, individual, corporation, firm, partnership or entity shall be adjudged by any court of competent jurisdiction to be invalid or unconstitutional, such determination shall not affect, impair or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, section or part of this chapter or its application to the person, individual, corporation, firm, partnership or entity directly involved in the proceeding in which such adjudication shall have been rendered.

## **SECTION 6. EFFECTIVE DATE.**

This Local Law shall take effect immediately upon filing with the Office of the Secretary of State of the State of New York and shall apply to assessment rolls prepared on the basis of a taxable status date of March 1, 2024 and thereafter.

**RESOLUTION NO. 084**

**RESOLUTION MAKING CERTAIN CORRECTIONS TO SCHEDULE F OF  
RESOLUTION #009 OF 2023, 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, this body authorized certain disbursements from the County's ARPA allocation via Resolution #009 of 2023, and

WHEREAS, Schedule F attached to that Resolution contained the specific information about the beneficiaries and their respective awards, and

WHEREAS, it is necessary to amend Schedule F of Resolution #009 to modify the name of the Pulaski Farmers Market, then therefore be it and it is hereby

RESOLVED, that, the award approved for the Pulaski Farmers Market in Pulaski, NY is modified to identify the official recipient as the Preservation Revitalization of Pulaski.

**ADOPTED BY VOICE VOTE ON APRIL 13, 2023:**

**YES: 19    NO: 1    ABSENT: 4    VACANT: 1    ABSTAIN: 0**



**David R. Turner**  
*Director*

**OSWEGO COUNTY  
OFFICE OF STRATEGIC INITIATIVES**

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**Kyle Boeckmann**  
*Strategic Programs Specialist*

**Kasey Chewning-Kulick**  
*Administrative Assistant*

**INFORMATIONAL MEMORANDUM**

**SUBJECT:** ARPA funding amendment.

**PURPOSE:** Make corrections to schedule F of Resolution #009 of 2023

**SUMMARY:** One of the beneficiaries was incorrectly listed on the schedule of recipients. The Pulaski Farmers Market should have been identified by the name of their fiscal agent, Preservation Revitalization of Pulaski. This resolution makes that correction.

**FISCAL IMPACT:** None additional

**RECOMMENDED ACTION:** The Committee on Government, Courts & Consumer Affairs acknowledges and approves the change.



**Schedule F - Proposed Local Disbursements of ARPA Funds - amended**

<u>Project Name/Applicant</u>	<u>Project Description</u>	<u>Jurisdictional Committee</u>	<u>Request</u>	<u>Task Force Suggestion</u>	<u>Jurisdictional Committee</u>
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 education 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	
Preservation Revitalization of Pulaski	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	
Bridle 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	
<b>TOTALS</b>			\$ 307,751	\$ 294,204	\$ -

**RESOLUTION NO. 085**

**RESOLUTION AUTHORIZING BUDGET MODIFICATION FOR THE EMERGENCY  
MANAGEMENT OFFICE TO ACCEPT FUNDING FROM THE DEPARTMENT OF  
HOMELAND SECURITY AND EMERGENCY SERVICES (DHSES) FOR FEMA-4480-  
DR-NY HAZARD MITIGATION GRANT PROGRAM**

By Legislator Marc Greco:

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

RESOLVED, that the County Treasurer by, 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 APRIL 13, 2023:**

**YES: 20    NO: 0    ABSENT: 4    VACANT: 1    ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE

**Authorized Budget Modification**

**Res. 085 of 2023**

**A3640 443050 HZM23**

**-\$180,000.00**

**A3640 543700 HZM23**

**\$180,000.00**



OSWEGO COUNTY  
**EMERGENCY MANAGEMENT OFFICE**

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

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

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

### **Informational Memorandum**

Date: April 3, 2023

To: Members of the Public Safety and Finance and Personnel Committees

From: Cathee Palmitesso, Director

Subject: Request for approval to accept \$180,000 from FEMA through the New York State Department of Homeland Security & Emergency Services (DHSES) For Hazard Mitigation Grant Program

---

Summary: The Federal Emergency Management Agency (FEMA), through the NYSDHSES Mitigation Section has awarded Oswego County a Hazard Mitigation Grant Program (HMPG) to update the Oswego County Multi-Jurisdictional Multi Hazard Mitigation Plan. Funding has been made available not to exceed \$200,000 with a federal share of \$180,000 and the required county in-kind match of \$20,000, which will be met with personnel hours of individuals who work on the project.

Purpose: This grant will provide funds for Oswego County to update the current Multi-Jurisdictional Hazard Mitigation Plan, adopted by the Oswego County Legislature on October 15, 2020. The County's current plan is on file at the Emergency Management Office and on the county website at [www.oswegocounty.com/emo](http://www.oswegocounty.com/emo). The Period of Performance (POP) deadline for this grant program is February 1, 2026. All county municipalities will be encouraged to participate in this update. Throughout the process, there will be multiple occasions for public input and comment on the plan.

The primary benefit to having a FEMA approved plan allows the county and local municipalities that adopt the plan to continue to apply for grant funding specifically for mitigation projects that are both available now and that could be available following a disaster in Oswego County or in other counties in New York State.

Recommended Action: The Emergency Management Office recommends that the Public Safety and Finance and Personnel Committees and the legislature accept this SHSP Grant funding.





**FEMA**

November 30, 2022

Ms. Rayana Gonzales  
Alternate Governor's Authorized Representative  
New York State Division of Homeland Security & Emergency Services  
1220 Washington Avenue  
Building 7A, Suite 710  
Albany, New York 12242

Attn: Marlene D. White, Chief of Mitigation

RE: FEMA-4480-DR-NY  
Hazard Mitigation Grant Program (HMGP)  
HMGP Project# 4480-0009  
Oswego County  
Multi-Jurisdictional Multi-Hazard Mitigation Plan Update - Project Approval Letter

Dear Ms. Gonzales:

The Federal Emergency Management Agency (FEMA) has completed review of the New York State Division of Homeland Security and Emergency Services (DHSES) for funding of the Hazard Mitigation Program (HMGP) project number 4480-0009 for Oswego County's Multi-Jurisdictional Multi-Hazard Mitigation Plan. DHSES as the grant recipient (hereinafter known as the Recipient) will administer this sub-grant award to Oswego County (hereinafter known as the Sub-Recipient).

Funding has been made available in an amount not to exceed total project costs of \$200,000 with a federal share of \$180,000 and the required non-Federal matching share of \$20,000. In addition, Sub-recipient management costs were also requested and will be made available for an amount not to exceed a total cost of \$10,000. The necessary costs of requesting, obtaining, and administering federal disaster sub-grants will only be covered by an allowance as defined in 44 CFR Part 207. Approval is contingent upon the fulfillment of all conditions identified by FEMA (see the attached Conditions of Approval [COA]).

The Period of Performance (POP) deadline of February 1, 2026, has been established for this grant program. DHSES will administer this sub-grant within the grant program POP. This POP provides ample time for the Sub-Recipient to complete all activities identified within the approved scope of work, and to address any potential delays that may arise due to permitting requirements, weather conditions or other unforeseen circumstances. It also includes sufficient time for DHSES to conclude its administrative contract requirements after the project is completed.

The approved Scope of Work (SOW) outlined in the application includes Oswego County's Multijurisdictional Multi-Hazard Mitigation Plan Update. The plan includes all 32 municipalities within the county and consists of participation of agencies, stakeholders and the public, hazard

Ms. Rayana Gonzales  
November 30, 2022  
Page 2 of 2

identification and risk/vulnerability assessment, mitigation strategy, plan adoption, and plan maintenance.

Any change to the approved Scope of Work as identified within the application must be submitted to FEMA Region 2 for consideration and approval prior to implementation. This includes any potential extension of the Sub-Recipient project schedule as identified within the conditions of approval. Execution of any modification to the approved scope of work without prior FEMA Region 2's approval may jeopardize funding for the sub-grant project as a whole. In accordance with 2 CFR Part 200, the Recipient must ensure that Sub-Recipients are aware of requirements imposed upon them by Federal Statute and regulations.

Please be advised that the Local Mitigation Planning Policy Guide FP 206-21-0002 (Guide, Policy) was released on April 19, 2022, and is effective on April 19, 2023. The Guide is FEMA's official policy and interpretation of the applicable statutes and mitigation planning regulations at 44 Code of Federal Regulations (CFR) Part 201. The policy applies to state and local governments that update and implement state and local mitigation plans as well as FEMA officials who review and approve those plans. This updated policy will become effective on April 19, 2023. The transition period before policy changes take effect for mitigation plan approvals provides time for state and local governments to review and incorporate the changes needed for an approved hazard mitigation plan. Plans that are not approved by the effective date will have to meet the requirements established in the updated policies. The guide and frequently ask questions are available on the following links: [Local Mitigation Planning Policy Guide \(fema.gov\)](#) and [FAQs: Updates to State and Local Mitigation Planning Policy Guides \(fema.gov\)](#).

FEMA urges your office to meet with the Sub-Recipient to review the project requirements as soon as possible. At this meeting, please discuss in detail the COA and project schedule including quarterly performance reporting and fiscal documentation requirements. FEMA is available to assist the Recipient and Sub-Recipient in the implementation of this project.

Should you have any questions or require additional information, please contact Sharon Edwards, Hazard Mitigation Assistance Branch Chief at (212) 680-3633 or by email at [Sharon.Edwards@fema.dhs.gov](mailto:Sharon.Edwards@fema.dhs.gov).

Sincerely,

WILLIAM  
MCDONNELL

Digitally signed by WILLIAM  
MCDONNELL  
Date: 2022.11.30 13:45:40 -05'00'

Michael F. Moriarty  
Director  
Mitigation Division

Attachment: Conditions of Approval (COA)

**CONDITIONS OF APPROVAL**  
HMGP Project: 4480-0009  
Oswego County  
Local Multijurisdictional Hazard Mitigation Plan Update

FEMA Region 2 approval is contingent upon fulfillment of all the following conditions:

**1. Approved Scope of Work**

The approved Scope of Work (SOW) outlined in the application includes Oswego County's Multijurisdictional Multi-Hazard Mitigation Plan Update. The plan includes all 32 municipalities within the county and consists of participation of agencies, stakeholders and the public, hazard identification and risk/vulnerability assessment, mitigation strategy, plan adoption, and plan maintenance.

**2. Scope of Work Changes**

In accordance with 2 CFR Section 200.308, pass-through entities must obtain FEMA's prior approval whenever there is a proposed scope of work (SOW) change. Requests for changes to the SOW after award are permissible if they are consistent with the intent of the program. Requests must be made in writing and demonstrate the need for the scope change. The request also should include a revised scope, schedule, and budget. Any SOW changes are subject to all programmatic requirements, including EHP review requirements. All approvals will be at FEMA's discretion.

**3. Other Regulatory Requirements**

As part of our approval, the Sub-recipient is required to adhere to all applicable Federal regulations including the following: 2 CFR 200: Uniform administrative requirements, cost principles, and audit requirement for federal award.

**4. Budget Changes**

Recipients and Sub-Recipients are permitted to re-budget within the approved direct cost budget to meet unanticipated requirements and may make limited program changes to the approved budget. For more information on direct cost categories, please see 2 CFR Part 225, Cost Principles for State, Local, and Indian Tribal Governments. Projects will require the prior written approval of FEMA as follows:

- Cost overrun and underruns can result from a scope, schedule or budget change.
- Recipients must notify FEMA prior to redirecting funds from an underrun to other approved sub-grants for which an overrun has been requested. The sub-grant must continue to programmatic eligibility requirements to include cost share.

**5. Project Completion Schedule**

The sub-grant project must be completed under the project schedule provided by the *Sub-Recipient* within the project application, as finalized prior to project approval. The project completion date for this sub-grant award is February 1, 2026. Changes to this schedule would be considered a SOW



**CONDITIONS OF APPROVAL**  
HMGP Project: 4480-0009  
Oswego County  
Local Multijurisdictional Hazard Mitigation Plan Update

change and therefore must be pre-approved by FEMA and the grant Recipient. Please note, the sub-grant project schedule is unique and separate from the grant Period of Performance (POP). The grant POP is the period during which the Recipient (DHSES) is expected to administer all HMGP activities under the declared disaster.

**6. Period of Performance Extensions**

In order for the Sub-Recipient to be considered for a period of performance extension, DHSES must submit a formal written request to the Regional Administrator no later than sixty (60) days prior to the expiration of the period of performance and must include a justification for the extension. This justification is a written explanation of the reason or reasons for the delay; an outline of remaining funds available to support the extended performance period; and a description of performance measures necessary to complete the project within the requested extended period of performance. Other information required with this request includes: a revised budget information form (regardless of whether or not there are changes to the budget); copies of any contracts entered into by Sub-Recipient with vendors; percentage of work completed, and a description of all work completed. Extensions may not be considered for projects that are a result of delays in project initiation and implementation.

**7. Reporting Requirements**

Recipients and Sub-Recipients must maintain records of work and expenditures. Recipients submit quarterly financial and performance reports to FEMA on January 30, April 30, July 30, and October 30. The first quarterly reports are due 30 days of the end of the first federal quarter following the initial grant award. FEMA may waive the initial reports. The Recipient shall submit quarterly financial status and performance reports thereafter until the grant ends. Failure to submit financial and performance reports to FEMA in a timely manner may result in an inability to access grant funds until proper reports are received by FEMA. Recipients are encouraged to contact FEMA should this occur

**8. Performance Reports**

The Recipient shall submit a quarterly performance report for each grant award. Performance reports should include:

- Reporting period, date of report, and Recipient POC name and contact information.
- Project identification information, including FEMA project number (including disaster number and declaration date for the HMGP), Sub-Recipient, and project type using standard NEMIS project type codes.
- Significant activities and developments that have occurred or have shown progress during the quarter, including a comparison of actual accomplishments to the work schedule objectives established in the grant.
- Percent of work completed and whether completion is on schedule, a discussion of any problems, delays, or adverse conditions that will impair the ability to meet the timelines stated in the grant, and anticipated completion date.

**CONDITIONS OF APPROVAL**  
HMGP Project: 4480-0009  
Oswego County  
Local Multijurisdictional Hazard Mitigation Plan Update

- Status of costs, including whether the costs are: (1) unchanged, (2) overrun, or (3) underrun. If there is a change in cost status, the report should include a narrative describing the change.
- A statement of whether a request to extend the grant POP is anticipated.

Requests for additional project time extensions would only be considered in instances where the Sub-Recipient has provided the Recipient with accurate quarterly status reports. FEMA may suspend drawdowns from SMARTLINK if quarterly reports are not submitted on time.

**9. Financial Reports**

Recipients shall submit a quarterly Federal Financial Report (FFR). Obligations and expenditures must be reported on a quarterly basis through the FFR (SF-425), which is due to FEMA within 30 days of the end of each calendar quarter (e.g., for the quarter ending March 31, the FFR is due no later than April 30). A report must be submitted for every quarter of the POP, including partial calendar quarters, as well as for periods where no grant activity occurs. Future awards and fund drawdowns may be withheld if these reports are delinquent. The final FFR is due 90 days after the end of the POP.

The Office of Management and Budget (OMB) has directed that FFR (SF-425) replace the use of the SF-269, SF-269A, SF-272, and SF-272-A. The SF-425 is intended to provide Federal agencies and grant recipients with a standard format and consistent reporting requirements. FEMA may suspend drawdowns from SMARTLINK/PARS if quarterly reports are not submitted on time.

**10. Closeout**

As required by 44 CFR 206.438(d), the Recipient will submit a letter signed by the Governor's Representative or equivalent certifying that:

- The report costs were incurred in the performance of eligible work.
- The approved work was completed, and the mitigation measure follows the provisions of the FEMA-STATE Agreement.
- Each sub-grant has been completed in compliance with the approved SOW.
- Actual expenditures have been documented and are consistent with the SF-424A or SF-424C.
- All program income has been deducted from total project costs as specified in 2 CFR Part 200.80.
- All project work was performed in accordance with all required and applicable building codes as modified or protected by the approved project. (If applicable)
- For new or updated hazard mitigation plans, a final copy of the FEMA-approved and community-adopted plan has been submitted to FEMA. (If applicable)
- The activity is consistent with 44 CFR Part 201 and 206.
- The Sub-Recipient can claim management costs incurred up to whichever of the following occurs first:
  - 180 days after work is completed for the non-management cost HMGP project for the declaration. OR

## **CONDITIONS OF APPROVAL**

HMGP Project: 4480-0009

Oswego County

Local Multijurisdictional Hazard Mitigation Plan Update

- 180 days after the latest performance period for the non-management cost HMGP project.  
OR
  - The recipient management cost award has been closed out.
- When one of the conditions is triggered, the timeframe for the Sub-Recipient to submit their management cost claim begins.

Sub-Recipients must submit final reporting to the pass-through entity no later than 90 days after the end of the Period of Performance. To ensure that this requirement is met, the Recipient will ask the Sub-Recipient to submit final payment request within sufficient time after project completion to allow time to close the project. The Recipient must submit a final SF-425 and Performance Report no later than 120 days after the end date of the POP, per 2 CFR Sections 200.343 and 200.344.

# BUDGET MODIFICATION REQUEST

13-Apr-23

ACCOUNT NUMBER		ACCOUNT NUMBER		DESCRIPTION	DOLLAR AMOUNT
ORG	OBJECT	ORG	OBJECT		
A3640	443050 HZM23			NYS Hazard Mitigation Grant Program (HMPG)	-\$180,000.00
		A3640	543700 HZM23	Consulting	\$180,000.00

Total Amount

0

COMMITTEE SIGNATURES DATE

*Richard P. Keller* 04/03/2023

*Marie Gesso* 4/3/23

*Herbert H. Gendron* 4/3/23

*Frank Bonifacio* 4/3/23

*Mary Chedro* 4/3/23

*[Signature]* 4/3/23

COUNTY TREASURER DATE

PERSONNEL DIRECTOR DATE 4 3 23

COUNTY ADMINISTRATOR DATE

DEPARTMENT HEAD DATE



**RESOLUTION NO. 086**

**RESOLUTION AWARDING PROFESSIONAL SERVICES CONTRACT –  
RFP 23-EMO-002 – HAZARD MITIGATION PLAN**

By Legislator Marc Greco,

WHEREAS, the County issued a request for proposal for a vendor to provide a Hazard Mitigation Plan; and

WHEREAS, in accordance with Oswego County Purchasing Policy, the Oswego County Purchasing Department solicited Requests for Proposals (RFP 23-EMO-002) from multiple qualified firms to provide a Hazard Mitigation Plan; and

WHEREAS, the Oswego County Emergency Management Department and Oswego County Purchasing Department have reviewed the proposals received and determined the proposal from Barton & Loguidice, D.P.C., Liverpool, NY 13088, meets the County's needs;

NOW, THEREFORE, BE IT RESOLVED, that upon the recommendation of the Public Safety Committee that the County of Oswego awards the professional service contract for providing a Hazard Mitigation Plan, to Barton and Loguidice, 443 Electronics Parkway, Liverpool, NY 13088, not to exceed \$132,000.00 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 APRIL 13, 2023:**

**YES: 20    NO: 0    ABSENT: 4    VACANT: 1    ABSTAIN: 0**



## OSWEGO COUNTY PURCHASING

46 E Bridge Street, Oswego NY 13126  
Phone (315)326-6050 Fax (315)342-2468  
Email: [Purchasing@OswegoCounty.Com](mailto:Purchasing@OswegoCounty.Com)

### RFP 23-EMO-002 – HAZARD MITIGATION PLAN

Name of Company	Location	Evaluation Rating	Lump Sum Total	Required Documentation PRCS/PIS/SHC/NCC/RFC				
Barton & Loguidice, D.P.C	443 Electronics Parkway Liverpool, NY 13088	93.3%	\$132,000.00	X	X	X	X	X
BOLDplanning	480 Duke Drive, Suite 130 Franklin, TN 37067	85.67%	\$135,482.00	X	X	X	X	N/A
Crawford & Associates	22 Knollwood Drive Cumberland, RI 02864	91.67%	\$149,412.50	X	X	X	X	X
H2O Partners, Inc.	260 Addie Roy Road, Suite 150, Austin, TX 78746	84.67%	\$168,750.00	X	X	X	X	X
Jogan Health	84 Inverness Cir. E Englewood, CO 80112	74%	\$164,950.00	X	X	X	X	X

