

# Infrastructure, Facilities and Technology Committee



**AGENDA - REGULAR MEETING**

**OSWEGO COUNTY, NEW YORK**

**Date/ Time:** Tuesday, October 3, 2023 at 3:00pm

**Location:** Conference Room E - Legislative Office Building 46 East Bridge Street Oswego

## **COMMITTEE MEMBERS:**

Paul House, Chair	Legislator, 8 <sup>th</sup> District
Stephen Walpole, Vice Chair	Legislator, 14 <sup>th</sup> District
Patrick Twiss	Legislator, 13 <sup>th</sup> District
David Holst	Legislator, 4 <sup>th</sup> District
Linda Lockwood	Legislator, 11 <sup>th</sup> District
John Martino	Legislator, 6 <sup>th</sup> District
Robert Wilmott	Legislator, 18 <sup>th</sup> District
Michael Yerdon	Legislator, 1 <sup>st</sup> District
Marie Schadt	Legislator, 18 <sup>th</sup> District

## **CALL TO ORDER:**

Pledge of Allegiance

## **APPROVAL OF MINUTES:**

Approval of minutes for the Infrastructure, Facilities and Technology Committee's regular meeting on September 7, 2023.

## **COMMITTEE REPORTS:**

- Bunner Street Project Presentation- Laird Updyke

## **RESOLUTIONS:**

- IT-1** Resolution Authorizing Budget Modification Central Services Supplement Existing Capital Project to Fund Computer Upgrades
- IT-2** Resolution Establishing Capital Project No. E0323 Oswego County Airport - Electric Vehicle and Charging Station Acquisition and Installation
- IT-3** Resolution to Amend to Add Additional Equipment to Capital Project No. 0423 Highway Equipment Capital Project
- IT-4** Resolution Authorizing Budget Modification Buildings and Grounds – Gas & Heating Fuel
- IT-5** Resolution Authorizing Budget Modification Buildings and Grounds – Overtime

- IT-6 Resolution Awarding Professional Services Contract Engineering Services Proposal Bristol Hill Cell 5 Engineering Services for Design and Bidding
- IT-7 Resolution Authorizing Budgetary Modification Department of Solid Waste- Insurance Recovery Fund to Department of Solid Waste Fund Balance

**COMMITTEE REVIEW & DECISIONS:**

- BID 23-BG-004 – Snow Removal
- Departmental cell phone request – Sheriff’s Office – CID

**REPORTING DEPARTMENTS:**

- Boy Scouts of America to use the airports two trams for their Haunted Hayride at Camp Woodland
- Buildings and Grounds Department Updates
- Highway Department Updates
- Solid Waste Department Updates
  - Fee Waiver-agreement with City of Oswego
- Airport Department Updates
- Central Services Department Updates

**ADJOURNMENT:**

# Infrastructure, Facilities & Technology Committee

DRAFT



MINUTES - REGULAR MEETING

OSWEGO COUNTY, NEW YORK

**Date/ Time:** Thursday, September 7, 2023 at 2:00pm

**Location:** Conference Room E - Legislative Office Building 46 East Bridge Street Oswego, New York 13126

## COMMITTEE MEMBERS:

Paul House, Chair	Legislator, 14 <sup>th</sup> District	Present
Stephen Walpole, Vice Chair	Legislator, 8 <sup>th</sup> District	Present
Patrick Twiss	Legislator, 13 <sup>th</sup> District	Present
David Holst	Legislator, 4 <sup>th</sup> District	Present
Linda Lockwood	Legislator, 11 <sup>th</sup> District	Present
John Martino	Legislator, 6 <sup>th</sup> District	Present
Robert Wilmott	Legislator, 18 <sup>th</sup> District	Excused
Michael Yerdon	Legislator, 1 <sup>st</sup> District	Present
Marie Schadt	Legislator, 18 <sup>th</sup> District	Present

## STAFF AND GUESTS:

James Weatherup	Phil Church	Brandon Schwerdt	Holly Carpenter
Shawn Walker	Mike Lutestanski II	Richard Mitchell	Savannah Wyckoff
Terri Bernys	Matais Garcia	Greg Powlin	Matthew Kitts
Cathee Palmitesso	Tim Stahl	Louis Lombardi	Joe Wilhelm

## CALL TO ORDER:

A Regular Meeting of the Infrastructure Committee was called to order at 2:00 p.m. by Committee Chair Paul House with the Deputy Clerk Present. The meeting commenced with the Pledge of Allegiance.