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

**Solicitation Process:** RFP 23-EMO-002 was publicly advertised in the official newspaper, on Bidnet, and on the Oswego County website on February 2, 2023. It was also sent directly to the following vendors:

- AC Disaster Consulting
- All Clear Emergency Management Group, LLC
- Barton & Loguidice, D.P.C
- Bold Planning, Inc.
- Crawford & Associates
- Tetra Tech
- Witt/ O'Briens

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

Barton & Loguidice, D.P.C	<ul style="list-style-type: none"> <li>• Pro:</li> <li>• Completed last 2 county plans.</li> <li>• Successful NYS approvals.</li> <li>• Local staff- Syracuse/Rochester.</li> <li>• Meets county deadlines.</li> <li>• In-house activities &amp; project.</li> <li>• Within budget constraints.</li> </ul> <p>Con: N/A</p>
BOLDplanning	<p>Pro:</p> <ul style="list-style-type: none"> <li>• Business in place for 18 years.</li> <li>• Within budget constraints.</li> </ul> <p>Con:</p> <ul style="list-style-type: none"> <li>• Only 1 NYS approved plan to date.</li> </ul>
Crawford & Associates	<p>Pro:</p> <ul style="list-style-type: none"> <li>• Hazard mitigation successful in NYS (only 1) this far.</li> <li>• Project approach very detailed.</li> <li>• Within budget constraints.</li> <li>• In-house activities.</li> </ul> <p>Con: N/A</p>
H2O Partners, Inc.	<p>Pro:</p> <ul style="list-style-type: none"> <li>• M/WBE owned.</li> <li>• Comprehensive proposal.</li> <li>• Local projects in NYS successfully approved.</li> <li>• Extensive experience in house.</li> </ul> <p>Con: N/A</p>
Jogan Health	<p>Pro:</p> <ul style="list-style-type: none"> <li>• Cost within budget constraints.</li> <li>• No GIS staff support in-house.</li> </ul> <p>Con:</p> <ul style="list-style-type: none"> <li>• No local NYS Hazard Mitigation Plan</li> </ul>

**Proposals Reviewed By:**

- Cathleen Palmitesso
- Renee Fox
- Terry Bennett

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

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



## Schedule A

Evaluation Comparison  
RFP 23-EMO-002 Hazard Mitigation Plan

Total Points	Evaluation Criteria	Barton & Louguidice			BOLD Planning			Crawford & Associates			H2O Partners			Jogan Health		
		C.P.	R.F.	T.B.	C.P.	R.F.	T.B.	C.P.	R.F.	T.B.	C.P.	R.F.	T.B.	C.P.	R.F.	T.B.
40	Evaluator Experience & Capabilities	38	38	38	35	38	33	37	37	37	37	38	37	30	30	32
30	Management Outline and Project Approach	27	26	28	25	25	26	28	30	28	20	27	27	20	25	25
10	Business & Organization	9	9	9	8	8	8	7	9	9	8	8	8	5	6	8
20	Cost	19	20	19	17	18	16	17	18	18	10	16	18	10	16	15
100	Total Points	93	93	94	85	89	83	89	94	92	75	89	90	65	77	80
Rating per Evaluation		93.33			85.67			91.67			84.67			74.00		

C.P. = Cathleen Palmitesso

R.F. = Renee Fox

T.B. = Terry Bennett

**RESOLUTION NO. 087**

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

By Legislator Marc Greco:

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

WHEREAS, Oswego County Emergency Management has been awarded a community grant from Walmart, for \$500.00 for the county drone program to support public safety initiatives.

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

**ADOPTED BY VOICE VOTE ON APRIL 13, 2023:**

**YES: 20    NO: 0    ABSENT: 4    VACANT: 1    ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification

Res. 087 of 2023

A3641 526000

\$500.00

A3640 427050

(\$500.00)



OSWEGO COUNTY  
**EMERGENCY MANAGEMENT OFFICE**

Phone (315) 591-9150

Fax: (315) 591-9176

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

**Cathee Palmitesso, Director**

Email: Cathleen.Palmitesso@OswegoCounty.com

## **Informational Memorandum**

Date: April 3, 2023

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

From: Cathee Palmitesso, Director

Subject: Request for approval to accept \$500.00 from the Walmart Community Grant Program for the county drone program.

---

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

**Summary:** The Oswego County EMO has received notification and have been awarded a Walmart Community Grant in the amount of \$500.00. This grant will be used for the county drone program public safety initiatives. The funds from this grant will be used to acquire additional equipment and supplies to support the drone program.

### **Recommended**

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

## 3/21/2023

**Total Amount** 0.00

Richard C. Kline 04/03/2023  
Marc Greer 4/3/23  
Robert - J. Gordon 4/3/23  
Frank Bonomo 4/3/23  
Mary C. Kervin 4/3/23  
D. 4/3/23

DATE \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_



**RESOLUTION NO. 088**

**RESOLUTION AUTHORIZING THE RECLASSIFICATION OF ONE POSITION  
IN THE DISTRICT ATTORNEY'S OFFICE – ASSISTANT DA TO SENIOR ADA**

By Legislator Marc Greco:

WHEREAS, District Attorney Offices across the state are having difficulty recruiting and retaining qualified attorneys to serve as prosecutors; and

WHEREAS, the District Attorney presently has a full-time Assistant DA who has significant experience prosecuting serious felony offenses such as rape, sexual assault, attempted murder and murder; and

WHEREAS, promoting this Assistant DA to the position of Senior ADA appropriately recognizes their experience, ability and contribution to the office;

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

RESOLVED, that the incumbent attorney (position #116501311) be reclassified from an Assistant DA (Grade 60, Management) to a Senior Assistant DA (Grade 70, Management); and be it further

RESOLVED, that the incumbent attorney's salary shall be set at \$99,708 (Step 13, Grade 70); 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 APRIL 13, 2023:**

**YES: 20    NO: 0    ABSENT: 4    VACANT: 1    ABSTAIN: 0**

## INFORMATIONAL MEMORANDUM

**Subject:** Request for authorization to reclassify a current employee (position 116501311) at the District Attorney's Office from an Assistant DA (Grade 60, Management) to a Senior ADA (Grade 70, Management)

**Purpose:** The DA's Office is seeking to reclassify an attorney from an Assistant DA to a Senior Assistant DA based upon their qualifications, experience as a prosecutor, and contribution to the office.

**Summary:** Due to changes in bail / discovery reform, as well as the increased opportunities within the legal profession, District Attorney Offices across New York have been losing experience attorneys over the past three years. The problem has become particularly acute this past year, with certain offices actively recruiting experienced prosecutors from other offices. Indeed, two months ago (January 2023), an ADA left our office to go work for the Onondaga County DA's Office. That also happened with another experienced attorney in 2022.

A member(s) of the Onondaga County DA's Office has approached an Assistant DA (position 116501311) and sought to recruit them to the Onondaga County DA's Office. This particular attorney has been with our office for 3 years and has served as our primary special victims prosecutor throughout that time. Additionally, this ADA has successfully tried multiple felony trials, including separate trials for Attempted Murder and Murder. This ADA is a critical part of the prosecution team for another murder case that is pending.

Given anticipated changes / challenges that the DA's Office will likely face this next year, it is important to retain this experienced attorney. The proposed title promotion and corresponding pay raise will hopefully allow us to keep them.

**Recommended Action:** To authorize the proposed reclassification of the Assistant DA position (Grade 60, Management) to a Senior ADA position (Grade 70, Step 13, Management) within the District Attorney's Office.

**Fiscal Impact:** The attorney's budgeted salary for 2023 is \$93,986. The proposed salary is \$99,708 (Grade 70, Step 13). The additional salary can be paid for within the budget due to a vacancy in a paralegal position, as well as by a proposal to reclassify that paralegal position as a Senior Typist.

# POSITION REQUEST/DELETE BUDGET FORM

<b>DEPARTMENT:</b> District Attorney		<b>DIVISION/UNIT (NUMBER):</b> 1165	
<b>A. NEW POSITION REQUEST</b>			
1. Position Title Requested: _____			
2. Bargaining Unit: <input type="checkbox"/> CO-OP <input type="checkbox"/> Highway <input type="checkbox"/> Silver Star <input type="checkbox"/> Deputies <input type="checkbox"/> OCPA <input type="checkbox"/> Mgmt.			
3. a. Bargaining Unit – Hourly Rate from Grade plan: _____		Grade: _____	
b. Management or OCPA – Salary Requested: _____		Grade: _____	
4. Percent of Federal and or State Reimbursement: <u>0%</u>		Fringe Reimbursed: <input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Justification of Need (Use additional sheets as necessary):          			
6. Complete New Position Duties Statement (p. 3 & 4).			
<b>B. RECLASSIFICATION REQUEST</b>			
1. Present Title: Assistant DA		2. Position #: 116501311	
3. Present Salary/Hourly Rate: \$93,986		Grade: 60	
4. Requested Title: Senior ADA			
5. Requested Salary: <u>\$99,708</u>			
a. Bargaining Unit: _____		Hourly Rate: _____	Grade: _____
b. Management or OCPA – Salary Requested: <u>Step 13</u>		Grade: <u>70</u>	
6. Percent of Federal and/or State Reimbursement: <u>0%</u>		Fringe Reimbursed: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
7. Justification of Need (use additional sheets as necessary): <i>I am seeking to reclassify this ADA as a Senior ADA based upon their nearly 10 years years of experience as a prosecutor in New York and their overall contribution to the office. This attorney just reached their 3-year anniversary as an ADA and has served as our primary special victims prosecutor throughout that time. While in this office, the ADA has successfully tried multiplied felony jury trials, including for Murder and Attempted Murder. This ADA has been approached by a member(s) of the Onondaga County DA's Office, which successfully recruited an attorney from our office earlier this year. Given anticipated changes / challenges within the DA's Office this next year, it is important for Oswego County to retain this attorney.</i>			
8. Complete New Position Duties Statement (p. 3 & 4).			

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



**RESOLUTION NO. 089**

**RESOLUTION AUTHORIZING THE RECLASSIFICATION OF ONE POSITION  
IN THE DISTRICT ATTORNEY'S OFFICE – PARALEGAL TO SR. TYPIST**

By Legislator Marc Greco:

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

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

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

RESOLVED, that the position #116547001, a paralegal, Grade 11, in the CSEA Bargaining Unit, be reclassified to a Senior Typist, Grade 5, in the CO-OP Bargaining Unit; and be it further

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

**ADOPTED BY VOICE VOTE ON APRIL 13, 2023:**

**YES: 20    NO: 0    ABSENT: 4    VACANT: 1    ABSTAIN: 0**

## INFORMATIONAL MEMORANDUM

**Subject:** Request for authorization to reclassify a Paralegal position (#116547001), , which is a Grade 11 position within the CSEA, to a Senior Typist position (CSEA Grade 5) within the District Attorney's Office.

**Purpose:** The DA's Office is seeking to reclassify a paralegal position to align with the amount and type of work that we need to have performed, recognizing the present difficulty that the County has traditionally experienced in finding paralegals.

**Summary:** Late last year, the DA's Office added a second paralegal position by reclassifying a Senior Typist who was already employed by the office. Shortly thereafter, the first (incumbent) paralegal left the office to take a higher paying position with the NYS Attorney General's Office. Reclassifying the incumbent's position to a Senior Typist will help us find a qualified candidate who can perform the type of work needed.

**Recommended** To authorize the proposed reclassification of the Paralegal position (#116547001) to a Senior Typist position within the District Attorney's Office.

**Fiscal Impact:** This will result in a net-savings to county taxpayers. The incumbent paralegal's budgeted salary for 2023 is \$48,194. The Senior Typist will earn \$17.45/hr, which equates to a total cost of approximately \$31,759.

# POSITION REQUEST/DELETE BUDGET FORM

<b>DEPARTMENT:</b> District Attorney	<b>DIVISION/UNIT (NUMBER):</b> 1165
<b>A. NEW POSITION REQUEST</b>	
1. Position Title Requested: _____	
2. Bargaining Unit: <input type="checkbox"/> CO-OP <input type="checkbox"/> Highway <input type="checkbox"/> Silver Star <input type="checkbox"/> Deputies <input type="checkbox"/> OCPA <input type="checkbox"/> Mgmt.	
3. a. Bargaining Unit – Hourly Rate from Grade plan: _____	Grade: _____
b. Management or OCPA – Salary Requested: _____	Grade: _____
4. Percent of Federal and or State Reimbursement: <u>0%</u>	Fringe Reimbursed: <input type="checkbox"/> Yes <input type="checkbox"/> No
5. Justification of Need (Use additional sheets as necessary):          	
6. Complete New Position Duties Statement (p. 3 & 4).	
<b>B. RECLASSIFICATION REQUEST</b>	
1. Present Title: Paralegal	2. Position #: 116547001
3. Present Salary/Hourly Rate: \$48,194	Grade: _____
4. Requested Title: Senior Typist	
5. Requested Salary: <u>\$31,759</u>	
a. Bargaining Unit: <u>CO-OP</u>	Hourly Rate: <u>\$17.45</u> Grade: <u>5</u>
b. Management or OCPA – Salary Requested: _____	Grade: _____
6. Percent of Federal and/or State Reimbursement: <u>0%</u>	Fringe Reimbursed: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
7. Justification of Need (use additional sheets as necessary): <i>This paralegal position was vacated by an employee (incumbent) who took a job with the NYS Attorney General's Office. I was able to create a second paralegal position and promote a Senior Typist to that new title prior to the incumbent leaving the office. I am seeking to reduce the vacant position to a Senior Typist to meet the demands of the office and so that there is an appropriate candidate for the position based upon the recent civil service test.</i>	
8. Complete New Position Duties Statement (p. 3 & 4).	

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



**RESOLUTION NO. 090**

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DISTRICT ATTORNEY'S  
OFFICE – ADDITIONAL HOURS**

By Legislator Marc Greco:

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

RESOLVED, that the County Treasurer by, 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 APRIL 13, 2023:**

**YES: 20    NO: 0    ABSENT: 4    VACANT: 1    ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE

**Authorized Budget Modification**

**Res. 090 of 2023**

A1165 511000  
A1165 514300

(\$5,000.00)  
\$5,000.00

## INFORMATIONAL MEMORANDUM

**Subject:** Transfer of Funds from Salary and Wages Line to Additional Hours within the existing budget for the District Attorney's Office

**Purpose:** The DA's Office is seeking to transfer \$5,000.00 in funds from the Salary and Wages Line (A1165.511000) to Additional Hours (A1165.514300).

**Summary:** Due to certain staffing issues, the District Attorney's Office is seeking to have some employees work additional hours to meet the workload demand of the office. This money will be used by a Typist and Senior Typist to perform additional duties while another employee is on temporary unpaid leave and/or reduced hours due to medical circumstances. This money will also be used to compensate the DA Investigator for work performed outside of normal business hours based upon exigent circumstances related to a case.

**Recommended Action:** To transfer \$5,000.00 from the Salary and Wages Line (A1165.511000) to Additional Hours (A1165.514300) within the District Attorney's budget

**Fiscal Impact:** This proposal is cost neutral and will have no fiscal impact on the 2023 budget.

From						To		
ACCOUNT NUMBER		ACCOUNT NUMBER		ACCOUNT NUMBER		ACCOUNT NUMBER		DOLLAR AMOUNT
ORG.	OBJECT	PROJ.	ORG.	OBJECT	PROJ.	DESCRIPTION		
A1165	511000					Salaries & Wages Reg		(\$5,000.00)
			A1165	514300		Additional Hours		\$5,000.00
<b>TOTAL AMOUNT</b>								-

✓ COMMITTEE SIGNATURES
DATE

COMMITTEE SIGNATURES	DATE
<i>Richard L. Brown</i>	04/03/2023
<i>Mar. Greer</i>	4/3/23
<i>Harriet J. Gordon</i>	4/3/23
<i>Paul Bombardieri</i>	4/3/23
<i>Wayne W. Clecker</i>	4/3/23
<i>[Signature]</i>	4/3/23

COUNTY TREASURER	DATE
HUMAN RESOURCES DIRECTOR	DATE
<i>[Signature]</i>	4/3/23
COUNTY ADMINISTRATOR	DATE
<i>[Signature]</i>	3/2/23
DEPARTMENT HEAD	DATE

**RESOLUTION NO. 091**

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

By Legislator Roy Rechil:

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

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

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

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

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

Ms. Diane Oldenburg, term expiration 04/30/2027

**ADOPTED BY VOICE VOTE ON APRIL 13, 2023:**

**YES: 20    NO: 0    ABSENT: 4    VACANT: 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:** March 2023

**SUBJECT:** Appointment of Member to the Community Services Board

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

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

**Community Services Board Nominates:**

**Diane Oldenburg (Appointment) Term to Expire 04.30.2027**  
Diane has 30+ years of experience in Public Health with the Oswego County Health Department, where she is currently employed as an Associate Public Health Educator. In her position, Diane coordinates health education and emergency preparedness activities, including the development of the community health assessment and community health improvement plan which includes mental health and substance use disorders. Diane also is an Adjunct Professor at SUNY Oswego. She has a moderate understanding of Alcohol & Substance Use Disorders, and knowledge of Mental Health and Developmental Disability Services. Diane currently serves on the Oswego County Traffic Safety Board and is the Treasurer for the Oswego High School's development association for the orchestra, chorus, and theatre programs. She is also actively involved in the community coaching soccer and teaching faith formation classes. Diane has received various certifications including, but not limited to Lifestyle Coach and Chronic Disease Self-Management. She obtained her Bachelor of Science Degree in Health Services with a concentration in Community Health Education from SUNY Cortland, Cortland, NY. Diane is a resident of Oswego County.

**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. 092**

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF  
SOCIAL SERVICES TO ACCEPT AND EXPEND ADDITIONAL STATE AID  
FROM NYS OASAS**

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 APRIL 13, 2023:**

**YES: 19    NO: 1    ABSENT: 4    VACANT: 1    ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification

Res. 092 of 2023

A4310 434900 OASAS  
A4310 545500 OASAS

(\$205,000.00)  
\$205,000.00



COUNTY OF OSWEGO  
Department of Social Services

Stacy Alvord, MSW  
Commissioner

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

**INFORMATIONAL MEMORANDUM**

**DATE:** April 3, 2023

**SUBJECT:** Mental Hygiene Division budget modification to accept and expend additional State Aid from NYS Office of Addiction Services and Supports (OASAS) to support existing local residential program.

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

**SUMMARY:** NYS OASAS is providing additional State Aid in the amount of \$205,000 as pass through funds to Oswego County Opportunities to support the costs associated with the recent conversion of their Arbor House Community Residence Program to a Reintegration Residential Service program. The Reintegration Residential program is a Medicaid billable model serving adults in recovery from substance use disorders.

The Division respectfully requests to increase OASAS revenue and contractual expense lines, in the amount of \$205,000. The modification will allow the Division to accept and expend funds exceeding the current budgeted amounts to OCO. All funding is 100% NYS funding. There is no local share.

**RECOMMENDED ACTION:** To approve the budget modification as requested in the attached worksheet and revise the current OCO contract to include the additional funds.



**2023 BUDGET**  
4/3/2023

COMMITTEE SIGNATURES	DATE
<i>John Land</i>	4/3/23
<i>John Land</i>	4/3/23
<i>Robert A. Gordon</i>	4-3-23
<i>Marjorie Gordon</i>	4/3/23
<i>Paul Bamber</i>	4/3/23

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



**RESOLUTION NO. 093**

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF  
SOCIAL SERVICES TO ACCEPT AND EXPEND ADDITIONAL STATE AID  
FROM OMH**

By Legislator Roy Rechil:

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 APRIL 13, 2023:**

**YES: 19    NO: 1    ABSENT: 4    VACANT: 1    ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE

**Authorized Budget Modification**

**Res. 093 of 2023**

**A4310 434900 MHCON  
A4310 545500 MHCON**

**(\$103,740.00)  
\$103,740.00**



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**

**DATE:** April 3, 2023

**SUBJECT:** Mental Hygiene Division budget modification to accept and expend additional State Aid from NYS Office of Mental Health (OMH) to support existing Supported Housing Program.

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

**SUMMARY:** NYS OMH is providing additional 2023 State Aid for Oswego County Supported Housing Provider, Oswego County Opportunities, in the amount of \$103,740.

NYS OMH has provided a one-time enhancement of \$39,000 and an annual increase of \$1,328 per slot (65 slots) effective April 1, 2023, for the Mental Health Supported Housing program operated by OCO. The increase in funding supports enhancements to rehabilitative services provided to enrolled participants and provides additional dollars for a Fair Market Rent (FMR) stipend increase.

The Division respectfully requests to increase OMH revenue and contractual expense lines, in the amount of \$103,740. The modification will allow the Division to accept and expend funds exceeding the current budgeted amounts. All funding is 100% NYS OMH funding. There is no local share.

**RECOMMENDED ACTION:** To approve the budget modification as requested in the attached worksheet. To authorize local contracts to accomplish pass through of funds allocated by NYS OMH.

**2023 BUDGET**  
4/3/2023

COMMITTEE SIGNATURES	DATE
James Deane	4/3/23
Richard A. Gordon	4-3-23
Marked B. Gordon	4-3-23
Frank Bonlander	4/3/23

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

**RESOLUTION NO. 094**

**RESOLUTION AUTHORIZING BUDGET MODIFICATION YOUTH PROGRAMS  
TO TRANSFER FUNDS INTO ADDITIONAL HOURS**

By Legislator Roy Reehil:

WHEREAS, the Youth Bureau has established a need to create an additional hours budget line in Youth Administration.

NOW, on 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 APRIL 13, 2023:**

**YES: 20    NO: 0    ABSENT: 4    VACANT: 1    ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE

**Authorized Budget Modification**

**Res. 094 of 2023**

A159900  
A7310 514300  
A7310 590308

(\$3,015.00)  
\$2,801.00  
\$214.00





# Oswego City-County Youth Bureau

OSWEGO COUNTY COMPLEX  
70 BUNNER STREET  
OSWEGO, NEW YORK 13126  
(315) 349-3451 Fax (315) 349-3231

Brian Chetney, Executive Director



## INFORMATIONAL MEMORANDUM

**TO:** Human Services Committee, Oswego County Legislature

**FROM:** Brian Chetney, Director Youth Bureau

**DATE:** April 3, 2023

**SUBJECT:** Request for Additional Hours – Youth Programs Administration

**SUMMARY:** Youth Bureau administration will be losing our Senior Account Clerk at the end of April due to a resignation. This is a critical time for this department as we process camp applications and get ready to open summer camps. Additionally, this position is responsible for grant applications and administration as well as maintaining and monitoring our capital projects.

As such, we are requesting additional hours to allow our Senior Youth Services Specialist, who previously held the Senior Account Clerk position, time to do both her current job and train the new Senior Account Clerk in these critical duties.

Additionally, we are requesting that the funds for these additional hours will come from the general fund.

**RECOMMENDED:** The Youth Bureau is recommending that the Human Services Committee, Finance and Personnel Committee and the Oswego County Legislature approve this budget modification.

COUNTY OF OSWEGO

## BUDGET MODIFICATION

ACCOUNT NUMBER		ACCOUNT NUMBER					
ORG	OBJECT	PROJ	ORG	OBJECT	PROJ	DESCRIPTION	DOLLAR AMOUNT
A	159900					Appropriated Fund Balance	(3,015.00)
			A7310	514300		Additional Hours	2,801.00
			A7310	590308		Social Security	214.00
						TOTAL AMOUNT	-

COMMITTEE SIGNATURES	DATE
<i>John</i>	4/3/23
<i>James Leavel</i>	4/3/23
<i>Robert G Gordon</i>	4-3-23
<i>Michael G Gordon</i>	4-3-23
<i>Frank Bombards</i>	4/3/23

COUNTY TREASURER	DATE
PERSONNEL DIRECTOR	DATE 4/3/23
COUNTY ADMINISTRATOR	DATE 3/21/23
DEPARTMENT HEAD	DATE

**RESOLUTION NO. 095**

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF  
SOCIAL SERVICES/LEGAL FEES**

By Legislator Roy Reehil:

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

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

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

**ADOPTED BY VOICE VOTE ON APRIL 13, 2023:**

**YES: 20    NO: 0    ABSENT: 4    VACANT: 1    ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE

**Authorized Budget Modification**

**Res. 095 of 2023**

**A6010 543300**

**\$54,000.00**

**A6010 511000**

**(\$54,000.00)**



COUNTY OF OSWEGO  
Department of Social Services

Stacy Alvord, MSW  
Commissioner

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

**INFORMATIONAL MEMORANDUM**

**DATE:** April 4, 2023

**TO:** Oswego County Board of Legislators

**SUBJECT:** Budget Modification – Increase Legal Fees budget line

**PURPOSE:** To recommend the transfer of funds from Salaries & Wages to Legal Fees to cover fee for service Attorney Fees for the remainder of 2023

**SUMMARY:** Due to the department's inability to attract a 5<sup>th</sup> Social Services Attorney so far this year, the department has had to use the services of a per diem Attorney to assist with coverage of the department's legal obligations & interests. We anticipate that our need for the per diem Attorney's services may continue for some time this year until we are able to recruit a suitable full-time Attorney candidate.

The Department will continue to work with the Human Resources Department to solicit applications from appropriate candidates, and will keep the Legislature updated on our progress. Should we be able to hire a 5<sup>th</sup> DSS Attorney, we would be able to reduce the amount of fees paid to this per diem Attorney.

**RECOMMENDED ACTION:** The Department recommends that the Human Services Committee, Finance & Personnel Committee and the full Legislature approve the attached budget modification. **This modification has no budgetary impact.**



2022  
3/13/2023

COMMITTEE SIGNATURES	DATE
<i>[Signature]</i>	4/3/23
<i>[Signature]</i>	4/3/23
<i>[Signature]</i>	4-3-23
<i>[Signature]</i>	4-3-23
<i>[Signature]</i>	4/3/23
<i>[Signature]</i>	4/3/23

HUMAN RESOURCES DIRECTOR *[Signature]* DATE 4/23

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



**RESOLUTION NO. 096**

**RESOLUTION AUTHORIZING RECLASSIFICATION OF ONE (1) POSITION IN  
THE DEPARTMENT OF SOCIAL SERVICES**

By Legislator Roy Reehil:

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

RESOLVED, the Social Services Commissioner has identified the need to reclassify one (1) position in the Assistance Programs Unit to accommodate the need for greater efficiency, and be it

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

**ADOPTED BY VOICE VOTE ON APRIL 13, 2023:**

**YES: 20    NO: 0    ABSENT: 4    VACANT: 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:** April 4, 2023

**TO:** Oswego County Board of Legislators

**SUBJECT:** Reclassification of Resource Coordinator to Principle Social Welfare Examiner Position

**PURPOSE:** To recommend the reclassification of the outdated Resource Coordinator title to Principle Social Welfare Examiner

**SUMMARY:** In July 2015 the agency restructured the duties of the Fraud/Investigative Team and dispersed part of the team functions/staff to the Assistance Programs Team under the Director of Assistance Programs and some team functions were moved to the Fiscal Team under the Fiscal Director. The duties outlined under Resource Coordinator are now assigned to different positions within the agency.

The current job description of Resource Coordinator is outdated and no longer appropriately identifies the job duties of the position or the correct team assignment. Since moving to the Assistance Programs Team, the Resource Coordinators duties have expanded and they now oversee and manage the Social Services Investigators for Fraud/Investigative work, general support teams for Assistance Programs as well as Central Support for the agency such as the mail room, file room and lobby.

The Assistance Program Division middle management team consists of 4 Principal Social Welfare Examiners, all assigned to different programs and functions as well as 1 Resource Coordinator which is the same CSEA grade as the Principal Social Welfare Examiner. Reclassifying the Resource Coordinator position to a Principal Social Welfare Examiner will allow for more flexibility and consistency across the division when assigning duties. It will also increase the pool of eligible candidates within the team to allow Senior Social Welfare Examiners and Social Service Investigators opportunity for advancement.

**RECOMMENDED**

**ACTION:** The Department recommends that the Human Services Committee, Finance & Personnel Committee and the full Legislature approve the reclassification of Resource Coordinator to Principal Social Welfare Examiner. **This change has no budgetary impact.**

# POSITION REQUEST/DELETE BUDGET FORM

**DEPARTMENT:** DSS

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

## A. NEW POSITION REQUEST

1. Position Title Requested:

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

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

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

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

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

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

## B. RECLASSIFICATION REQUEST

1. Present Title: Resource Coordinator 2. Position #: 601054001

3. Present Salary/Hourly Rate: \$29.72 Grade: 10

4. Requested Title: Principle Social Welfare Examiner

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

a. Bargaining Unit: CO-OP Hourly Rate: \$23.83 Grade: 10

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

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

7. Justification of Need (use additional sheets as necessary): *Many duties of the Resource Coordinator have been transferred to the Accounting Unit - collections/disqualifications due to overpayments & fraud. The reclassification of this title will allow for continued supervision of the Fraud Team, and/or other teams as deemed appropriate. The duties are more in line with the title of Principle Social Welfare Examiner - same grade level as the Resource Coordinator - and will bring all leadership within the unit into the same title, allowing for greater flexibility in assignment of duties.*

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:** *Principle Social Welfare Examiner*

**PERCENT OF  
WORK TIME**

25%

*Plans, coordinates, supervises, and manages activities within assigned area of responsibility*

10%

*Advises, consults, and provides guidelines to administrative, supervisory, and line staff on regulations, policies, and procedures*

10%

*Analyzes identified errors, formulates corrective action alternatives, and monitors and evaluates effectiveness of corrective action plans*

10%

*Evaluates processes and make recommendations for process efficiency*

20%

*Reviews cases/information summaries sent to the District Attorney's office for prosecution and serves as liaison for DA with the department*

10%

*Trains employees in regulations, policies, and procedures which change continuously*

15%

*Participates on Assistance Programs Management Team and collaborates with leadership in other program areas to maintain/continuously improve efficiencies*

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



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

NAME	TITLE	TYPE OF SUPERVISION
Gidget Stevens	Director of Assistance Programs	Direct

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

NAME	TITLE	TYPE OF SUPERVISION
Lori Coe	Social Services Investigator	Direct
Cayla VanBrocklin	Sr. Social Welfare Examiner	Direct

Jennifer Sheeley	Community Service Worker	Direct
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**5. Names and titles of persons doing substantially the same kind and level of work as will be done by the incumbent of this new position.**

NAME	TITLE	LOCATION OF POSITION
Erin Reed	Principle Social Welfare Examiner	Mexico
Eric Cronk	Principle Social Welfare Examiner	Mexico
Julie Barry	Principle Social Welfare Examiner	Mexico

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

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

**Experience (list amount and type):** 4 years supervisory experience in examining, investigating, or evaluating claims for assistance, veterans or unemployment benefits, insurance or a similar program operating under established criteria for eligibility

**Essential knowledge, skills and abilities:** Knowledge of federal, state, and local social service laws and programs as they affect eligibility for financial assistance; laws and program regulations as they affect eligibility, such as Worker's Compensation, Social Security, and Unemployment Insurance; state and local database systems related to DSS; principles and practices of supervision. Ability to prepare clear and concise oral and written reports; understand and interpret complex written material; plan and coordinate the work of social service units performing different functions

**Type of license or certificate required:** Valid NYS Driver's license

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

Date: 3/17/23

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. 097**

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF  
SOCIAL SERVICES/ADDITIONAL HOURS & OVERTIME**

By Legislator Roy Rechil:

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 APRIL 13, 2023:**

**YES: 20    NO: 0    ABSENT: 4    VACANT: 1    ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE

**Authorized Budget Modification**

A6010 514300  
A6010 512000  
A6010 5110000

**Res. 097 of 2023**

\$37,652.00  
\$43,14.00  
(\$110,792.00)



COUNTY OF OSWEGO  
Department of Social Services

Stacy Alvord, MSW  
Commissioner

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

**INFORMATIONAL MEMORANDUM**

**TO:** Oswego County Board of Legislators

**DATE:** April 13, 2023

**SUBJECT:** Budget Modification due to Accounting Unit & Child Support Unit Additional Hours & Overtime

**SUMMARY:** DSS Accounting staff have been working additional hours and, in some instances, overtime to meet the demand of their workloads due to unfilled vacancies. The Accounting Unit at DSS has 4 vacant positions; hiring has been completed to fill one position April 3, 2023. Interviews are continuing to be conducted to fill the remaining 3 vacant positions, however there will be a need for current staff to work additional and overtime hours to meet deadlines until the new employees have been hired, sufficiently trained and are productive.

DSS Child Support Unit staff have been working additional hours and, in some instances, overtime to meet the demand of their workloads due to unfilled vacancies. The Child Support Unit at DSS has 4 vacant positions. Interviews are continuing to be conducted to fill the vacant positions, however there will be a need for current staff to work additional and overtime hours to meet deadlines until the new employees have been hired, sufficiently trained and are productive.

DSS projects the need through the pay period ending 10/01/2023; to allow for interviewing, hiring, training and productivity from the new employees. This would indicate a shortfall for additional & overtime hours of \$58,575.00 if all eligible Accounting Unit staff work 45 hours per week. The shortfall for the Child Support Unit staff to continue working additional hours & overtime would be \$52,217.00. The local portion for this budget modification is being moved from underspent salaries and wages, so will be budget neutral.

**RECOMMENDED**

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

2023  
3/13/2023

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

HUMAN RESOURCES DIRECTOR	DATE
--------------------------	------

COUNTY ADMINISTRATOR

DEPARTMENT HEAD	DATE
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**RESOLUTION NO. 098**

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF  
SOCIAL SERVICES/REPRODUCTION EXPENSES**

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 APRIL 13, 2023:**

**YES: 20    NO: 0    ABSENT: 4    VACANT: 1    ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE

**Authorized Budget Modification**

**Res. 098 of 2023**

A6010 542500	\$4,200.00
A6070 542500	\$1,500.00
A6010 511000	(\$4,200.00)
A6070 511000	(\$1,500.00)





COUNTY OF OSWEGO  
Department of Social Services

Stacy Alvord, MSW  
Commissioner

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

**INFORMATIONAL MEMORANDUM**

**TO:** Oswego County Board of Legislators

**DATE:** April 13, 2023

**SUBJECT:** Budget Modification due to increased Reproduction Expenses

**SUMMARY:** Reproductive orders are completed for all supplies that need the Oswego County logo printed on them, such as: envelopes, checks, and state mandated Safety Plan forms. The cost for reproductive orders has doubled for envelopes since 2020 and increased by 20% for checks.

The Administrative expenses are reimbursed at 50% Federal, 25% State, and 25% Local. The Services expenses are reimbursed at 62% State and 38% Local. The local portion for this budget modification is being moved from underspent salaries and wages. This is budget neutral.

**RECOMMENDED**

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

2022  
4/13/2023

TOTAL AMOUNT

DATE \_\_\_\_\_

4	3	23
---	---	----

4/3/23

4/7/20  
4-3-23

4-3-23

4/3/23

4/3/23

DATE \_\_\_\_\_

DATE \_\_\_\_\_

DATE 4/3/23

DATE \_\_\_\_\_

DATE \_\_\_\_\_

**RESOLUTION NO. 099**

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF  
SOCIAL SERVICES/FURNITURE & FURNISHINGS**

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 APRIL 13, 2023:**

**YES: 20    NO: 0    ABSENT: 4    VACANT: 1    ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE

**Authorized Budget Modification**

**Res. 099 of 2023**

A6010 521000	\$16,500.00
A6070 521000	\$3,250.00
A6010 511000	(\$16,500.00)
A6070 511000	(\$3,250.00)



COUNTY OF OSWEGO  
Department of Social Services

Stacy Alvord, MSW  
Commissioner

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

**INFORMATIONAL MEMORANDUM**

**TO:** Oswego County Board of Legislators

**DATE:** April 13, 2023

**SUBJECT:** Budget Modification due to need to replace damaged, broken, and vacant desk chairs.

**SUMMARY:** Data was requested from Directors to determine the number of broken, damaged, and vacant desk chairs in the Mexico DSS building. The data gathered indicated that 96 chairs would need to be replaced due to excessive wear and/or damage, and to ensure that each workstation had an available chair.

The purchasing policy is being followed to obtain quotes for new ergonomic desk chairs. The quotes gathered to date, indicate a shortfall for furniture & furnishings of \$16,500.00 for the Administrative portion of chairs and a shortfall of \$3,250.00 for the Services portion of chairs. The Administrative expenses are reimbursed at 50% Federal, 25% State, and 25% Local. The Services expenses are reimbursed at 62% State and 38% Local. The local portion for this budget modification is being moved from underspent salaries and wages. This is budget neutral.

**RECOMMENDED**

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



2022  
4/13/2023

COMMITTEE SIGNATURES	DATE
<i>[Signature]</i>	4/3/23
<i>[Signature]</i>	4/3/23
<i>[Signature]</i>	4-3-23
<i>Walter J. Gordon</i>	4-3-23
<i>Walter B. Gordon</i>	4/3/23
<i>Frank Bombards</i>	4-3-23

COUNTY TREASURER

HUMAN RESOURCES DIRECTOR	DATE
<i>[Signature]</i>	4/3/2
COUNTY ADMINISTRATOR	DATE

DEPARTMENT HEAD	DATE
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**RESOLUTION NO. 100**

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF  
COMMUNITY DEVELOPMENT – HOUSING OFFICE**

By Legislator Tim Stahl:

WHEREAS, the Office of Housing Assistance has received an allocation of funds from the NYS Office of Home and Community Renewal to supplement an existing program in their office, and

WHEREAS, this action is needed to accept and disburse these funds and modify the budget accordingly, then therefore be it and it is hereby

RESOLVED, that the Chairman of the Legislature be and is hereby authorized to execute any and all documents that may be necessary to access and disburse these funds, and be it also

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

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

**ADOPTED BY VOICE VOTE ON APRIL 13, 2023:**

**YES: 20    NO: 0    ABSENT: 4    VACANT: 1    ABSTAIN: 0**

Authorized Budget Modification

Res. 100 of 2023

A8610 449890 SDAF

(\$23,374.00)

A2610 545500 SDAF

\$23,374.00



**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:** Authorization to accept and disburse grant funds received in the Housing Assistance office and modify the budget accordingly.

**PURPOSE:** The Housing Office has received an additional allocation of program funds and this action is needed to modify the department budget so they can be properly utilized.

**SUMMARY:** The state established a program to help certain qualified individuals secure safe and affordable housing by providing some subsidies for down payments.

**FISCAL IMPACT:** None at this time.

**RECOMMENDED ACTION:** The committee on Economic Development & Planning committee, in concert with the Committee on Finance and Personnel, recommends that the Oswego County Legislature authorize this action.

[illegible]

COMMITTEE SIGNATURES	DATE
Mary Ellen Hayes	4/3/23
RC	4/4/23
Martin Luther King	4/4/23
James Robert	4/4/23

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



**RESOLUTION NO. 102**

**RESOLUTION ACCEPTING NYS GRANT C1002101 INFRASTRUCTURE  
FEASIBILITY STUDY AND ESTABLISHING CAPITAL PROJECT No. 0523**

By Legislator Tim Stahl:

WHEREAS, in 2017, this body adopted an Economic Advancement Plan and the recommendations within that plan, and

WHEREAS, the lack of adequate water and wastewater infrastructure was identified in that plan as an impediment to future growth, and

WHEREAS, NYS has awarded Oswego County \$60,000 in matching funds for the completion of a feasibility study that will gather the data necessary for consideration of a county-wide infrastructure entity, and

WHEREAS, matching funds (\$60,000) are available in the County's Economic Development and Efficiency Fund to establish this Project at \$120,000, and

WHEREAS, this body acknowledged essential infrastructure as a priority for investment through Resolution #190 of 2022, then therefore be it and it is hereby

RESOLVED, that the Chairman of the legislature is authorized to execute any-and-all documents that may be necessary to accept and disburse these grant funds, and be it also

RESOLVED, that this initiative shall be known as Capital Project #0523 and funded with an amount not to exceed \$60,000 (sixty thousand dollars) local share, and be it also

RESOLVED that the County Treasurer be, and he hereby is authorized to establish the lines necessary to dedicate the funds necessary to establish this project, 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 APRIL 13, 2023:**

**YES: 20    NO: 0    ABSENT: 4    VACANT: 1    ABSTAIN: 0**

**Authorized Budget Modification**

**Res. 102 of 2023**

H 437150 0523	(\$60,000.00)
H 450310 0523	(\$60,000.00)
H 529000 0523	\$120,000.00
A1010 549700 DEVEF	(\$60,000.00)
A9901 599014	\$60,000.00



**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:** Establish Capital Project #0523 and authorize the Chairman and the Treasurer to execute documents that may be necessary to do so.