## APPROVAL OF MINUTES:

**Motion to approve the meeting minutes:** Legislator Twiss  
**Second:** Legislator Walpole  
**Vote:** Unanimous, motion carried

The minutes for the Infrastructure, Facilities & Technology Committee's regular meeting on August 1, 2023 were approved.

## **RESOLUTIONS:**

- IT-1** Resolution Awarding Professional Services Contract Part 360 Permit Renewal Engineering Services, Between Oswego County Department of Solid Waste and Barton+Logudice, D.P.C

**Motion to approve:** Legislator Walpole  
**Second:** Legislator Holst  
**Vote:** Unanimous, motion carried

- IT-2** Resolution Authorizing Budgetary Modification Department of Solid Waste- Insurance Recovery Fund to Department of Solid Waste Expense Account

**Motion to approve:** Legislator Lockwood  
**Second:** Legislator Walpole  
**Vote:** Unanimous, motion carried

- IT-3** Resolution Authorizing Budgetary Modification Department of Solid Waste - MRF Building Roof Repair

**Motion to approve:** Legislator M. Yerdon  
**Second:** Legislator Twiss  
**Vote:** Unanimous, motion carried

- IT-4** Resolution Establishing Capital Project No.1323, ERF Capital Repairs, Reducing 0422 And Closing 1122

**Motion to approve:** Legislator Martino  
**Second:** Legislator M. Yerdon  
**Vote:** Unanimous, motion carried

- IT-5** Resolution Awarding Professional Services Contract Cooling Water Intake Structure Repairs Engineering Services

**Motion to approve:** Legislator M. Yerdon  
**Second:** Legislator Holst  
**Vote:** Unanimous, motion carried

- IT-6** Resolution Authorizing Budget Modification at the Oswego County Airport to Increase the Gas and Oil Budget Line to Purchase Aviation Gas for Resale

**Motion to approve:** Legislator Martino  
**Second:** Legislator Holst  
**Vote:** Unanimous, motion carried

**IT-7** Resolution Authorizing the Chair of The Legislature to Enter Into An Agreement With Fieldturf USA, Inc. Concerning Turf Replacement At Legends Fields

**Motion to approve:** Legislator Lockwood  
**Second:** Legislator M. Yerdon  
**Vote:** Unanimous, motion carried

**IT-8\*** Resolution Establishing Capital Project #1423- Parking Lots

**Motion to approve:** Legislator M. Yerdon  
**Second:** Legislator Martino  
**Vote:** 1 opposed Legislator Schadt, Unanimous, motion carried

\*Please note that IT-8 is being walked into committee

### **COMMITTEE REVIEW & DECISIONS:**

- BID 23-HW-009 Mix Plant Electrical Upgrade

**Motion to approve:** Legislator Martino  
**Second:** Legislator Walpole  
**Vote:** Unanimous, motion carried.

- BID 23-HW-011 Sale of Steel & Scrap Metal

**Motion to approve:** Legislator Walpole  
**Second:** Legislator M. Yerdon  
**Vote:** Unanimous, motion carried

- Draft License Agreement Between Oswego County and Clear Path for Veterans-Oswego County Veterans Services

**Motion to approve:** Legislator Walpole  
**Second:** Legislator M. Yerdon  
**Vote:** Unanimous, motion carried

- License Agreement - Super Dirt Week /Scriba Parking

**Motion to approve:** Legislator Martino  
**Second:** Legislator Twiss  
**Vote:** Unanimous, motion carried

- Agriculture Society of Oswego County requesting help with Disposal of Trash

**Motion to approve:** Legislator Twiss  
**Second:** Legislator Holst  
**Vote:** Unanimous, motion carried

- Wave Fees for Millings in Hastings

**Motion to approve:** Legislator Twiss

**Second:** Legislator Walpole

#### **DEPARTMENT REPORTS:**

**Vote:** Unanimous, motion carried

- Matthew Kitts provided Buildings and Grounds Department Updates.
- Shawn Walker provided a Highway Department Update.
- Mike Lutestanski II and Joe Wilhelm provided a Solid Waste Department Update.
- Brandon Schwerdt provided an Airport Department Update.
- Greg Powlin provided a Central Services Department Update.

#### **ADJOURNMENT:**

Note\* Legislator Weatherup left the meeting at 2:50 p.m. and re-entered at 2:56 p.m.