**PURPOSE:** Establish a Capital Project to contract for the completion of a county-wide water and wastewater infrastructure inventory and analysis.

**SUMMARY:** This action establishes a capital project for the purpose understanding all of the existing municipal water and wastewater infrastructure assets. It will also help advise us on the options (pro/cons) for potentially establishing a county-wide infrastructure authority or some other similar entity. This is critical information for us as we plan for the future growth of Oswego County.

**FISCAL IMPACT:** We are requesting \$60,000 from the Economic Development and Efficiency Fund to match \$60,000 in grant funds from NYS.

**RECOMMENDED ACTION:** Approval of this action.

COUNTY OF OSWEGO

[illegible]

COMMITTEE SIGNATURES	DATE
Mary C. Keane	4/4/23
Michelle Salmon	4/4/23
Marianne Lee	4/4/23

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

PERSONNEL DIRECTOR	DATE
<i>[Signature]</i>	4/3/23
COUNTY ADMINISTRATOR	DATE
<i>[Signature]</i>	

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

**RESOLUTION NO. 102**

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

By Legislator James Karasck:

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

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. Lewis Watson

May 1, 2023 - April 30, 2029

**ADOPTED BY VOICE VOTE ON APRIL 13, 2023:**

**YES: 20    NO: 0    ABSENT: 4    VACANT: 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. Lewis Watson**      **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.

**Lewis Watson, DMV – Board of Health re-appointment**

Dr. Watson established North County Veterinary Services in Pulaski NY in 1957, serving mostly agriculture clients, over the years the practice expanded to include companion animals. Dr. Watson retired in 2002. He has been an active Board of health member since 1999.

**RESOLUTION NO. 103**

**RESOLUTION TO TRANSFER FUNDS TO CAPITAL PROJECT No. 134 FROM  
THE INSURANCE RECOVERY FUND**

By Legislator James Karasek:

WHEREAS, Silk Road Landfill falls under the jurisdiction of the USEPA; and

WHEREAS, Maintenance & site security are required for the site to remain compliant with EPA O&M guidelines; and

WHEREAS, in 2022 there were three incidents which occurred at the site for which insurance claims were filed; and

WHEREAS, this request is being made to transfer \$16,078.50 from the Insurance Recovery Fund to Capital Project No. 134; and

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

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

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 APRIL 13, 2023:**

**YES: 20    NO: 0    ABSENT: 4    VACANT: 1    ABSTAIN: 0**

**Authorized Budget Modification**

**A1325 426800  
H 529000 134**

**Res. 103 of 2023**

**(\$16,078.50)  
\$16,078.50**

**INFORMATIONAL MEMORANDUM**

**Subject:** Request for Budget Modification for Silk Road Landfill.

**Purpose:** To transfer funds to CP#134 from the Insurance Recovery Fund.

**Summary:** Silk Road Landfill falls under the jurisdiction of the USEPA. Maintenance & site security are required for the site to remain compliant with EPA O&M guidelines. In 2022 there were 3 incidents which occurred at the site for which insurance claims were filed. The site perimeter fence sustained damage from motor vehicle accident on 7/23/2022. On 10/6/2022 there was a break-in at the site which involved additional damage to the fence and items being stolen from the pole barn. The fence repairs were paid for from CP#134. CP#134 will also be used for replacement costs of missing tools. Separate insurance claims for each incident were filed. The insurance company has settled the claims with the money going to the Insurance Recovery Fund. This request is being made to transfer \$16,078.50 from the Insurance Recovery Fund to CP#134.

**Recommended Action:** The Health Committee recommend that the Finance and Personnel Committee approve the attached budget modification and send it to the full Legislature for final approval.



**COUNTY OF OSWEGO  
BUDGET MODIFICATION REQUEST**

From			To			
ACCOUNT NUMBER		ACCOUNT NUMBER				
ORG.	OBJECT	PROJ.	ORG.	OBJECT	PROJ.	DOLLAR AMOUNT
A1325	426800					\$ (16,078.50)
			H	529000	134	\$ 16,078.50
					Fence repair and theft at Silk Road	
<b>TOTAL AMOUNT</b>						-

COMMITTEE SIGNATURES	DATE
<i>Harv. Green</i>	4/4/23
<i>James H. Green</i>	4-4-23
<i>Michael J. Green</i>	4-4-23
<i>Richard L. Green</i>	04/04/2023

COUNTY TREASURER	DATE
HUMAN RESOURCES DIRECTOR	DATE 4/2
COUNTY ADMINISTRATOR	DATE 4/2
DEPARTMENT HEAD	DATE

**RESOLUTION NO. 104**

**RESOLUTION TO RECLASSIFY ASSISTANT PUBLIC HEALTH ENGINEER  
TO PUBLIC HEALTH ENGINEER**

By Legislator James Karasek:

WHEREAS, the Assistant Public Health Engineer has been posted for over a year and has received only one application; and

WHEREAS, the level of work needed by this vacant position is more suitable for a Public Health Engineer rather than an Assistant Public Health Engineer; and

WHEREAS, Oswego County is undergoing a rapid expansion in both commercial and residential construction and development; and

WHEREAS, the workload has become too exorbitant for just one engineer and necessitates the reclassification of this position; and

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

RESOLVED, that position #409006701, Assistant PH Engineer, Grade XX, in the CSEA County of Oswego Office Personnel (CO-OP) Bargaining Unit be reclassified to Public Health Engineer, SG40, in the Oswego County Professional Association (OCPA) Bargaining Unit with a requested salary for this position as \$54,796. A budget modification is not required as the position has been vacant since the beginning of the year, allowing absorption of the increased rate within the 2023 budgeted salaries.

RESOLVED, that certified copies of this resolution delivered to the County Treasurer, Budget Officer, and Director of Human

**ADOPTED BY VOICE VOTE ON APRIL 13, 2023:**

**YES: 20    NO: 0    ABSENT: 4    VACANT: 1    ABSTAIN: 0**



## INFORMATIONAL MEMORANDUM

**Subject:** Request for reclassification of one position.

**Purpose:** To reclassify an Assistant Public Health Engineer position in the Environmental division to a Public Engineer.

**Summary:** The level of work needed by this vacant position is more suitable for a Public Health Engineer rather than an Assistant Public Health Engineer. The Assistant Public Health has been posted for over a year and has received only one application.

Oswego County is undergoing a rapid expansion in both commercial and residential construction and development. City, town, and village infrastructure improvements, including new water districts, wastewater treatment plants, and residential septic systems have also significantly amplified in number. Future development related to Micron Semiconductor Plant will require additional infrastructure improvements for housing and supporting businesses. As a result, the workload has become too exorbitant for just one engineer and necessitates the reclassification of this position.

Retention of a licensed professional engineer (PE) on staff is crucial for the efficiency and budgetary success of the environmental division. A licensed PE can review engineering plans for compliance with public health law and approve and stamp engineering plans. This construct eliminates the need to pay outside engineering firms to stamp designs, thereby avoiding the additional expense and time delays.

The reclassification of this position aligns with the Environmental Health Division's succession and advancement plan.

Requested salary for this position is \$54,796. A budget modification is not required as the position has been vacant since the beginning of the year, allowing absorption of the increased rate within the 2023 budgeted salaries.

### **Recommended**

**Action:** The Health Committee approve the re-classification of position #409006701 Assistant PII Engineer to a Public Health Engineer with a salary of \$54,796.



# POSITION REQUEST/DELETE BUDGET FORM

**DEPARTMENT:** Environmental

**DIVISION/UNIT (NUMBER):** A4090

## 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: Assistant PH Engineer 2. Position #: 409006701

3. Present Salary/Hourly Rate: \$46,159 Grade: SG30

4. Requested Title: Public Health Engineer

5. Requested Salary: \$54,796

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

b. Management or OCPA – Salary Requested: OCPA Grade: SG40

6. Percent of Federal and/or State Reimbursement: 70% Fringe Reimbursed: ☒ Yes ☐ No

7. Justification of Need (use additional sheets as necessary): *The Assistant PH Engineer position was advertised in January 2022, and has only attracted one applicant who was not suited for the position. As Oswego County water and septic infrastructure and land development expands, engineering duties have increased significantly. The division has one PH Engineer, who is eligible to retire in two years. The amount of engineering work exceeds the workload of a single individual, and it is increasing as time goes on. Our on-staff PH Engineer will assist the new engineer in establishing partnerships with community agencies/organizations and mentor them in the interpretation of Public Health Law and codes; thus ensuring the continuance of program efficiency and accuracy. This action is in sync with the divisions succession plan.*

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



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

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

**OSWEGO COUNTY HUMAN RESOURCES  
DEPARTMENT**

**NEW POSITION DUTIES STATEMENT**

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

<b>1. DEPARTMENTS/SCHOOL DISTRICT/TOWN OR VILLAGE</b> Oswego County Health Department	<b>DIVISION, UNIT, OR WORK SECTION</b> Environmental	<b>LOCATION OF POSITION</b> 70 Bunner Street Oswego, NY 13126
<b>2. DESCRIPTION OF DUTIES:</b> Describe the work in sufficient detail to give a clear word picture of the job. Use a separate Paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.  Title requested: <i>Public Health Engineer</i>		
<b>PERCENT OF WORK TIME</b>		
25%	<i>Develops, oversees, and administers various aspects of the County Health Engineering Program</i>	
25%	<i>Reviews water, sewage, and regulated facility plans in accordance with NYS Sanitary Codes, Uniform Codes, Rules, and Regulations and NYS Department of Environmental Conservation (DEC) Codes and Laws</i>	
10%	<i>Manages the water, nuisance and septic disposal complaint program, including processing complaints, coordinating legal action and testifying as program manager</i>	
10%	<i>Assists municipalities and local industries in organizing and conducting surveys on environmental and sanitary engineering programs and problems. Represents the department on matters related to environmental and sanitary engineering</i>	
10%	<i>Maintains relationships and cooperates with State and Federal agencies concerning environmental and sanitary engineering programs and problems</i>	
10%	<i>Prepares a variety of records and technical reports</i>	
10%	<i>Handles special assignments and investigations related to public health engineering and environmental health including working with waste water treatment plants and disease surveillance efforts</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
Katelyn Parkhurst	Director of Environmental Health	Administrative
William Havener	Public Health Engineer	Direct

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

NAME	TITLE	TYPE OF SUPERVISION

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

NAME	TITLE	LOCATION OF POSITION

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

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

Experience (list amount and type):

Essential knowledge, skills and abilities: *GOOD KNOWLEDGE OF: 127.2 principles and practices of engineering and the sources of engineering data; 52. environmental health principles, practices, sanitation laws, regulations, and modern inspection methods; 57.5 Federal, State and local laws, rules, and regulations as they relate to this position; 135. principles and practices of supervision;*

Type of license or certificate required: Valid New York State driver's license  
NYS Professional Engineering License (P.E)

7. The above statements are accurate and complete.

Date: 3/16/23

Title: Director of Environmental  
Health

Signature: Katelyn Parkhurst

**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. 105**

**RESOLUTION TO RECLASSIFY PUBLIC HEALTH ENGINEER TO  
SUPERVISING PUBLIC HEALTH ENGINEER**

By Legislator James Karasck:

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

WHEREAS, the Director of Public Health has identified a need to reclassify the current Public Health Engineer to Supervising Public Health Engineer in order to provide supervision to an additional professional engineer position.

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

RESOLVED, that position #409066701 Public Health Engineer be reclassified to Supervising Public Health Engineer, SG50 in the Oswego County with a salary of \$81,270, which is budget neutral due to vacancies within the department; and be it

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 APRIL 13, 2023:**

**YES: 20    NO: 0    ABSENT: 4    VACANT: 1    ABSTAIN: 0**



**INFORMATIONAL MEMORANDUM**

**SUBJECT:** Request for reclassification of one position

**PURPOSE:** To reclassify the current Public Health Engineer position in the Environmental Division to a Supervising Public Health Engineer.

**SUMMARY:**

The Supervising Public Health Engineer position is responsible for supervising all staff assigned to the engineering section within Environmental Health division. Public Health Engineers working within the Environmental Health division are a vital line of defense in protecting public health.

Oswego County is undergoing a rapid expansion in both commercial and residential construction and development. City, town, and village infrastructure improvements, including new water districts, wastewater treatment plants, and residential septic systems have also significantly amplified in number. Future development related to Micron Semiconductor Plant will require additional infrastructure improvements for housing and supporting businesses.

Retention of a licensed professional engineer (PE) on staff is crucial for the efficiency and budgetary success of the environmental division. The Supervising Public Health Engineer position will demand a high level of technical knowledge, experience, professional competence, and a professional engineering license (PE).

The reclassification of the Public Health Engineer position to the Supervising Public Health Engineer position aligns with the Environmental Health Division's succession and advancement plan.

The current Public Health Engineer received a salary increase in 2022 with the expectation of supervising the Assistant Public Health Engineer position, created with the reorganization of the Health Department. A small increase of \$500 is requested to recognize the reclassification as a promotion from Public Health Engineer to Supervising Public Health Engineer, setting the salary at \$81,270. This change is budget neutral due to vacancies within the department.

**RECOMMENDED**

**ACTION:** The Health Committee approve the re-classification of position #409066701 Public Health Engineer to a Supervising Public Health Engineer with a salary of \$81,270.

# POSITION REQUEST/DELETE BUDGET FORM

**DEPARTMENT:** Environmental

**DIVISION/UNIT (NUMBER):** A4090

## 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: Public Health Engineer 2. Position #: 409066701

3. Present Salary/Hourly Rate: \$80,770 Grade: SG40

4. Requested Title: Supervising Public Health Engineer

5. Requested Salary: \$81,270

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

b. Management or OCPA – Salary Requested: OCPA Grade: SG50

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

7. Justification of Need (use additional sheets as necessary): *Oswego County is undergoing rapid expansion in both commercial and residential construction and development. The Supervising PH Engineer position will demand a high level of technical knowledge, experience, professional competence, and a professional engineering license (PE). A licensed PE can review engineering plans for compliance with public health law and approve and stamp engineering plans. This eliminates the need to pay outside engineering firms to stamp designs, thereby avoiding the additional expense and time delays. The supervising PH Engineer is responsible for supervising all staff assigned to the engineering section within the Environmental Division. This reclassification aligns with the Environmental Health Division's succession and advancement plan*

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

**C. POSITION DELETION**

1. Title to be Deleted:

2. Position #

3. Salary Savings:

4. Reason for Deletion:

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

**OSWEGO COUNTY HUMAN RESOURCES  
DEPARTMENT**

**NEW POSITION DUTIES STATEMENT**

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

<b>1. DEPARTMENTS/SCHOOL DISTRICT/TOWN OR VILLAGE</b> Oswego County Health Department	<b>DIVISION, UNIT, OR WORK SECTION</b> Environmental	<b>LOCATION OF POSITION</b> 70 Bunner Street Oswego, NY 13126
<b>2. DESCRIPTION OF DUTIES:</b> Describe the work in sufficient detail to give a clear word picture of the job. Use a separate Paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.  Title requested: <i>Supervising Public Health Engineer</i>		
<b>PERCENT OF WORK TIME</b>		
30%	<i>Review and approve engineered plans for new municipal water districts, including project meetings and construction inspections. Review and approve plans and specifications to upgrade water treatment plants and water distribution system components (water towers, pump stations, etc.). Performs water operator assessments at municipal water systems. Assists with emergency security plan</i>	
20%	<i>Reviews and approves engineered plans for commercial projects for facilities permitted by the Oswego County Department of Health, including but not limited to realty subdivisions, swimming pools and bathing beaches</i>	
10%	<i>Review and approve plans and specifications for alternative residential sewage disposal systems. Correspond and converse with the public regarding New York Sanitary Code questions about wells and sewage disposal systems</i>	
10%	<i>Supervise staff assigned to the engineering section, including a public health technician and other engineers. Approve time requests and evaluate performance. Lead and participate in field investigations, tests, and inspection</i>	
10%	<i>Provide water and septic treatment training and assistance to field staff such as public health sanitarians, public health technicians, and public health assistants in the environmental division. Lead and participate in field investigations, tests, and inspection</i>	
5%	<i>Provide advice and assistance on public health engineering matters to consulting engineers, local officials and the public</i>	
5%	<i>Determine environmental significance of project proposals under the State Environmental Quality Review Act (SEQR). Monitor compliance with SPDWS permit requirements</i>	
5%	<i>Provide engineering technical assistance and plan review of onsite wastewater treatment systems (OWTS) for the environmental division's Public Health Nuisance Complaint Program</i>	
5%	<i>Participate in enforcement proceedings, including giving testimony at hearings. Performs other duties as assigned</i>	
	<b>(Attach additional sheets if more space is needed)</b>	



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

NAME	TITLE	TYPE OF SUPERVISION
Vera Dunsmoor	Director of Public Health	General

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

NAME	TITLE	TYPE OF SUPERVISION
Vacant	Assistant Public Health Engineer	Direct

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

NAME	TITLE	LOCATION OF POSITION

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

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

**Experience (list amount and type):** *A supervising public health engineer must be licensed and register to practice professional engineering and have two years experience as a public health engineer.*

**Essential knowledge, skills and abilities:** *GOOD KNOWLEDGE OF: 127.2 principles and practices of engineering and the sources of engineering data; 52. environmental health principles, practices, sanitation laws, regulations, and modern inspection methods; 57.5 Federal, State and local laws, rules, and regulations as they relate to this position; 135. principles and practices of supervision;*

**Type of license or certificate required:** Valid New York State driver's license  
NYS Professional Engineering License (P.E)

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

Date: 3/16/23

Title: Director of Environmental  
Health

Signature: Katelyn Parkhurst

**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. 106

RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH  
NASCENTIA HEALTH AT HOME ("NASCENTIA") REGARDING OSWEGO  
COUNTY HOSPICE TRANSITION SERVICES

By Legislator Karasek:

WHEREAS, the County issued a Request for Proposals to qualified entities regarding the provision of hospice services within the County of Oswego (RPF22-HLTH-003); and

WHEREAS, Resolution Number 343 of 2022 accepted the proposal from Nascentia to provide hospice services within the County of Oswego and to compensate the county \$100,000.00 for its cooperation in the transition subject to Nascentia obtaining all governmental approvals; and

WHEREAS, transition services are required, inter alia, in the areas of Certificate of Need (CON) Assistance, CON Support, staff, policies, procedures and consulting to assist with the orderly transfer of the CON from the county to Nascentia and to obtain the necessary approvals for the transition; and

WHEREAS, a resolution is both necessary and desirable,

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

RESOLVED, that the Chair of the Legislature be and is hereby authorized to execute a Transition Agreement by and between the County of Oswego and the Visiting Nurse Association of Central New York, Inc. d/b/a Nascentia Health at Home with a primary business address at 1050 West Genesee Street, Syracuse, New York 13204 in acceptable form to the County Attorney; and, it is further

RESOLVED, that pursuant to the agreement, the compensation therefor paid to the county shall be \$100,000.00 subject to Nascentia obtaining all necessary approvals.

ADOPTED BY VOICE VOTE ON APRIL 13, 2023:

YES: 20    NO: 0    ABSENT: 4    VACANT: 1    ABSTAIN: 0

**RESOLUTION NO. 107**

**RESOLUTION APPOINTING DIRECTOR OF SOLID WASTE PROGRAMS**

By Legislator Stephen Walpole:

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

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

WHEREAS, the position of Director of Solid Waste Programs is presently vacant due to a resignation, and

WHEREAS, it is both necessary and desirable to have a Director appointed for the continued management of the County's Solid Waste System, and

WHEREAS, a suitable internal candidate has been found and is willing to serve as Director,

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

RESOLVED, that Michael Lutestanski be appointed Director of Solid Waste Programs, effective April 15 for a term to coincide with the Legislature, at a salary of \$98,103 Salary Grade 80, Step 4, in the Management Personnel Compensation Plan.

**ADOPTED BY VOICE VOTE ON APRIL 13, 2023:**

**YES: 20    NO: 0    ABSENT: 4    VACANT: 1    ABSTAIN: 0**

**OBJECTIVE:**

To utilize experience and demonstrated performance in a Technical Support/Project Engineering position with responsibilities in a Project management/Engineering environment.

**WORK EXPERIENCE:**

**OSWEGO COUNTY SOLID WASTE  
Landfill Operations Manager**

Volney, NY  
Nov 2022- Date

Representative responsibilities and achievements include  
\*Environmental record keeping and reporting  
\*Oversee day to day operations of the landfill and transfer stations  
\*Oversee shop supervisor, maintain rolling stock  
\*Review and implement Capital projects with the Director

**OSWEGO COUNTY ENERGY RECOVERY FACILITY  
Staff Engineer**

Fulton, NY  
Nov 2020- Nov 2022

Representative responsibilities and achievements include  
\*Environmental record keeping and reporting  
\*Assist Chief Facility Operator in day to day operations  
\*Assist Chief Maint Mechanic with Parts inventory and ordering  
\*Review Capital projects with CFO and Director

**DELVAL EQUIPMENT CORP.  
Technical Specialist**

Washington, Pennsylvania  
August 2020- Date  
Sept. 2005- July 2019

Representative responsibilities and achievements include  
\*Generate new customer contacts and maintain existing customer base  
\*Management and supervision of service technicians, Weld Crew on quoted jobs  
\*Work with Technicians and welders on the job to insure timely and cost effective completion  
\*Generate job quotations, pricing and timelines for completion  
\*Supervise installation of new equipment for customers  
\*Order Supplies and Materials for quoted installed jobs  
\*Engineering and job review for various quoted jobs  
\*Assist Customers in generating specifications for boiler equipment, installation, and maintenance

**JW STEVENS CO./BLAKE EQUIPMENT  
Industrial Sales Engineer  
Aftermarket Sales Manager  
Assistant Aftermarket Sales Manager  
Service Manager**

Syracuse, New York  
August 2019-July 2020  
July 2003- Sept 2005  
Nov. 2002- July 2003  
Dec. 2001-Nov 2002

Representative responsibilities and achievements include  
\*Management and daily supervision of 9 service technicians  
\*Service Boilers and related equipment  
\*Work with Technicians on the job to insure timely and cost effective completion  
\*Supervise installation of new equipment for customers  
\*Order Supplies and Materials for quoted installed jobs  
\*Engineering and job review for various quoted jobs  
\*Generate equipment specifications and quotes for Engineers

**CINCINNATUS CENTRAL SCHOOL DISTRICT  
Superintendent Of Buildings and Grounds**

Cincinnati, New York  
Feb. 2000 to Dec 2001

Representative responsibilities and achievements include:  
\*Maintenance of the buildings, grounds and equipment.  
\* Management and supervision of daily maintenance/cleaning functions for the school buildings and grounds.  
\* Maintain budget and spending controls, on a 536k dollar budget.  
\* Maintain Personnel files, employee performance reviews, hiring for vacated or newly created positions, disciplinary actions as required



**SYRACUSE CHINA CORPORATION**  
**Project Manager**  
**Maintenance Manager**

Syracuse, New York  
Sept. 99 to Feb 2000  
Sept. 96 to Sept. 99

Responsible for management and technical functions of Maintenance Department, consisting of 37 people.  
Representative trades include; Electricians, Plumbers, Machinists and Mechanics.

Representative responsibilities and achievements include:

- \* Perform daily inspections, assist with emergency diagnosis and repair.
- \* Implemented a Maintenance Labor record keeping system to effectively control over time, and improve labor output.
- \* Maintain Personnel files, employee performance reviews, hiring for vacated or newly created positions, disciplinary actions as required.
- \* Maintain budget and spending controls, on a 3.5 million dollar budget.
- \* Write project specifications, review bids and select contractors based on quality and price.

**BUCKBEE-MEARS CORTLAND**  
**Maintenance Manager**  
**Engineer B**  
**Electronic Technician**

Cortland, New York  
March 1995 to Sept. 96  
1993 to 1995  
April 1990 to 1993

Responsible for management and technical functions of Maintenance Department, consisting of 34 people.  
Representative trades include, Electricians, Plumbers, and Mechanics. Temporary Department Manager Jan 96 to Sept 96.

Representative responsibilities and achievements include:

- \* Supervise staff of 33 personnel.
- \* Maintain spending accounts and yearly budgets, in excess of 3 million dollars per year, through monthly spending reports, department overtime control and materials usage.
- \* Maintain Personnel files, employee performance reviews, hiring for vacated or newly created positions, disciplinary actions as required.
- \* Provide technical training and support to staff members and internal customers. Involved with the PSM program for certain chemicals, their storage, handling, and use.
- \* Manage capital projects up to \$500K, including clean rooms, HVAC equipment, and process related equipment.
- \* Supervise staff of sub-contractor personnel, as well as perform daily quality assurance inspections and assist with emergency diagnosis and repair.
- \* Achieved one to two year payback on all large capital projects.

**ROTH BROTHERS SMELTING CORPORATION**  
**Burner Dept. Supervisor**  
**Burner Technician**

East Syracuse, New York  
1987-1990  
1985-1987

Representative responsibilities and achievements include:

- \* Supervise staff of 4 personnel.
- \* Maintain all natural gas burning equipment, Aluminum reverb furnaces, rotary kiln dryers, lead pots, lead dross reclaim rotary furnace.
- \* Maintain parts inventory for equipment, track budget for dept.
- \* Project management, convert lead and aluminum stacker from repay logic to PLC control

**EDUCATION:**

**SUNY CANTON ATC**  
**A.A.S. Air Conditioning Technology**

Canton, New York  
1985

**RESOLUTION NO. 108**

**RESOLUTION AUTHORIZING CREATION OF CAPITAL PROJECT No. CO123  
-ASBESTOS REMEDIATION**

By Legislator Stephen Walpole:

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

RESOLVED, that the County Treasurer is hereby authorized to transfer \$ 25,000  
from General Unappropriated Fund Balance to Capital Project No. CO123 - Asbestos  
Remediation and that the following project is hereby authorized for the maximum  
expenditure as indicated; and be it further

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

**Capital Project # CO123**

**Total Authorization**

Asbestos Remediation

\$ 25,000

**ADOPTED BY VOICE VOTE ON APRIL 13, 2023:**

**YES: 19    NO: 1    ABSENT: 4    VACANT: 1    ABSTAIN: 0**

**Authorized Budget Modification**

**Res. 108 of 2023**

CO 123 529000  
A 450300  
A 595000  
A 159900

\$25,000.00  
(\$25,000.00)  
\$25,000.00  
(\$25,000.00)



Rick Doten  
*Acting Superintendent*

COUNTY OF OSWEGO  
BUILDINGS AND GROUNDS DEPARTMENT

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111 East Eleventh Street  
Oswego, New York 13126

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

INFORMATIONAL MEMORANDUM

**SUBJECT:** To establish a capital project for asbestos remediation in County owned properties.

**PURPOSE:** This project is needed for asbestos abatement at the house on Spring Street in Mexico and in the elevator and pit at the Legislative Office Building in Oswego.

**SUMMARY:** In order to demolish the house on Spring Street in Mexico for additional parking at the Department of Social Services, asbestos must be removed from the house.  
Asbestos has been found on the flooring of the old elevator and in the elevator pit, this must be removed before the elevator can be replaced.

**RECOMMENDED:** I respectfully request \$ 25,000 for asbestos remediation the project be transferred from General Appropriated Fund balance to Capital Project # CO 123 Asbestos Remediation

**ACTION:** To transfer \$ 25,000 from the General Appropriated Fund balance to Capital Project No. CO123 Asbestos Remediation





**RESOLUTION NO. 109**

**RESOLUTION AUTHORIZING BUDGET MODIFICATION CENTRAL  
SERVICES ESTABLISH CAPITAL PROJECT FOR UPDATE OF SERVERS,  
WIFI NETWORK, BATTERY BACKUP DEVICES, & FUNDING OF VARIOUS  
CYBERSECURITY RELATED INITIATIVES**

By Legislator Stephen Walpole:

WHEREAS, the Central Services Director has identified the need to establish a capital project for updating County servers, battery backup systems, the wireless network, and funding cybersecurity related initiatives, with a maximum authorization of \$ 700,000.

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

RESOLVED, that the Treasurer is hereby authorized to transfer \$ 700,000 from General Fund Appropriated Fund Balance to the designated Capital Project T0123 and that the project is hereby authorized for the maximum.

**ADOPTED BY VOICE VOTE ON APRIL 13, 2023:**

**YES: 20    NO: 0    ABSENT: 4    VACANT: 1    ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification

Res. 109 of 2023

H 529000 T0123

\$700,000.00

H 450310 T0123

(\$7000,000.00)



Greg Powlin  
Director

COUNTY OF OSWEGO  
CENTRAL SERVICES DEPARTMENT

39 Churchill Road  
Oswego, New York 13126

Phone: (315) 349-3526

**INFORMATIONAL MEMORANDUM**

**SUBJECT:** Establish capital project for update of some of the County's core technology systems and for purchase of cybersecurity related monitoring and protective systems.

**PURPOSE:** To provide funding of \$700,000 to support this initiative as follows:

- ~\$350,000 for replacement of County's primary virtual server and upgrading of associated software licenses;
- ~\$100,000 for replacement of the County's wireless network;
- ~\$100,000 for replacement and upgrade of County's battery backup devices used to provide supplemental power to servers, network devices, and other key systems;
- -\$100,000 for purchase of licensing/subscriptions for existing or new monitoring and cybersecurity related applications;
- ~\$50,000 for miscellaneous technology projects.

**SUMMARY:** This capital project provides for updating of essential technology systems that have reached end-of-life, as well as funding of systems related to monitoring, cybersecurity, and regulatory compliance.

Key points to note are:

- The County's primary virtual server runs 80+ virtual servers, including MUNIS, E911 CAD, and several other mission-critical applications. The purchase includes 5-years of support.
- The County's wireless network is deployed to approximately a dozen sites and is comprised of ~75 access points. The purchase includes 5-years of support.
- Key elements of the battery backup device upgrade project are replacement of the larger units in the PSC and DSS datacenters, as well as purchasing a maintenance agreement covering most, if not all, devices.

**RECOMMENDED ACTION:** I respectfully request transferring \$ 700,000 from General Fund Appropriated Fund Balance to establish Capital Project T0123 for the expenditures listed above.



**RESOLUTION NO. 110**

**RESOLUTION AUTHORIZING BUDGET MODIFICATION WITH THE  
HIGHWAY DEPARTMENT TO TRANSFER FUNDS FROM INSURANCE  
RECOVERY FUND INTO HIGHWAY EXPENSE**

By Legislator Stephen Walpole:

WHEREAS, In March of 2022 a check for \$1,839.60 was deposited in account A1325.426800 (Insurance Recovery Fund). It was for repairs to a Highway truck that was in an accident on February 14, 2023.

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 \$1,839.60 from account A1325.426800 (Insurance Recovery Fund) into account DM5130.545400 (Highway Expense).

**ADOPTED BY VOICE VOTE ON APRIL 13, 2023:**

**YES: 20    NO: 0    ABSENT: 4    VACANT: 1    ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE

Authorized Budget Modification

DM5130 545400  
A1325 426800

Res. 110 of 2023

\$1,839.60  
(\$1,839.60)



# NEW YORK MUNICIPAL INSURANCE RECIPROCAL

DATE ISSUED 3/07/23

CHECK NO. 0000128765

Description	Check Amount
Claim No: OSWEG-2023-007-001, Commercial Automobile Comprehensive/Glass, Invoice No: First and Final - Claimant: Oswego County DOL: 2/14/2023, 2022 Ford Super Duty, VIN: 1917, Less \$500 ded	\$1,839.60
CHECK TOTAL	\$1,839.60

parts 545400

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. 0000128765

29-7  
213

DATE

3/07/23

PAY: One thousand eight hundred thirty nine and 60/100 Dollars

TO THE  
THE ORDER  
OF OSWEGO COUNTY

CHECK AMOUNT

\$\*\*\*\*\*1,839.60

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

*[Signature]*  
*[Signature]*

SIGNATURE HAS A COLORED BACKGROUND

⑈0000128765⑈ ⑆021300077⑆ 325680004174⑈

**COUNTY OF OSWEGO  
BUDGET MODIFICATION REQUEST**

ACCOUNT NUMBER		ACCOUNT NUMBER		DEPT.	SUB.	DEPT.	OBJECT	SUB.	DESCRIPTION	DOLLAR AMOUNT
DEPT.	OBJECT	DEPT.	SUB.							
DM5130	545400								Highway Expenses	\$ 1,839.60
		A1325	426800		0				Insurance Recovery Fund	\$ (1,839.60)
TOTAL AMOUNT										\$ -

**COMMITTEE SIGNATURES**      **DATE**

*Stephen J. Dale*      5/14/23

*Paul L. L...*      4/14/23

*Sandra S. Lockwood*      4/14/23

*Michael L. L...*      4/14/23

*Therese H...*      4-14-23

*TRV*      04-04-2023

**COUNTY TREASURER**      **DATE**

**PERSONNEL DIRECTOR**      **DATE**

*[Signature]*      4/12/23

**COUNTY ADMINISTRATOR**      **DATE**

**DEPARTMENT HEAD**      **DATE**

**RESOLUTION NO. 111**

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

By Legislator Stephen Walpole:

WHEREAS, the Highway Department has established CP #E0123 with a maximum authorization of \$275,000; and

WHEREAS, this increase is due to the Bids coming in higher than original estimates; and

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

RESOLVED, that the Oswego County Infrastructure, Facilities and Technology Committee, the Finance and personnel Committee and the Oswego County Legislature authorize the level of Capital Project E0123 be increased by \$12,000 to the authorization level of \$287,000 from the fund balance of A.159900 to Capital Project No. E0123 to fund the purchase of Highway Department equipment.

**Capital Project No. E0123**

**Total Authorization**

Highway Equipment

\$287,000

**ADOPTED BY VOICE VOTE ON APRIL 13, 2023:**

**YES: 19    NO: 1    ABSENT: 4    VACANT: 1    ABSTAIN: 0**

**Authorized Budget Modification**

**Res. 111 of 2023**

H 450310 E0123	(\$12,000.00)
H 529000 E0123	\$12,000.00
A 159900	(\$12,000.00)
A 599014	\$12,000.00



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 Capital Project # E0123 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 Capital Project #E0123 – Highway and Automotive Equipment to be increased by \$12,000 to an authorization level of \$287,000 through a transfer of funds from the funds balance of A.159900.

**SUMMARY:** This increase is due to the Bids coming in higher than the original estimates.

**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

3-30-23  
Date





**RESOLUTION NO. 112**

**RESOLUTION AUTHORIZING THE CHAIRMAN OF THE OSWEGO COUNTY  
LEGISLATURE TO SIGN LETTER OF AUTHORIZATION, LICENSE AND  
AGREEMENT FOR C&S ENGINEERS TO PERFORM THREE  
ENVIRONMENTAL SITE ASSESSMENTS ON PROPERTY OWNED BY THE  
COUNTY OF OSWEGO**

By Legislator Stephen Walpole:

WHEREAS, the County of Oswego has been awarded a \$500,000 United States Environmental Protection Agency Community-wide Brownfield Assessment Grant; and

WHEREAS, brownfields are real property, the expansion, development, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant, sites contaminated by controlled substances, or by petroleum or petroleum product or mine- scarred lands; and

WHEREAS, the grant will be used to conduct phase I environmental site assessments related activities as authorized by CERLCA 104(k); and

WHEREAS, Oswego County competitively procured a Qualified Environmental Professional, C & S Companies; which will inventory, characterize, assess, conduct cleanup planning and community involvement related activities; and

WHEREAS, Oswego County's grant application identified two county owned parcels at: 119 Rikers Beach Road (Parcel: 094.00-01-03.01), and 249 Mitchell St. Oswego (Parcel: 110.60-01-01), and a third county parcel was added to the inventory at Bridge St. & Division St. in Cleveland, NY (Parcel: 313.13-06-01) and all parcels were approved by the grant brownfield steering committee; and

WHEREAS, there are no additional cost to Oswego County for the completion of a Phase I environmental site assessment,

NOW BE IT RESOLVED THAT, the Chairman of the Legislature is hereby authorized to execute a Letter-of-Authorization, and License and Agreement and all other documents as needed and related to conducting Phase I environmental site assessments by C& S Companies.

**ADOPTED BY VOICE VOTE ON APRIL 13, 2023:**

**YES: 20    NO: 0    ABSENT: 4    VACANT: 1    ABSTAIN: 0**



**David R. Turner**  
*Director*

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

COUNTY BUILDING  
46 EAST BRIDGE STREET  
OSWEGO, NEW YORK 13126

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

**Daniel Breitweg**  
*Deputy Director*

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

**Kelly Allen**  
*Office of Housing Assistance*

**INFORMATIONAL MEMORANDUM**

**SUBJECT:** Permission to conduct environmental assessments on certain county properties.

**PURPOSE:** This action allows the Chairman to execute the documents necessary to permit our brownfield consultants to conduct Phase 1 assessments on three county properties.

**SUMMARY:** The County was awarded \$500,000 for the purpose of conducting Phase 1 and Phase 2 environmental assessments on known or suspected brownfield sites. Three identified in the Resolution are all County owned properties.

**FISCAL IMPACT:** None at this time.

**RECOMMENDED ACTION:** The Infrastructure and Facilities Committee, recommends that the Oswego County Legislature authorize this action.



**RESOLUTION NO. 113**

**RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT WITH THE  
SHERIFF'S SILVER STAR ASSOCIATION**

By Legislator Laurie Mangano:

WHEREAS, negotiations have been proceeding for some time between the County of Oswego and the Sheriff's Silver Star Association, and

WHEREAS, a Tentative Agreement (attached) has been reached between the County and the Union bargaining teams, and

WHEREAS, the agreement has been ratified by the membership of Sheriff's Silver Star Association and the Oswego County Legislature is desirous of implementing the contract.

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

RESOLVED, that the Chairman of the Oswego County Legislature be, and hereby is, authorized to execute the proposed settlement between the County of Oswego and the Sheriff's Silver Star Association for the years 2023, 2024, and 2025, and be it further

RESOLVED, that the County Treasurer be, and he hereby is, authorized to transfer the funds from and to the accounts as shown on the attached budget modification request and that a certified copy of this resolution delivered to the County Treasurer shall be his authority to effect such transfer and make such adjustments.

**ADOPTED BY VOICE VOTE ON APRIL 13, 2023:**

**YES: 20   NO: 0   ABSENT: 4   VACANT: 1   ABSTAIN: 0**

**Authorized Budget Modification**

**Res. 113 of 2023**

A	(\$404,049.00)
A3150 511000	\$366,288.00
A3150 590308	\$28,021.00
A3150 545300	\$620.00
A9060 590608 HLTHW	\$9,120.00



## INFORMATIONAL MEMORANDUM

**Subject:** Request Approval of a Resolution Authorizing Execution of the Agreement with the Sheriff's Silver Star Association.

**Purpose:** Negotiations with the Sheriff's Silver Star Association have been ongoing since prior to the expiration of the agreement on December 31, 2022. The County and Sheriff's Silver Star Association reached a tentative agreement on March 8, 2023 and the Silver Star membership ratified the contract on March 20, 2023. This is to request approval by the Oswego County Legislature to authorize execution of the agreement.