**Motion to adjourn at 2:59 p.m.:** Legislator Walpole

**Second:** Legislator Twiss

**Vote:** Unanimous, motion carried

**DRAFT**

Raven Ahart  
Deputy Clerk of the Legislature

**RESOLUTION NO.**

October 12, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION CENTRAL SERVICES SUPPLEMENT EXISTING CAPITAL PROJECT TO FUND COMPUTER UPGRADES**

By Legislator Paul House:

WHEREAS, this body has heretofore established Capital Project No. T0123 with a maximum authorization of \$700,000.00; and

WHEREAS, the Central Services Director has identified the need to supplement this capital project for updating end-of-life County computers, with a maximum authorization of \$ 50,000.00; and

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 \$ 50,000.00 from the Technology Reserve – CR# 145 to the designated Capital Project T0123 and that the project is hereby authorized for the maximum.

<u>Capital Project</u>	<u>Total Authorization</u>
CP No. T0123	\$750,000

**RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE**

**YES:                      NO:                      ABSENT:                      ABSTAIN:**



Greg Powlin  
Director

COUNTY OF OSWEGO  
CENTRAL SERVICES DEPARTMENT

39 Churchill Road  
Oswego, New York 13126

Phone: (315) 349-3526

**TO:** Phil Church, County Administrator  
Leg. Paul House, I&T Committee Chairman  
Infrastructure & Technology Committee Members

**FROM:** Greg Powlin, Director of Central Services

**DATE:** September 18, 2023

**RE:** Capital Project # T0123 Supplement

**INFORMATIONAL MEMORANDUM**

**SUBJECT:** Request for \$50,000 supplement to existing capital project to fund replacement of end-of-life computers.

**BACKGROUND:** Desktop and laptop computers typically have a useful life of 5-7 years. The Central Services department replaces end-of-life computers on an ongoing basis, with roughly 20% of the 1100+ device fleet being replaced annually.

Updating end-of-life devices helps to ensure County employees have reliable, well-performing technology resources to perform their respective duties.

Some portion of routine computer replacements are funded from individual department's operational budgets or via grant funds.

Computer and peripheral purchases are also necessary for net-new positions.

**FISCAL IMPACT:** This request requires a \$50,000 supplement to existing project # T0123. This is a net cost to the County via a transfer from the Technology Reserve fund.

**RECOMMENDATION:** Transfer \$50,000 from the Technology Reserve to supplement established Capital Project T0123 for the expenditure described above.





**RESOLUTION NO.**

October 12, 2023

**RESOLUTION ESTABLISHING CAPITAL PROJECT NO.: E0323 OSWEGO COUNTY AIRPORT - ELECTRIC VEHICLE AND CHARGING STATION ACQUISITION AND INSTALLATION**

By Legislator Paul House:

WHEREAS, the County of Oswego has accepted a Federal Aviation Administration Grant (AIP PROJECT NUMBER: 3-36-0031-057-2023) in the amount of \$149,685.00 for the acquisition of two (2) zero emission vehicles (ZEV) and two (2) charging stations to be installed at the Oswego County Airport; and

WHEREAS, this AIP grant is ninety (90) percent Federal funds (\$149,685.00), five (5) percent New York State Funds (\$8,316.00) funds and has a local county share of five (5) percent (\$8,316.00) for a total project cost of \$166,317.00; and

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

RESOLVED, that the Treasurer be, and is hereby, authorized to transfer the sum of \$166,317.00 from Unappropriated Fund Balance to Capital Project Number E0323 Oswego County Airport Electric Vehicle and Charging Station Acquisition and Installation and that the following capital project is hereby authorized for the maximum expenditure as indicated hereinbelow:

<u>Capital Project No.: E0323</u>	<u>Total Authorization</u>
Oswego County Airport Electric Vehicle & Charging Station Acquisition and Installation	\$166,317.00

**RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE**

**YES:                      NO:                      ABSENT:                      ABSTAIN:**



**COUNTY OF OSWEGO  
HIGHWAY DEPARTMENT**

31 Schaad Drive  
Oswego NY 13126  
(315) 349-8331 Fax (315) 349-8266

Shawn Walker, Highway Superintendent

Chris Baldwin, P.E., Highway Engineer

## **INFORMATIONAL MEMORANDUM**

- SUBJECT:** To establish a Capital Project utilizing funds acquired from the FAA, NYS and a local share through the Zero Emissions Vehicle (ZEV) program.
- PURPOSE:** To recommend that the Infrastructure, Facilities and Technology Committee, Finance and Personnel Committee, and the Oswego County Legislature approve establishing a Capital Project to purchase two electric pickup trucks and two charging stations including installation.
- SUMMARY:** The Airport received a grant offer from the FAA's Zero Emissions Vehicle (ZEV) program totaling \$166,317. This grant will be 90% Federal (\$149,685), 5% State (\$8,316) and a Local Share of 5% (\$8,316) and will be used to fund the purchase of two electric pickup trucks along with two charging stations including installation. The local share will be funded from Capital Reserve 146, Highway and Automotive Equipment.
- RECOMMENDED ACTION:** The Infrastructure, Facilities and Technology Committee, Finance and Personnel Committee, and the Oswego County Legislature to establish CP# E0323 with a total authorization level of \$166,317.00.

**COUNTY OF OSWEGO  
BUDGET MODIFICATION REQUEST**

ACCOUNT NUMBER		ACCOUNT NUMBER		DESCRIPTION	DOLLAR AMOUNT
ORG	OBJECT	PROJ	ORG		
H	529000	E0323		Establish CP# E0323 - Airport ZEV	166,317.00
			H	Federal Aid- CP#E0323	(149,685.00)
			H	State Aid - CP#E0323	(8,316.00)
			H	interfund Transfer - CP#E0323	(8,316.00)
				This capital project is being established using Capital Reserve 146	

DEPARTMENT HEAD \_\_\_\_\_ DATE \_\_\_\_\_ COUNTY ADMINISTRATOR \_\_\_\_\_ DATE \_\_\_\_\_

\*DIRECTOR OF HUMAN RESOURCES \_\_\_\_\_ DATE \_\_\_\_\_ CHAIRPERSON \_\_\_\_\_ DATE \_\_\_\_\_

\*If Personnel Services are impacted \_\_\_\_\_ COUNTY TREASURER \_\_\_\_\_ DATE \_\_\_\_\_

**RESOLUTION NO.**

October 12, 2023

**RESOLUTION TO AMEND TO ADD ADDITIONAL EQUIPMENT TO  
CAPITAL PROJECT NO. 0423 HIGHWAY EQUIPMENT CAPITAL PROJECT**

By Legislator Paul House:

WHEREAS, this body has established Capital Project No. 0423 to add a Longarm mower; and

WHEREAS, this additional equipment is reimbursed by CHIPS and there is still a balance to be used to get the reimbursement; and

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

RESOLVED, that the Highway Superintendent can purchase a Longarm mower under Capital Project # 0423

**Capital Project No. 0423**

**Total Authorization**

Highway Equipment

\$ 145,820.00

**RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE**

**YES:**

**NO:**

**ABSENT:**

**ABSTAIN:**



**COUNTY OF OSWEGO  
HIGHWAY DEPARTMENT**

31 Schaad Drive  
Oswego NY 13126  
(315) 349-8712 Fax (315) 349-8256

Shawn Walker, Highway Superintendent

Chris Baldwin, P.E., Highway Engineer

**TO: Oswego County Legislators**  
**FROM: Shawn Walker, Highway Superintendent**  
**DATE: October 12, 2023**  
**RE: Adding additional equipment to CP# 0423**

**SUBJECT:** Amend to add a Longarm mower to CP# 0423.

**BACKGROUND:** CP# 0423 Equipment is reimbursed by CHIPS. There is a current balance of \$223,808.09 and the Longarm mower is \$145,820.00. It would leave a balance of \$77,988 for future equipment that can be purchased for CHIPS.

**FISCAL IMPACT:** None.

**RECOMMENDED ACTION:** The Infrastructure, Facilities and Technology Committee, the Finance & Personnel Committee and the Oswego County Legislature authorize the add of a Longarm mower to CP# 0423.

Shawn Walker  
Highway Superintendent

\_\_\_\_\_  
Date

**RESOLUTION NO.**

October 12, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION  
BUILDINGS AND GROUNDS – GAS & HEATING FUEL**

By Legislator Paul House:

WHEREAS, The Buildings and Grounds Department requests a Budget Modification to transfer sixty thousand dollars per the attached budget modification. This is to cover a short fall in the Gas & Heating fuel budgetary line of the 2023 Buildings and Grounds budget; and

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

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

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

**RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE**

**YES:**

**NO:**

**ABSENT:**

**ABSTAIN:**



Richard Doten  
*Superintendent*

COUNTY OF OSWEGO  
BUILDINGS AND GROUNDS DEPARTMENT

111 East Eleventh Street  
Oswego, New York 13126

Phone: (315) 349-8233

Fax: (315) 342-2481

**TO: Oswego County Legislature**  
**FROM: Rick Doten, Superintendent**  
**DATE: September 19, 2023**  
**RE: Budget Modification – Gas & Heating fuel**

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**SUBJECT: Budget Modification transferring funds from Unappropriated Fund Balance to Gas & Heating Fuel (A1620 541800).**

**BACKGROUND:**

The Buildings and Grounds department is anticipating a short fall in the budget line A1620 541800– Gas & Heating Fuel due to the increase in gas and heating fuel rates.