**Summary:** The Resolution for your approval refers to the "attached" tentative agreement. That document will be part of the official public document.

**Recommended Action:** To authorize execution of the three year agreement with the Sheriff's Silver Star Association.

**MEMORANDUM OF AGREEMENT ("MOA")**

***By and Between the***

***County of Oswego  
(hereinafter referred to as "County")***

***And the***

***Sheriff's Silver Star Association  
(hereinafter referred to as "Silver Star")***

**WHEREAS**, the County and Silver Star have been engaged in the process of collective bargaining in an attempt to reach a Successor Agreement to the Agreement that expired on December 31, 2022; and

**WHEREAS**, the County and Silver Star have reached a tentative agreement on a number of bargaining issues and wish to reduce those agreements to writing.

**NOW, THEREFORE**, the County and Silver Star agree as follows:

1. The provisions of the current Agreement shall continue in full force and effect unless specifically modified by this Memorandum of Agreement or are modified by the explicit language contained in the existing Collective Bargaining Agreement.

2. This Memorandum of Agreement is subject to ratification by the membership of the Silver Star bargaining unit and by the Oswego County Legislature.

3. **Section 28.1 "Compensation Rate"** shall be amended by deleting the existing language and inserting the following:

The following general wage increases are contained in Appendix C:

Effective January 1, 2023, a new grade plan will be implemented as set forth in the attached wage schedule attached as Attachment 1 to this MOA.

Effective January 1, 2024, hourly rates for 2023 shall be increased by 3.00%.

Effective January 1, 2025, hourly rates for 2024 shall be increased by 3.00%.

4. Effective upon ratification, **Article 2, "Equal Employment Opportunity"** shall be amended to read as set forth in Attachment 2 of this MOA.
5. Effective upon ratification, **Section 3.1, "Membership"** shall be amended to read as set forth in Attachment 3 to this MOA.
6. Effective January 1, 2023, **Section 13.2, "Overtime Premium"** paragraph 5 of that Section shall be amended to read as set forth in Attachment 4 of this MOA.
7. Effective upon ratification, **Section 14.2, "Holiday Premium"** shall be amended to read as set forth in Attachment 5 at Paragraph 2 of this MOA.
8. Effective upon ratification, **Section 14.3, "Saturday/Sunday Holidays"** shall be amended to read as set forth of Attachment 6 of this MOA.
9. Effective January 1, 2023, **Section 15.2, "Annual Leave Credit"** shall be amended to read as set forth in Attachment 7 of this MOA.
10. Effective upon ratification, **Section 15.3, "Annual Leave Authorization"** shall be amended to read as set forth in Attachment 8 of this MOA.
11. Effective January 1, 2023, **Section 16.4, "Sick Leave Credit"** shall be amended to read as set forth in Attachment 9 of this MOA.
12. Effective upon ratification, **Section 19.2, "Meals and Lodging"** shall be amended to read as set forth in Attachment 10 of this MOA.
13. Effective upon ratification, **Section 19.4, "Tool Allowance"** paragraph two (2) shall be amended as set forth in Attachment 5 of this MOA at Paragraph 4 and in addition the first sentence of the second paragraph of Section 19.4 shall read as follows:

In the event of a fire or other disaster at a County facility where employees' tools are stored, the County Will reimburse the employee for tools lost or destroyed 100 percent of the cost up to \$2000 to the extent that the loss is not covered by other insurance carried by the County any insurance coverage provided by the county will off-set the payment in this section.

14. Effective upon ratification, **Section 19.5, "Shoe Allowance"** shall be amended as set forth in Attachment 5 of this MOA at Paragraph 5 and in addition the first sentence of the first paragraph of Section 19.5 shall be amended by deleting the following words: "for the 75%"

15. Effective January 1, 2023, **Article 20.2, "Health Insurance"** shall be amended as by incorporating the Memorandum of Understanding that is attached to this MOA as Attachment 11.

16. Effective upon ratification, **Section 20.6, "Annual Physical"** shall be amended to read as set forth in Attachment 12 of this MOA.

17. Effective January 1, 2023, **Section 20.8, "Union Health and Welfare Fund"** shall be amended to read as set forth in Attachment 5 at paragraph 6 of this MOA.

18. Effective upon ratification, **Section 28.7, "Work Security"** shall be amended to read as set forth in Attachment 13 of this MOA.

19. Effective upon ratification, a new section will be added to Article 28 as **Section 28.13, "Lateral Transfers, Prior Experience, and Reinstatements"** and will read as set forth in Attachment 14 of this MOA.

20. The Parties agree to drug and alcohol testing of members of this unit and agree that the parties will engage in negotiations to create a policy and procedure to facilitate that testing, which will be appended to and made part of the collective bargaining agreement.



IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this  
\_\_\_\_\_ day of March, 2023.

COUNTY OF OSWEGO

By: \_\_\_\_\_  
By: \_\_\_\_\_  
By: \_\_\_\_\_  
By: \_\_\_\_\_  
By: \_\_\_\_\_

SHERIFF'S SILVER STAR  
ASSOCIATION

By: *James L. Balaram*  
By: *[Signature]*  
By: *[Signature]*  
By: *Justin Lightfoot*  
By: *[Signature]* #17761

2022																										
Grade	Longevity																									
	1	2	3	4	5	6	10	12	15	20	22	25	27													
1	15.69	16.23	16.77	17.32	17.84	18.38	18.89	19.16	19.42	19.71	20	20.6	21.65	22.29	22.84	23.88	24.56	25.3	25.8	26.83	27.44	28.23	29.02	30.28	31.09	32.02
2	18.19	18.8	19.37	20	20.63	21.34	21.86	22.13	22.39	22.72	23.05	23.77	24.96	25.7	26.73	27.5	28.29	29.02	29.75	30.48	31.21	31.94	32.67	33.4	34.13	34.86
3	19.97	20.6	21.34	21.97	22.71	23.43	24.03	24.33	24.6	24.97	25.34	26.1	27.44	28.23	29.02	29.75	30.48	31.21	31.94	32.67	33.4	34.13	34.86	35.59	36.32	37.05
4	21.55	22.23	22.92	23.67	24.44	25.3	25.98	26.35	26.68	27.09	27.5	28.29	29.02	29.75	30.48	31.21	31.94	32.67	33.4	34.13	34.86	35.59	36.32	37.05	37.78	38.51
5	22.57	23.38	24.12	24.87	25.64	26.54	27.22	27.61	27.99	28.38	28.77	29.16	29.55	29.94	30.33	30.72	31.11	31.5	31.89	32.33	32.77	33.21	33.65	34.09	34.53	34.97
6	24.31	25.07	25.93	26.79	27.58	28.46	29.2	30.01	30.81	31.52	32.46	33.31	34.16	35.01	35.86	36.71	37.56	38.41	39.26	40.11	40.96	41.81	42.66	43.51	44.36	45.21
2023																										
Grade	Longevity																									
	1	2	3	4	5	6	10	12	15	20	22	25	27													
1	15.69	16.13	16.77	17.32	17.84	18.38	18.89	19.16	19.42	19.71	20	20.6	21.65	22.29	22.84	23.88	24.56	25.3	25.8	26.83	27.44	28.23	29.02	30.28	31.09	32.02
2	18.19	18.8	19.37	20	20.63	21.34	21.86	22.13	22.39	22.72	23.05	23.77	24.96	25.7	26.73	27.5	28.29	29.02	29.75	30.48	31.21	31.94	32.67	33.4	34.13	34.86
3	19.97	20.6	21.34	21.97	22.71	23.43	24.03	24.33	24.6	24.97	25.34	26.1	27.44	28.23	29.02	29.75	30.48	31.21	31.94	32.67	33.4	34.13	34.86	35.59	36.32	37.05
4	21.55	22.23	22.92	23.67	24.44	25.3	25.98	26.35	26.68	27.09	27.5	28.29	29.02	29.75	30.48	31.21	31.94	32.67	33.4	34.13	34.86	35.59	36.32	37.05	37.78	38.51
5	22.57	23.38	24.12	24.87	25.64	26.54	27.22	27.61	27.99	28.38	28.77	29.16	29.55	29.94	30.33	30.72	31.11	31.5	31.89	32.33	32.77	33.21	33.65	34.09	34.53	34.97
6	24.31	25.07	25.93	26.79	27.58	28.46	29.2	30.01	30.81	31.52	32.46	33.31	34.16	35.01	35.86	36.71	37.56	38.41	39.26	40.11	40.96	41.81	42.66	43.51	44.36	45.21
7	26.74	27.58	28.52	29.4	30.34	31.31	32.12	32.57	33.01	33.84	34.67	35.71	36.56	37.41	38.26	39.11	40.01	40.91	41.81	42.71	43.61	44.51	45.41	46.31	47.21	48.11
2024 (3%)																										
Grade	Longevity																									
	1	2	3	4	5	6	10	12	15	20	22	25	27													
1	17.39	17.96	18.55	19.11	19.69	20.24	20.53	20.81	21.12	21.42	22.06	23.2	23.88	24.56	25.3	26.09	26.74	27.53	28.33	29.14	29.94	30.74	31.54	32.34	33.14	33.94
2	20.14	20.74	21.42	22.1	22.86	23.41	23.71	23.99	24.34	24.69	25.46	26.74	27.53	28.33	29.14	29.94	30.74	31.54	32.34	33.14	33.94	34.74	35.54	36.34	37.14	37.94
3	22.06	22.86	23.54	24.33	25.1	25.74	26.06	26.35	26.75	27.14	27.95	29.4	30.24	31.09	31.86	32.62	33.37	34.13	34.89	35.65	36.41	37.17	37.93	38.69	39.45	40.21
4	23.81	24.56	25.36	26.18	27.1	27.83	28.22	28.58	29.02	29.46	30.3	31.86	32.62	33.37	34.13	34.89	35.65	36.41	37.17	37.93	38.69	39.45	40.21	40.97	41.73	42.49
5	25.05	25.83	26.64	27.47	28.43	29.16	29.57	29.98	30.74	31.48	32.42	33.37	34.13	34.89	35.65	36.41	37.17	37.93	38.69	39.45	40.21	40.97	41.73	42.49	43.25	44.01
6	26.85	27.78	28.63	29.54	30.49	31.28	31.71	32.15	32.96	33.76	34.77	35.78	36.79	37.79	38.79	39.79	40.79	41.79	42.79	43.79	44.79	45.79	46.79	47.79	48.79	49.79
7	29.54	30.55	31.5	32.5	33.54	34.4	34.89	35.36	36.25	37.14	38.25	39.37	40.48	41.59	42.69	43.79	44.89	45.99	47.09	48.19	49.29	50.39	51.49	52.59	53.69	54.79
2025 (3%)																										
Grade	Longevity																									
	1	2	3	4	5	6	10	12	15	20	22	25	27													
1	17.91	18.5	19.11	19.68	20.28	20.85	21.15	21.43	21.75	22.06	22.72	23.9	24.6	25.3	26.09	26.74	27.53	28.33	29.14	29.94	30.74	31.54	32.34	33.14	33.94	34.74
2	20.74	21.36	22.06	22.76	23.55	24.11	24.42	24.71	25.07	25.43	26.22	27.54	28.36	29.18	29.99	30.81	31.63	32.45	33.27	34.09	34.91	35.73	36.55	37.37	38.19	39.01
3	22.72	23.55	24.33	25.06	25.85	26.51	26.84	27.14	27.55	27.95	28.79	30.28	31.15	32.02	32.89	33.76	34.63	35.5	36.37	37.24	38.11	38.98	39.85	40.72	41.59	42.46
4	24.52	25.3	26.12	26.87	27.91	28.66	29.07	29.44	29.89	30.34	31.21	32.62	33.8	34.78	35.66	36.54	37.42	38.3	39.19	40.06	40.93	41.8	42.67	43.54	44.41	45.28
5	25.8	26.6	27.44	28.29	29.28	30.03	30.46	30.88	31.66	32.42	33.35	34.37	35.37	36.37	37.37	38.37	39.37	40.37	41.37	42.37	43.37	44.37	45.37	46.37	47.37	48.37
6	27.66	28.61	29.49	31.4	32.22	32.66	33.11	33.95	34.77	35.81	36.85	37.89	38.93	39.97	41.01	42.05	43.09	44.13	45.17	46.21	47.25	48.29	49.33	50.37	51.41	52.45
7	30.43	31.47	32.45	33.48	34.55	35.43	35.94	36.42	37.34	38.25	39.4	40.55	41.69	42.83	43.97	45.11	46.25	47.39	48.53	49.67	50.81	51.95	53.09	54.23	55.37	56.51

## APPENDIX A - COLLECTIVE BARGAINING UNIT

	<u>Grade Title</u>	<u>Civil Service Jurisdictional Class</u>
1	Account Clerk Typist	Competitive Competitive
2	Senior Account Clerk Senior Clerk Senior Typist	Competitive Competitive Competitive
3	Automotive Mechanic Institutional Cook	Non-competitive Non-competitive
4	Cook - Manager Senior Automotive Mechanic	Non-competitive Non-competitive
5	Correction Officer	Competitive
6	Correction Officer - Corporal	Competitive
7	Correction Officer - Sergeant	Competitive

**County Proposal No. 2**

**Amend current language in Article 2, Equal Employment Opportunity, to reflect current Equal Employment Opportunity Statement.**

Acknowledging the moral principles inherent in Federal and State Legislation, the parties to this Agreement hereby affirm that they shall ensure equal employment opportunities for all qualified individuals without consideration of their age, sex, race, creed, color, national origin, political affiliation or belief. ~~The scope of equal employment opportunities shall also include the non-discrimination of physically and mentally handicapped individuals.~~ sex (including self-identified or perceived sex, gender identity, gender expression, and transgender status), race (and traits historically associated with race, including, but not limited to, hair texture or protective hairstyles), color, religion (including the wearing of any attire, clothing, or facial hair in accordance with the requirements of one's religion), creed, national origin, age, disability (including pregnancy related conditions), sexual orientation, marital status, familial status, military status, genetic information or predisposing genetic characteristics, prior arrest or conviction record, domestic violence victim status, or any other class protected by law.

It is furthermore affirmed the concept and philosophy of equal opportunities shall be provided for, but not restricted to, all components of employment, recruitment, selection, assignment, compensation, benefits, promotion and training.

All references in this agreement to employees of the male gender are used for convenience only and shall be construed to include both male and female employees.

12/29 - (U) 02



County Proposal No. 4

Amend current language in Article 3.1, Membership, to reflect changes in deductions for membership dues based on June 2018 Janus decision.

3.1 Membership

Membership in the Union shall be voluntary but, since it is recognized that a strong and active Union with full membership and participation on the part of the employees is desirable for the collective bargaining process, the County agrees there shall be no discrimination, interference, restraint or coercion by the County or any of its agents against employees because of their membership in the Union or because of any activities on behalf of the Union.

At such time as the Union enjoys a dues paying membership of 75 percent of their potential membership, if The Oswego County Sheriff's Silver Star Association having been recognized or certified as the exclusive representative of employees within the bargaining unit represented by this Agreement shall have be entitled to dues deducted from the wage or salary of employees of said bargaining unit who are members of the Oswego County Sheriff's Silver Star Association, the "agency shop" provisions enacted by the 1976-1977 New York Legislature for the duration of the agreement. Documentation of membership shall be presented upon attainment of the 75 percent membership. The employer shall make such deductions and transmit the amount so deducted along with a listing of such employees to the Sheriff's Silver Star Association on a payroll basis.

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12/29 UNION OK

OK 2.14.23

**County Proposal No 13**

**Amend paragraph 5 of the current language in Article 13.2 to the following:**

**13.2 Overtime Premium**

Employees and all Corrections Officers hired on or before January 1, 2002 will be allowed to accrue and replenish a maximum of 200 hours of compensatory time per year. Hours earned in excess of the 200 hour limit will be paid hours regardless of designation. All employees and Corrections Officers hired after January 1, 2002 shall be entitled to accrue and replenish an overtime maximum of 80 hours per year. Upon completion of five years of service, all employees and Correction Officers hired after January 1, 2002 shall be permitted to accrue and replenish up to 100 hours of compensatory time per year. Hours earned in excess of the 80 hour and 100 hour limits will be paid hours regardless of designation. Scheduled compensatory time off (i.e., days off that are scheduled but that have not occurred yet) will be counted toward the employee's compensatory time off balance. For example, if an employee schedules 8 hours of time off in the future using compensatory time and has 72 hours in the compensatory time off bank, that employee will have 80 hours of accrued compensatory time for the purposes of calculating the accrual limit.

1/24/23

County Proposal No. 5

Amend current language in Article 28.7

28.7 Work Security

An employee may be assigned, temporarily, to perform duties of a higher classification in a situation deemed to be in the best interest of the Department, as determined by the Sheriff. In the event ~~he~~ the employee is so assigned for a full three (3) consecutive work shifts, ~~he~~ they shall be compensated for such duties during the period ~~he~~ they performs these duties at a rate of pay, equal to said higher rank or pay scale.

~~Absent unusual or compelling circumstances, the senior qualified employee shall receive the upgrade. In the event an employee other than the senior qualified employee is to be upgraded, under this provision, the Sheriff shall contact the Union prior to upgrade. The Sheriff will designate an employee at their discretion and assign that employee to perform the duties of a higher classification. In the event that all employees decline said designation, the Sheriff still has the ability to assign the performance of higher duties at their discretion. This assignment will be made without regard to seniority.~~

1/24/23 OK

Oswego County Silver Star Association  
Proposals to Oswego County and Oswego County Sheriff

1.

2. **Section 14.2 – Holiday Premium – Change subdivision A as follows:**

A. When an employee is required to work an enumerated holiday, he shall receive one and one-half (1 ½) times his normal rate of pay for that day's work and shall be allowed an additional day off in lieu of the actual holiday worked. The request for an additional day off must be submitted within two (2) pay periods of the actual holiday. The scheduled day off must be taken within 90-180 days of the holiday. Consideration shall be given to staffing requirements.

Once an employee has received approval to take a day off in lieu of the holiday, it may not be changed. If the day off in lieu of the holiday is not timely scheduled, as provided above, it will be paid.

12 | 29 YES

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Regular text indicates existing contract language.

Underlined text indicates proposed additions to contract language.

~~Strikethrough text~~ indicates proposed deletions from current contract language.

Page 1



Oswego County Silver Star Association  
Proposals to Oswego County and Oswego County Sheriff

3.

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Regular text indicates existing contract language.

Underlined text indicates proposed additions to contract language.

~~Strikethrough-text~~ indicates proposed deletions from current contract language.

Page 2

Oswego County Silver Star Association  
Proposals to Oswego County and Oswego County Sheriff

4. Section 19.4 – Tool Allowance – change as follows:

The County agrees to reimburse employees classified as Automotive Mechanic and Senior Automotive Mechanic up to ~~\$350.00~~ \$500.00 per year per employee for tools purchased. To be eligible employees must provide an itemized paid receipt for tools purchased. Tools must be for performance of normal duties and available to employees during normal work day. The County reserved the right to inspect tools for which reimbursement is required.

12/29 OK

In the event of a fire or other disaster at a County facility where employees' tools are stored, the County will reimburse the employee for tools lost or destroyed 100 percent of the cost-up to a maximum of ~~\$1,200.00~~ \$2,000.00 per employee. Reimbursement up to the maximum will be paid based on 100 percent of the purchase price of the replacement tools as indicated by itemized paid receipts.

12/29  
\$2000 covered  
w/ LANGUAGE

Within thirty (30) days of the signing of the agreement, each mechanic must submit to his supervisor an inventory of all tools. An adjusting inventory must be submitted annually (by January 31st) thereafter. No reimbursement will be considered without a current inventory or record.

1/24 OK

Losses covered by insurance shall not be considered for additional reimbursement.

12/29

5. Section 19.5 – Shoe Allowance

The County agrees to provide reimbursement ~~for 75% of~~ the cost of two (2) pairs of approved safety shoes per year, up to a maximum of ~~\$120.00~~ \$200.00 in reimbursement per pair for employees classified as Automotive Mechanic or Senior Automotive Mechanic.

\$200 OK w/ Reimburse  
90% LANGUAGE

Shoes purchased from a County approved vendor will be paid directly by the County with the employee's contribution deducted from the following paycheck. If the safety shoes are purchased from any other vendor, the employee must submit an itemized paid receipt to the Sheriff for reimbursement. The Sheriff has the right to approve or reject all safety shoes considered for reimbursement.

1/24 OK

Employees classified as Automotive Mechanic and Senior Automotive Mechanic must wear approved safety shoes on the job. Failure to wear approved safety shoes will result in standard progressive discipline.

\$30.00

6. Section 20.8 -- Union Health and Welfare Fund – change as follows:

The County agrees to provide the Union \$20.00 per month per member of the bargaining unit. Effective 1/1/2023, the amount shall be increased to \$30.00 per month. This money will be provided for the specific purpose of purchasing insurance for members of the bargaining unit. The Union agrees to provide the County with necessary documentation in regards to the insurance purchased with these funds.

12/29  
covered w/ \$30

1/24  
OK TO \$30

Regular text indicates existing contract language.

Underlined text indicates proposed additions to contract language.

~~Strikethrough text~~ indicates proposed deletions from current contract language.

Page 3

Oswego County Silver Star Association  
Proposals to Oswego County and Oswego County Sheriff

7. Section 16.4 -- Sick Leave Credit -- change as follows:

(DB) Sick leave credits may be accumulated to a maximum of 1320 hours. Sick leave credit exceeding the maximum shall be of no benefit to the employee.

(EC) The County has adopted the optional benefit plan pursuant to Section 41-j of the New York State Retirement and Social Security Law. Therefore, upon retirement, an eligible employee may receive additional service credit for accumulated unused, unpaid sick leave (maximum of 165 days).  
(Remainder of existing language remains unchanged.)

8.

10.

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Regular text indicates existing contract language.

Underlined text indicates proposed additions to contract language.

~~Strikethrough-text~~ indicates proposed deletions from current contract language.

Page 4

Oswego County Silver Star Association  
Proposals to Oswego County and Oswego County Sheriff

11.

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Regular text indicates existing contract language.

Underlined text indicates proposed additions to contract language.

~~Strikethrough text~~ indicates proposed deletions from current contract language.

Page 5

**County Proposal No 9**

Amend current language in Article 14.3 as stated below:

**14.3 Saturday/Sunday Holidays**

Consistent with New York State law, wWhen a holiday falls on a Saturday, the holiday shall be observed on the preceding Friday for all non-shift assigned personnel. A holiday falling on a Sunday shall be observed on the following Monday for all non-shift assigned personnel. When If-New Year's Day falls on a Saturday, it is agreed that the previous year will have 13 holidays and that year will have 11 holidays for all non-shift assigned personnel. the  
~~holiday shall be observed on the following Monday.~~

12/29 - ① OK



1.24.23

County Proposal No 11

Amend current language in Article 15.2 -- Annual Leave Credit as stated below to reflect current practices of the County payroll system.

**15.2 Annual Leave Credit**

An employee shall earn annual leave credit in accordance with the following schedule. Entitlement is based upon years of service and scheduled hours worked and shall be effective upon the employee's anniversary date of service, as set forth by the schedules appearing below, starting with the first pay period after the employee's start date anniversary. No additional entitlement is earned for premium or over-time hours worked. The rate of earnings is determined by the designated number of work hours per year divided by the total number days earned per payroll year (Ex. 2080 work hrs/12 days earned). Effective January 1, 2024 employees hired on or after June 11, 2015 will be restored to original earnings table to equal those employees hired prior to June 11, 2015.

EFFECTIVE JANUARY 1, 2023,

Annual Leave Earnings (Employees with a start date prior to June 11, 2015) --

\*Days earned in 8 hour increments

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Full-Time Continuous Service	Earnings	Total Days per Payroll Year
0 - 2 years	8 hours per 173.3	12 days
3 - 5 years	8 hours per 138.6	15 days
6 - 10 years	8 hours per 115.5	18 days
11 - 15 years	8 hours per 90.4	23 days
16 - 20 years	8 hours per 80.0	26 days
21 - over	8 hours per 74.2	28 days

~~Annual Leave Earnings (Employees with a start date after June 11, 2015) --~~~~\*Days earned in 8 hour increments~~

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Full-Time Continuous Service	Earnings	Total Days per Payroll Year
0 - 2 years	8 hours per 208	10 days
3 - 5 years	8 hours per 160	13 days
6 - 10 years	8 hours per 130	16 days
11 - 15 years	8 hours per 99	21 days
16 - 20 years	8 hours per 86.7	24 days
21 - over	8 hours per 80	26 days

12/29 - 6 OK

County Proposal No. 6

Amend current language in Article 15.3 Annual Leave Authorization to reflect language voted on by Union body in August, 2019.

**15.3 Annual Leave Authorization**

All requests for annual leave must be approved by the Sheriff and shall be granted according to seniority within the department and the operational needs of the department.

Annual leave request, according to seniority, shall be made in blocks of no more than five (5) days at a time, followed by a second round of seniority of up to five (5) days, and ending with a final round of bidding by seniority in which members may bid any remaining time with no limitations. After this three (3) rounds of bidding, annual leave requests shall be allotted on a first come first serve basis, depending on availability, and employees

~~\_\_\_\_\_ An employee must file a written request for annual leave with the department a minimum of ten (10) working days in advance of the requested leave.~~

The Sheriff shall recognize that emergency situations will periodically arise with employees; in this event, the ten (10) day advance notice for annual leave may be waived by the Sheriff.

An employee must file a written request for cancellation of an approved annual leave a minimum of ten (10) working days in advance of the requested leave date.

The Sheriff shall recognize that emergency situations will periodically arise with employees; in this event, the ten (10) day advance cancellation notice may be waived by the Sheriff.

Up to three (3) days of annual leave may be used as emergency leave. Subject to approval by the Sheriff, employees may utilize emergency leave time with a minimum of one (1) hour notice prior to start of shift or work tour. In the event the Sheriff is not available, employee requesting emergency leave will request approval from the highest-ranking officer that is readily available in the following order: Undersheriff, Correction Administrator, Lieutenant, Sergeant, On-Duty Supervisor.

To insure the efficient operation of the department, employees are encouraged to request emergency leave twenty-four (24) hours prior to start of shift or work tour when possible.

The County encourages all employees qualifying for vacation to take their vacation as time off. However, upon request by an employee and subject to approval of the Sheriff, non-uniform employees may receive pay in lieu of vacation time, subject to the following conditions:

1. Request must be in writing.

2. Request must be limited to fifty percent (50%) of vacation time earned.
3. Only one request per employee, per calendar year will be considered.
4. Pay in lieu of vacation will be 100 percent of employee's regular rate.
5. Employees may cancel request any time up to thirty (30) days prior to requested pay date.

County Proposal No. 3

Amend current language of Article 16.4 to reflect current practices of HR and the County payroll system.

16.4 Sick Leave Credit

The rate of earnings is determined by the designated number of work hours per year divided by the total number days earned per payroll year.

(A) An employee hired prior to September 15, 2005 shall earn sick leave credit at the rate of eight (8) hours, with pay, for each one hundred seventy-three (173) hours of employment not to exceed annual earnings of ninety-six (96) hours per payroll year.

(B) An employee hired September 15, 2005 or after shall earn sick leave credit at the rate of eight (8) hours, with pay, for each two hundred eighty (208) hours of employment not to exceed annual earnings of eighty (80) hours per payroll year.

~~(C) An employee hired after June 1, 2015 shall earn sick leave credit at the rate of eight (8) hours, with pay, for each two hundred sixty (260) hours of employment not to exceed annual earnings of sixty-four (64) hours per payroll year.~~

(C) Sick leave credits may be accumulated to a maximum of 1320 hours. Sick leave credit exceeding the maximum shall be of no benefit to the employee.

(D) The County has adopted the optional benefit plan pursuant to Section 41-j of the New York State Retirement and Social Security Law. Therefore, upon retirement, an eligible employee may receive additional service credit for accumulated unused, unpaid sick leave (maximum of 165 days).

In addition, an employee may request in writing prior to retirement that, after applying for retirement and upon completion of the Request to Bank Sick Leave Form provided to you by the Human Resources Department, any accumulated sick leave may be used to offset the cost of the retiree or dependent's health insurance premiums. The cash value of the offset shall be calculated by multiplying the employee's hourly rate received at the time of retirement by the number of hours accrued. For example, hourly rate of \$14.00 x 500 hours = \$7,000.00. In the event a retiree dies prior to exhausting available funds, the remainder may be used to pay premiums for any COBRA benefits available to and selected by the retirees' dependents.

There shall be NO direct cash payment to the retiree, retirees' dependents or their estates.

Upon employee's death while still in County service, an employee's sick leave credit shall be paid to his/her beneficiary at his/her regular compensation.

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County Proposal No. 10

**Amend current language in Article 19.2 Meals and Lodging.**

**19.2 Meals and Lodging**

———Reimbursement for meals and lodging expenses shall be allowed for an employee on official business, outside the limits of Oswego County, or attending authorized conferences or meetings within the County with the prior approval of the Sheriff.

———Reimbursement shall be allowed based on claims for meals and lodging expenses supported by receipts showing the amount, date and location. ~~Reimbursement for individual meals shall not exceed \$7.50 for breakfast, \$12.00 for lunch and \$25.00 for dinner or a cumulative total of thirty (\$30.00) for a full day's allowance. An additional ten (\$10.00) dollars per day for a cumulative total of forty (\$40.00) will be allowed for major metropolitan areas. Individual meal limits will also be increased for major metropolitan areas as follows: maximum allowable for breakfast is \$10.00, lunch is \$15.00 and dinner is \$30.00.~~ Partial per day expenses will be reimbursed as reasonable and appropriate rates upon authorization of the Sheriff, but shall not exceed the individual meal limits or the full day cumulative total. Lodging requests supported by receipts will be reimbursed for reasonable and necessary expenses.

———In those situations where meals and lodging are contained within a daily rate cost and these costs are in excess of established reimbursement rates, the conference rates shall be approved upon authorization of the Sheriff.

Reimbursement shall be made in accordance with the Federally regulated U.S. General Services Administration listed daily amounts.

———No overtime, premium pay, or compensatory time off shall be granted for hours involved attending or traveling to or from conferences.

12/29 - (U) OK



County Proposal No. 1

Amend current language in Article 20.2 – Health Insurance, incorporating MOU dated 7/20/21 which requires Medicare Advantage with Prescription Drug Plan at retirement.

12-29 - copy of M.A.

1/24 (V) OK

**MEMORANDUM OF UNDERSTANDING  
BY AND BETWEEN THE COUNTY OF OSWEGO AND  
THE SHERIFF'S SILVER STAR ASSOCIATION, INC.**

**WHEREAS**, both the County of Oswego ("County") and the Silver Star Association, Inc. ("Union"), a union representing Corrections Officers and employees at the Oswego County Sheriff's Office, have heretofore entered into a collective bargaining agreement ("Agreement") effective January 1, 2018; and

**WHEREAS**, the Oswego County Legislature awarded a professional service contract, providing professional services in administering a Medicare Advantage with prescription drug plan related to Oswego County's Self-Insured Health Program provided to Medicare eligible retirees, effective January 1, 2021; and

**WHEREAS**, the parties mutually agree that a written memorandum of understanding is both necessary and desirable to memorialize same,

**NOW, THEREFORE**, It is mutually agreed between the parties that the current language under Article 20.2 of the 2018-2022 collective bargaining agreement shall be deleted in its entirety and amended to read as follows:

**20.2 Health Insurance**

The County agrees to provide a Health Insurance Plan covering medical and prescription drug benefits as outlined below.

This coverage commences the first day of the month following a thirty (30) day period of full-time employment with the Sheriff's Department.

Below are the cost-sharing features of the plan:

Benefit	In Network	Out of Network
Individual Deductible	\$0	\$250
Family Deductible	\$0	\$625
Individual Out of Pocket Max	\$6,600 Includes prescription drug costs.	\$6,600 Includes prescription drug costs.
Family Out of Pocket Max	\$13,200 Includes prescription drug costs.	\$13,200 Includes prescription drug costs.
Network Co-Payment	\$20.00	N/A
Most Medical Benefits	Subject to \$20 network payment then 100% of allowed charges.	80% of allowed charges, subject to deductible.
Inpatient	100% of allowed charges.	100% of allowed for the first 365 days, after 365 days subject to deductible then 80% of allowed charges.
Emergency Room visit	100% of allowed charges if sudden and serious. \$150 copayment If not sudden and serious.	100% of allowed charges if sudden and serious. 80% of allowed charges after deductible for non-sudden and serious.

Urgent Care Visit	\$35 copayment.	80% of allowed charges, subject to deductible.
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The employee co-pay for each prescription will be as follows:

Prescription Drug Co-Pays:

	<u>Retail</u> (30-day supply)	<u>Mail</u> (90-day supply)
Generic	\$10	\$10
Preferred (Formulary)	\$20	\$30
Non-Preferred (Non-Formulary)	\$40	\$75

Each employee enrolled in the health insurance plan will contribute 6% of the individual premium equivalent with the County paying the balance. Employees hired on or after June 11, 2015 will contribute 15% of the individual premium equivalent, with the County paying the balance.

Employees may extend this coverage to their dependents/domestic partner as defined in the Summary Plan Description for County of Oswego Health Benefit Plan. Cost of dependent/domestic partner coverage will be paid 75% by the County and 25% by the employee. Employee contributions shall be deducted 50% from each of the two (2) checks per month.

Upon obtaining County retirement status, medical and prescription drug coverage will be provided subject to the following:

The County will pay the premium for the retirees' insurance as described in 1 and 2 below:

1. Retirees not yet Medicare eligible will be offered medical and prescription drug coverage through a county sponsored plan.

Retirees not yet Medicare eligible are required to pay 100% of the cost of prescription drug coverage unless offset in accordance with Article 16.4 E.

Retirees with dependents who are not yet Medicare eligible will pay 100% of the cost for dependent medical and prescription drug coverage unless offset in accordance with Article 16.4 E.

2. Retirees eligible for Medicare will receive medical and prescription drug coverage provided through a plan that is specifically designed for Medicare eligibles, conditional upon the retiree's enrollment in Medicare Parts A and B.

Retirees who are Medicare eligible will be required to pay 35% of the cost of the medical and prescription drug premium equivalent rate in effect for Medicare eligibles unless offset in accordance with Article 16.4 E.

Retirees with dependents who are Medicare eligible will pay 100% of the cost for dependent coverage of the medical and prescription drug premium equivalent rate in effect for Medicare eligibles unless offset in accordance with Article 16.4 E.

For employees hired after June 11, 2015, the provisions for retiree health insurance as indicated above will apply only if employee has completed ten (10) years of continuous full-time service to Oswego County. Equivalent part-time service will count toward the requirement provided the employee is employed in full-time status at the time of retirement.

Nothing contained within this section is intended to conflict or be interpreted inconsistent with the insurance contracts entered into by the County.

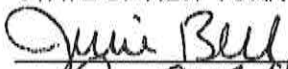
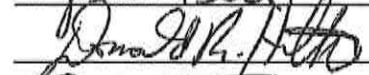
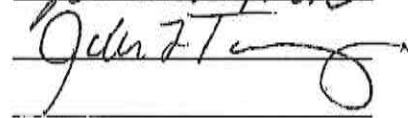
The County agrees to offer an Internal Revenue Service (IRS) 125 Voluntary Flexible Spending Account for employee premium contributions for individual/family health insurance, dental and vision benefit plans.

The County also agrees to provide the IRS 125 Voluntary Flexible Spending Account to include Dependent Care Account (child and elder) expenses permitted by the IRS, up to IRS maximum, and Unreimbursed Medical Account for medical, dental, hearing and vision co-pays and deductibles, and out-of-pocket medical costs for eligible expenses permitted by the IRS not covered by insurance plans, up to the maximum allowed by law.



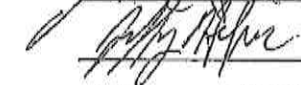

Employee Assistance Program (EAP) will be available to all members and their eligible dependents effective upon ratification of the agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Memorandum of Understanding to be signed by their respective representatives on July 20, 2021.

COUNTY OF OSWEGO  
STATE OF NEW YORK

  
  
  
\_\_\_\_\_  
\_\_\_\_\_

SHERIFF'S SILVER STAR  
ASSOCIATION, INC.


County Proposal No. 7

Amend current language in Article 20.6 cleaning up language already included in the County's plan and required by the ACA.

**20.6 Annual Physical**

Annual physicals for all employees shall be provided by a physician designated by the Sheriff with costs assumed by the Department.

Employees shall be required to comply with all reasonable recommendations of the physician. Should an employee feel the recommendations unfair, he may secure another medical opinion at his own expense and shall be required to comply with the mutually agreed to recommendations of both physicians.

Employee representatives and the Sheriff's representatives shall study and develop mutual physical standards.

~~Dependents may have a physical exam conducted by their personal physician. Dependents have a \$50 co-pay for each physical exam. The County's maximum contribution per exam is \$150. Dependents between the ages of eighteen (18) and forty-four (44) may have a physical exam every other year. Dependents age forty-five (45) or older, and dependent children under the age of eighteen (18), may have an annual physical. The physical exam cost includes any non-covered lab fees, x-rays, well-baby immunizations, etc. The PSA test, mammogram and Pap smear costs are presently covered. Physicals will not be covered by major medical.~~

12/29 (V) OK



County counter to Union # 8

bk 2.14.23

Add language, as a new section, into contract as stated below:

**Lateral Transfer to Correction Officer**

The County agrees to modify compensation for new employees from other NYS correctional facilities to the Sheriff's Office, and reinstatements of former members of the Sheriff's Office who have voluntarily left county employment in accordance with the following:

1. Beginning January 1, 2023, correction officers who transfer to the Oswego County Sheriff's Office with prior correction officer work experience or who are reinstated into the Oswego County Sheriff's Office after a voluntarily separating from service will be credited for one (1) year of service for each one (1) year of service (actively served) as a correction officer with the other jurisdiction(s) or one (1) year of service for each one (1) year of service (actively served) as a correction officer with the Oswego County Sheriff's Office, up to a maximum of a total of eight (8) years (i.e., credited for 8 years by Oswego County). Total service time will be credited as of the last fully completed year of service, measured by the date of hire with the other jurisdiction or original date of hire with the Oswego Sheriff's Office. For example, if an employee was hired on August 14<sup>th</sup> and separated on July 31<sup>st</sup>, the employee will not be credited with the time in the employee's last year with the other jurisdiction or Oswego County.
2. All transfer or reinstated candidates will be placed at the appropriate Correction Officer Step within Appendix C of the current salary schedule within the Collective Bargaining Agreement for payroll purposes only.
3. All transfer or reinstated candidates who are appointed to the Oswego County Sheriff's Office as a Correction Officer will receive the benefits of a new hire pursuant to those provided in the Collective Bargaining Unit at time of hire.
4. All transfer or reinstated candidates are subject to a probationary term pursuant to Rule XIV of the "Rules for the Classified Civil Service of Oswego County".
5. All transfer or reinstated candidates appointed to the Oswego County Sheriff's Office will be placed at the end of any appropriate seniority lists used within the department.
6. In the event of layoff, the procedures for layoff will be followed pursuant to Section 80 of Civil Service Law.
7. To receive the contractual retiree health/medical benefit under Section 20.2 of the Collective Bargaining Agreement, any transfer or reinstated candidate from another police agency must have at least ten (10) years of continuous service within the Sheriff's Office running from the date of transfer/reinstatement prior to their retirement from the Sheriff's Office. For example, if an officer was originally hired by the County on January 1, 1999 but is re-hired on January 1, 2022, the date used to measure continuous service and entitlement to contractual retiree health insurance is January 1, 2022.