**FISCAL IMPACT: None**

**RECOMMENDATION: The Buildings and Grounds recommends that the Infrastructure, Facilities & Technology Committee, Finance and Personnel Committee and the Legislature approve this budget modification to transfer funds from Appropriated Fund Balance to Gas & Heating Fuel.**



**COUNTY OF OSWEGO  
BUDGET MODIFICATION REQUEST**

ACCOUNT NUMBER		ACCOUNT NUMBER			DESCRIPTION	DOLLAR AMOUNT
ORG	OBJECT	PROJ	ORG	OBJECT		
A1620	541800					60,000.00
			A	159900	Gas and Heating fuel	
					Appropriated Fund Balance	(60,000.00)
					To increase Gas & Heating fuel line using	
					Unappropriated Funds	

DEPARTMENT HEAD	DATE	COUNTY ADMINISTRATOR	DATE
*DIRECTOR OF HUMAN RESOURCES	DATE	CHAIRPERSON	DATE
*if Personnel Services are impacted		COUNTY TREASURER	DATE

**RESOLUTION NO.**

October 12, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION  
BUILDINGS AND GROUNDS - OVERTIME**

By Legislator Paul House:

WHEREAS, The Buildings and Grounds Department requests a Budget Modification to transfer fourteen thousand dollars (\$14,000) per the attached budget modification. This is to cover a short fall in the Overtime budgetary line of the 2023 Buildings and Grounds budget; and

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

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

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

**RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE**

**YES:**

**NO:**

**ABSENT:**

**ABSTAIN:**



Richard Doten  
Superintendent

COUNTY OF OSWEGO  
BUILDINGS AND GROUNDS DEPARTMENT

111 East Eleventh Street  
Oswego, New York 13126

Phone: (315) 349-8233

Fax: (315) 342-2481

**TO: Oswego County Legislature**  
**FROM: Rick Doten, Superintendent**  
**DATE: September 19, 2023**  
**RE: Budget Modification – Overtime**

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**SUBJECT: Budget Modification transferring funds from Salaries & Wages to Overtime.**

**BACKGROUND:**

The Buildings and Grounds department is anticipating a short fall in the budget line A1620 512000 – Overtime due to the remodeling of the Department of Social Services bathrooms in the first part of 2023. The work needed to be completed after regular business hours and during the weekends in order to limit the inconvenience of the employees and clients that are in the building during regular business hours.

The remaining bathrooms needing remodeling will begin again in late fall or early winter when outside project cannot be completed. Additional overtime will be needed for emergencies and snow removal.

**FISCAL IMPACT: None**

**RECOMMENDATION: The Buildings and Grounds recommends that the Infrastructure, Facilities & Technology Committee, Finance and Personnel Committee and the Legislature approve this budget modification to transfer funds from Salaries & Wages A1620 511000 to Overtime A1620 512000.**

**COUNTY OF OSWEGO  
BUDGET MODIFICATION REQUEST**

ACCOUNT NUMBER		ACCOUNT NUMBER		DESCRIPTION	DOLLAR AMOUNT
ORG	OBJECT	ORG	OBJECT		
A1620	511000			Salaries & Wages - Reg.	(14,000.00)
		A1620	512000	Overtime	14,000.00
				To increase the Overtime line in the Buildings and Grounds	
				2023 budget.	