**COUNTY OF OSWEGO  
BUDGET MODIFICATION REQUEST**

From				To			
ACCOUNT NUMBER		ACCOUNT NUMBER					
ORG.	OBJECT	PROJ.	ORG.	OBJECT	PROJ.	DESCRIPTION	DOLLAR AMOUNT
A						Appropriated Fund Balance	\$ (404,049.00)
			A3150	511000		Salaries and Wages	366,288.00
			A3150	590308		Social Security	28,021.00
			A3150	545300		Uniform, Clothing, Tools	620.00
			A9060	590608	HLTHW	FSA, Dental/Vision, Disability	9,120.00
TOTAL AMOUNT							

**COMMITTEE SIGNATURES** \_\_\_\_\_ **DATE** \_\_\_\_\_

COUNTY TREASURER

HUMAN RESOURCES DIRECTOR		DATE

COUNTY ADMINISTRATOR

DEPARTMENT HEAD  
DATE

**RESOLUTION NO. 114**

**RESOLUTION AUTHORIZING BUDGET MODIFICATION AND PAYMENT OF  
EMPLOYEE COVID AND RETENTION STIPENDS**

By Legislator Laurie Mangano:

WHEREAS, the County of Oswego has received American Rescue Plan Act (ARPA) funding to help mitigate the economic and social impacts of the COVID-19 pandemic; and

WHEREAS, among the allowable uses for ARPA funds are stipend, compensatory, retention and recruitment payments to public employees; and

WHEREAS, many county employees incurred work-related expenses while working from home during the pandemic, and other employees deemed essential continued to work on-site at risk to their health; and

WHEREAS, the post-pandemic period saw rapid inflation to the cost of living and represented employees who were subject to labor contracts had no means to increase income to compensate; and

WHEREAS, Oswego County government is experiencing recruitment and hiring struggles similar to the private sector, and

WHEREAS, the Oswego County Legislature values each and every employee, and is grateful for their service to residents during the pandemic and their continuing service to the communities of this county, and

WHEREAS, the Oswego County Legislature deems it appropriate to use \$2.3 million of internal ARPA funds to monetarily recognize employees' pandemic service and economic struggles during this inflationary period.

NOW, on recommendation of the Finance and Personnel Committee of this body,  
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, and be it further

RESOLVED, that from the account created above, all Oswego County employees active on payroll on April 13, 2023 shall receive a stipend payment of \$1,000 for full-time service and \$500 for part-time service during the next payroll period, subject to normal withholdings, and be it further

RESOLVED, that from the account created above, as a recruitment/retention incentive, all Oswego County employees active on payroll on July 1, 2024 shall receive a stipend payment of \$1,000 for full-time service and \$500 for part-time service during the next payroll period, subject to normal withholdings, and be it further

RESOLVED, that from the account created above, in recognition of service during the pandemic, all Oswego County employees active on payroll on April 13, 2023, who were active on payroll at any time during the State declared pandemic state of emergency, March 7, 2020 to September 12, 2022, shall receive a one-time pandemic compensation stipend payment of \$500 for full-time service and \$250 for part-time service during the next payroll period, subject to normal withholdings, and be it further

RESOLVED, that such stipends and recruitment and retention incentives exclude seasonal and elected employees, and employees covered by the management compensation plan.

**ADOPTED BY VOICE VOTE ON APRIL 13, 2023:**

**YES: 20   NO: 0   ABSENT: 4   VACANT: 1   ABSTAIN: 0**

OSWEGO COUNTY LEGISLATURE

**Authorized Budget Modification**

**Res. 114 of 2023**

**A1430 440890 ARPA**

**(\$1,361,500.00)**

**A1430 511100 ARPA**

**\$1,361,500.00**



## COU 7 OF OSWEGO

COMMITTEE SIGNATURES DATE

DATE \_\_\_\_\_

[Signature] 4-6-23  
 L. Mendenhall 4-6-23  
 [Signature] 4-6-23  
 [Signature] 4-6-23  
 Linda H. Jackson 4-6-23  
 [Signature] 04/06/20  
 [Signature] 4-6-23

DATE \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_



**RESOLUTION NO. 115**

**RESOLUTION AUTHORIZING THE CREATION OF ONE FULL TIME  
POSITION IN THE TREASURER'S OFFICE**

By Legislator Laurie Mangano:

Upon recommendation and approval of the Finance and Personnel Committee, and

WHEREAS, the Treasurer has identified the need to add (1) full-time Principal Clerk to adequately staff the Department; and

NOW, upon recommendation of the Finance and Personnel Committee; be it

RESOLVED, that the position be created at a Salary Grade 7 in the CO-OP Bargaining Unit; and be it further

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

**ADOPTED BY VOICE VOTE ON APRIL 13, 2023:**

**YES: 20    NO: 0    ABSENT: 4    VACANT: 1    ABSTAIN: 0**

# Oswego County Treasurer's Office

---

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

County Building  
46 East Bridge Street



3/30/23

## **INFORMATIONAL MEMORANDUM**

### **Subject:**

**Resolution authorizing a new position within the Treasurer's office**

### **Background/Reason:**

An employee that is currently out on FMLA has created delays in work duties causing the city foreclosure and other responsibilities to fall behind in the department. It is also expected that another employee handling the foreclosures will be out on medical leave in May for an extended period. Currently, A new employee has been placed temporarily in that line. That individual has the skill set to perform the required duties. Not knowing the situation of the employee out on FLMA I kindly request a new employee line.

### **Conclusion:**

Deletion of a position will occur once the situation with the employee out on FLMA is determined.

**Recommendation:**    **Treasurer strongly recommends this request.**

**RESOLUTION NO. 116**

**RESOLUTION REGARDING THE INCLUSION OF APPRENTICESHIP  
AGREEMENTS ON COUNTY CONSTRUCTION CONTRACTS UNDER NEW  
YORK STATE LABOR LAW §816-B**

By Legislator Laurie Mangano:

WHEREAS, despite the county's unemployment rate, there remains a continuing local demand for a trained, skilled workforce in certain labor sectors including construction; and

WHEREAS, some of these positions remain unfilled because of a lack of qualified and trained local individuals to fill same;

WHEREAS, New York State Labor Law §816-b allows the County of Oswego the discretion to require its contractors and subcontractors to offer apprenticeship opportunities in connection with the letting of county construction contracts; and

WHEREAS, this requirement, where practicable to the county, will help strengthen the local workforce and economy; and

WHEREAS, the county has heretofore set a certain threshold at \$100,000 which is no longer practicable,

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

RESOLVED, that effective upon adoption of this resolution, the County of Oswego may require where practicable that any county contractors or subcontractors, prior to entering into any future county-let construction contracts over \$150,000, show that they offer apprenticeship agreements appropriate for the type and scope of work to be performed, that have been registered with, and approved by, the NYS Commissioner of Labor pursuant to the requirements found in the NYS Labor Law; and, it is further,

RESOLVED, that any apprenticeship agreement shall follow as a template the Suggested Standards for Apprenticeship Agreements under NYS Labor Law§815; and, it is further,

RESOLVED, that, from time to time, the county shall seek input from any state, local or regional apprenticeship committees formed under NYS Labor Law§814 and/or the Department of Employment and Training to ascertain which trades or skills would benefit most from an apprenticeship program insofar as the local job market and economy is concerned.

**ADOPTED BY VOICE VOTE ON APRIL 13, 2023:**

**YES: 20    NO: 0    ABSENT: 4    VACANT: 1    ABSTAIN: 0**



**RESOLUTION NO. 117**

**RESOLUTION APPOINTING DIRECTOR OF THE  
DEPARTMENT OF COMMUNITY DEVELOPMENT, TOURISM  
AND PLANNING AND AUTHORIZING NECESSARY BUDGET  
MODIFICATION**

By Legislator Laurie Mangano:

WHEREAS, this Legislature has heretofore established the Department of Community Development, Tourism and Planning,

NOW, on recommendation of the County Administrator and the Economic Development and Planning Committee,

RESOLVED, that Timothy Stahl of Oswego, NY is appointed Director of the Department of Community Development, Tourism and Planning, effective May 1, 2023, for a term to coincide with the term of this Legislature; and be it further

RESOLVED, that the director be compensated under the terms of the Management Compensation Policy, with an annual salary set at Grade 60 Step 17, \$92,597; and be it further

RESOLVED, that the director report to the County Administrator and the Economic Development and Planning Committee of this body; and be it further

RESOLVED, that the County Treasurer be, and he hereby is, authorized to transfer the funds from and to the accounts as shown on the attached budget modification request, and 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 APRIL 13, 2023:**

**YES: 19 NO: 1 ABSENT: 4 VACANT: 1 ABSTAIN: 0**

**Authorized Budget Modification**

**Res. 117 of 2023**

**A 159900  
A8020 511000  
A8020 590308**

**(\$67,096.00)  
\$62,328.00  
\$4,768.00**

## Timothy M. Stahl

Tim.Stahl@oswegocounty.com

· 13126

**Professional Profile** Educated and experienced business professional with a keen interest in advancing organizations through proven customer centric, budget driven decision making.  
Core Skills include:

- Organizational Communication
- Fiscal Discipline and Budget Forecasting
- Accounting – Quick Books
- Business Development
- Strong community relations
- Advocacy and networking

### **Work History** *City of Oswego – Oswego, NY*

#### Deputy Director of Economic and Community Development: May 2017 – Present

- State, federal and local grant application, administration, compliance and disbursement
- Provide oversight to full time staff, grantees and consultants
- Commercial Loan program administration, underwriting and servicing to ensure state and federal compliance
- Community development through strong, coalition-based, strategic partnerships with private businesses, non-profit entities, state and local government and faith-based organizations

### *Oswego County – Oswego, NY*

#### County Legislator: Jan. 2016 – Present

- Chairman Economic Development & Planning Committee; Human Service Committee member
- Oversight of \$218 million annual operating budget to provide needed services to county residents while responsibly managing expenditures

### *Burritt Motors – Oswego, NY*

#### Business Development Manager: Sept. 2012 – May 2017

- Create and implement strategic development initiatives to increase sales and promote customer experience and public relations
- Employee management and internal efficiency & productivity tracking

### *Harbridge Consulting Group / Community Bank N.A. – Syracuse, NY*

#### Data Analyst / Sales Associate: Apr. 2005 – Sept. 2012

- Post-retirement and healthcare data processing and government compliance.



- Large and small business benefits consulting and sales

#### **Community & Organizational Involvements**

- Oswego County Industrial Development Agency (January 2019 – present)
- Operation Oswego County – Ex Officio (January 2017 – present)
- Oswego County Anti-Poverty Collaborative / LIFT Oswego County (January 2018 – present)
- Alliance for Economic Inclusion (AEI) Allocations Committee (January 2018 – present)
- Weston T. Hyde Educational Foundation (August 2017 - present)
- Oswego County Opportunities (OCO) (August 2018 – January 2021)
- Oswego Community Christian School (August 2013 – January 2020)

**Education** State University of New York at Oswego  
*B.S. Applied Mathematical Economics - Minor in Applied Statistics*  
*Graduated: 2003 – Cumulative GPA of 3.8*

## COUNTY OF OSWEGO

ACCOUNT NUMBER			ACCOUNT NUMBER			DESCRIPTION	DOLLAR AMOUNT
DEPT.	OBJECT	PROJ	DEPT.	OBJECT	PROJ		
a	159900					Unappropriated fund balance	(67,096.00)
			A8020	511000		Salaries & Wages	62,328.00
			A8020	590308		Social Security	4,768.00
						TOTAL AMOUNT	0.00

**COMMITTEE SIGNATURES**

**DATE**

**COMMITTEE SIGNATURES**

**DATE**

**COUNTY TREASURER**

DATE \_\_\_\_\_

PERSONNEL DIRECTOR

DATE \_\_\_\_\_

COUNTY ADMINISTRATOR

DATE \_\_\_\_\_

DEPARTMENT HEAD

DATE \_\_\_\_\_

**RESOLUTION NO. 118**

**RESOLUTION ESTABLISHING THE OFFICE OF MOBILITY MANAGEMENT  
AND ESTABLISHING ASSOCIATED POSITION**

By Legislator Tim Stahl:

WHEREAS, Oswego County solicited proposals for Mobility Management Services to serve people, transportation providers and human service agencies through coordination, service analysis and development and the promotion of effective, collaborative solutions to meet the transportation needs of all people; and

WHEREAS, funding from Mobility Management Services is provided through the Federal Transit Administration (FTA) Section 5311 grant program, administered by the Oswego County Department of Community Development, Tourism, and Planning.

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

RESOLVED, that the Office of Mobility Management be and is hereby created and established; and be it further

RESOLVED, that the Director of Mobility Management be and is hereby responsible for the day-to-day oversight and management of the Office of Mobility Management, to include the power of appointment of department staff, supervision of staff and termination of department personnel in accordance with Civil Service Law and any applicable collective bargaining agreements pertaining to department employees; and be it further

RESOLVED, that position, Director of Mobility Management, Grade 50, in the Management Personnel Compensation Plan be created; and be it further

RESOLVED, that Heather Snow of Central Square, N.Y. is appointed Director of Mobility Management at a salary of \$72,412, Salary Grade 50, Step 9, in the Management Personnel Compensation Plan for a term to coincide with the term of this Legislature; and be it further

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

**ADOPTED BY VOICE VOTE ON APRIL 13, 2023:**

**YES: 20   NO: 0   ABSENT: 4   VACANT: 1   ABSTAIN: 0**

**POSITION CLASS TITLE:****DIRECTOR OF MOBILITY MANAGEMENT (DRAFT)****JURISDICTIONAL CLASS:**

Pending Jurisdictional Classification

**CIVIL DIVISION:**

County

**AUTHORIZATION:**

Oswego County Personnel Officer

March 2023

**POSITION CLASS DEFINITION:**

Essential nature of work, degrees of difficulty and responsibility.

This department-head position is responsible for the administration of the Office of Mobility Management and involves a diverse range of functions to improve the overall mobility for the general public through coordinated transportation efforts. The primary functions of this position include, but are not limited to, researching and identifying coordinated transportation expansion and funding opportunities, grant writing, and the administration of local, state and federal grants for the County's Public Transportation Program.

The work is performed under the general direction of the Economic Development and Planning Committee of the County Legislature with wide latitude allowed for the exercise of independent judgment in carrying out the details of the work. This position does related work as required.

**PRIMARY WORK ACTIVITIES:**

Typical activities characteristic of the class.

- Prepares administration of the County's public transportation system to include all fixed routes, connector routes, dial-a-ride, non-emergency medical transportation, seasonal routes;
- Develops an informational and outreach program for current transportation services and mobility options through, public speaking and media presentations, including development of outreach materials and a marketing plan;
- Promotes and facilitates access to transportation services, including the integration and coordination for individuals with disabilities, older adults and low-income individuals;
- Develops the operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and manages eligibility requirements and arrangements among programs;
- Updates the County's Coordinated Public Transit Human Services Transportation Plan;
- Develops and plans for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems to include vehicle scheduling, dispatching and monitoring, and cost and billing tracking;
- Maintains liaison with officials, industry and community leaders involved with transportation planning and services;
- Ensures that all mobility providers meet minimum safety standards for vehicles in NYS and that NYS DOT policies and procedures are administered correctly;
- Assists the County Legislative Transportation Advisory Committee by overseeing and implementing data and information needed for NYSDOT Black Cat record keeping system;
- Compiles and provides bi-monthly reports;
- Assists in the record keeping and purchasing of transportation vehicles and related equipment;
- Prepares and administers grant applications for transportation projects/studies, by way of local, state, and federal funding sources;
- Prepares and conducts oral and graphic presentations to inform legislative bodies, governing boards and general public concerning public transportation activities and information;
- Provides advice and assistance to various boards, organizations and elected officials regarding public transportation plans, projects, programs, and related regulatory implications;
- Keeps up to date on new developments in transportation planning and management, including sources of funding available to the county, and current legislation and programs;
- Meets and assists businesses and human services agencies located both inside and outside of the County to encourage the use of the County's public transportation system;

## **DIRECTOR OF MOBILITY MANAGEMENT (DRAFT)**

### **PRIMARY WORK ACTIVITIES (Continued):**

- Composes transportation portion of annual budget;
- Attends meetings with public officials, civic leaders and various other individuals interested in transportation planning matters, including meetings held evenings and weekends;
- Performs related duties as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Summary of full performance level characteristics.

GOOD KNOWLEDGE OF: community development and revitalization practices and procedures; state and federal transportation programs; economics; program management, reporting, and communications; public relation methods and techniques; geography of the County; basic research methods and techniques; real property and community development terminology.

THOROUGH KNOWLEDGE OF: governmental structure and resources, principles and practices of supervision.

ABILITY TO: prepare and present moderately complex reports effectively; establish and maintain effective working relationships with civic leaders, public officials, the general public and work associates; perform grant applications activities, including research, analysis, writing and administering of grants; perform research activities, to analyze data acquired during research activities, and to prepare narrative reports of research data and conclusions; express ideas clearly both orally and in writing; read, understand, and apply program regulatory materials; prepare written materials; conduct program administrative duties with a detail-oriented approach.

### **MINIMUM QUALIFICATIONS:**

Education, specialized background, training and experience.

- (A) Possession of a bachelor's degree or higher in transportation, planning, business administration, or closely related field; **OR**
- (B) Possession of an associate's degree in transportation, planning, business administration, or closely related field and two (2) years of paraprofessional or professional level work experience, or its part-time equivalent, in municipal, community or regional planning, transportation planning and analysis, or business administration; **OR**
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**NOTE:** Your degree or credit hours must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credit hours were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You may contact the Human Resources Department for a list of acceptable companies who provide this service. You must pay the required evaluation fee.

### **SPECIAL REQUIREMENT:**

Possession of a valid New York State driver's license appropriate to the vehicles operated or otherwise demonstrate their ability to meet the transportation needs of the position.



## Summary

A community leader seeking to leverage my "hunter" mentality and join a high energy culture with performance-driven leadership.

## Experience

### **Mobility Manager of Oswego County/Program Director Oswego County October 2021-current Volunteer Transportation Center Fulton, NY**

- Developed and directed the design, production and distribution of specific marketing materials directed at employers, employees, human service agencies and other entities.
- Served as the liaison/ salesperson to community leaders in an effort to demonstrate how transportation enhances economic development.
- Provided direct outreach to area employers and employment agencies to gain support for employer and employee transit programs.
- Developed potential for future expansion of transit options across Oswego County.
- Planned and coordinated special promotional events and activities related to general public transportation.
- Made public presentations on the benefits of mobility management for the community.
- Built supportive community networks.
- Lead in the design of operational functions that are nontraditional in service delivery.
- Gathered and analyzed data to evaluate intermodal transportation service options for persons with disabilities, the elderly and others who are transportation disadvantaged to design the most efficient and cost effective option possible.
- Developed strategies for seeking other funding sources and to leverage existing funding with non-FTA federal programs.

### **Pricing Master Data Analyst 2018-2020**

#### **Old World Industries Northbrook, IL**

- Loaded prices, rebates, discounts, and accruals information into SAP.
- Resolved sales force ticket que request within established service-level agreement (SLA).
- Identified and resolved pricing discrepancies between purchase orders and customer price files maintained in the ERP system.
- Analyzed price relationships between products and created profit and loss reports.
- Assisted with the development and analysis of new pricing tactics and strategies.

### **Regional Recruiting Manager/Territory Sales Manager 2014-2018**

#### **Just Energy Corporation Ontario, CA**

- (2016-2018) Recruiting Manager-Travelled 75% of the time to 7 sales offices in California, training, coaching, and mentoring entry-level recruiters.
- Developed a funnel of reports to recognize and promote production and accountability in both the sales and recruiting departments.
- Created a scalable recruiting structure while maintaining a healthy development of new hires.
- (2014-2016) Sales Manager- Led a team of 30+ Energy Advisors selling multiple energy-efficient products.
- Worked closely with internal teams to ensure alignment on all sales goals.
- Managed accounts followed up on open proposals and updated statuses in CRM/Salesforce.

## Education

California Polytechnic University Pomona, CA  
Bachelor of Arts| Political Science | 2014

Citrus College Azusa, CA  
Associate in Arts| Social and Behavioral Sciences | 2012