DEPARTMENT HEAD \_\_\_\_\_ DATE \_\_\_\_\_ COUNTY ADMINISTRATOR \_\_\_\_\_ DATE \_\_\_\_\_

\*DIRECTOR OF HUMAN RESOURCES \_\_\_\_\_ DATE \_\_\_\_\_ CHAIRPERSON \_\_\_\_\_ DATE \_\_\_\_\_

\*If Personnel Services are impacted \_\_\_\_\_ COUNTY TREASURER \_\_\_\_\_ DATE \_\_\_\_\_

**RESOLUTION NO.**

Oct 12, 2023

**RESOLUTION AWARDING PROFESSIONAL SERVICES CONTRACT  
ENGINEERING SERVICES PROPOSAL BRISTOL HILL CELL 5 ENGINEERING  
SERVICES FOR DESIGN AND BIDDING**

By Legislator Paul House:

WHEREAS, Bristol Hill Landfill Cell #4 is filling faster than calculated, it was built in 2015, and started accepting waste in 2019, to continue uninterrupted service to the community, cell #5 needs to be constructed and ready to accept waste by December 2024; and

WHEREAS, The Oswego County Dept of Solid Waste have contracted with, or will contract with, Barton+ Loguidice, D.P.C, which possesses the requisite skills and experience to Engineer, prepare, evaluate and award the contracts for construction of cell #5; and

NOW, upon recommendation of the Infrastructure, Facilities and Technology Committee, of this body; be it

RESOLVED, the County of Oswego hereby awards a professional service contract for preparation and updating of the plans to Barton + Loguidice D.P.C.; and be it further

RESOLVED, that the costs thereof shall be allocated and paid from the Dept of Solid Waste Fees and Services account CL8160 543800.

**RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE**

**YES:                      NO:                      ABSENT:                      ABSTAIN:**



## Oswego County Department of Solid Waste

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Michael Lutestanski II, Director of Solid Waste Programs

TO: Legislator Paul House, Chairman  
Infrastructure, Facilities and Technology Committee  
Legislator Laurie Mangano-Cornelius, Chair  
Finance & Personnel Committee

FROM: Michael J. Lutestanski II, Director of Solid Waste Programs

RE: Barton & LoGiudice Professional Services Proposal Bristol Hill Cell 5 Engineering Services for Design and Bidding

DATE: Sept 19, 2023

Cell #4 at the Bristol Hill Landfill is filling at a faster rate than originally calculated. This is due to multiple factors, increased tonnages, ERF downtime (creating more bypass waste), and operational practices on the landfill. The landfill operational practices are being reviewed and changed, we added a landfill compactor to replace the aging unit and it is being run daily. We may add a slow speed grinder to equipment currently used, which will aid in compaction and more effectively use airspace.

New cell construction is a 12-14-month process from concept to certification and waste placement. Going forward with all that is happening in surrounding counties, and in our own waste handling system, we need to take the next step in landfill expansion.

The cell requirements for this cell are slightly different than cell 4, this proposal addresses those changes. This will allow us to put out RFPs for construction administration, inspection, and the construction/ certification for use, of cell 5.

The attached proposal for \$88,750.00 will be funded from 8160 5438, other fees and services.



September 19, 2023

Michael Lutestanski II  
Director of Solid Waste Programs  
Oswego County  
3125 State Route 3  
Fulton, New York 13069

Re: Oswego County Bristol Hill Landfill  
Cell No. 5 Engineering Services – Design and Bidding

File: P701.000.000

Dear Mr. Lutestanski:

Barton & Loguidice, D.P.C. (B&L), appreciates the opportunity to provide the following proposal for professional services and have prepared a scope of services and fee estimate for the detailed design for Cell No. 5 at the Bristol Hill Landfill.

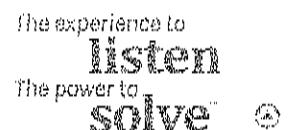
**Scope of Services**

Cell Design

B&L will develop design documents for the approximately 5.41 acre Cell No. 5. The design will include a 6 NYCRR Part 360 series compliant double composite liner system. In addition, design will include development of a perimeter gas header with future connection points to be utilized once gas collection is required upon permit renewal. The header will be designed for full build conditions and have provisions for future extensions as new cells are developed.

As with your existing Cell No. 4, the leachate removal from the cell is anticipated to be by a sideriser pumping system which will tie into existing leachate conveyance infrastructure that ultimately conveys flows to the leachate storage tanks. The sideriser will be designed on a similar engineering basis to the Cell No. 4 sideriser building, where equipment and controls are located outside of classified spaces, where possible. In addition, the plans and specifications will include the design of the necessary electrical service and connections to the sideriser building and equipment. At this time it is anticipated that two prime contracts will be required; one for the general construction and one for the electrical construction.

As noted above, B&L will prepare specifications and contract documents in compliance with 6 NYCRR Part 360 series regulations and the facility's landfill permit. Once the design documents have been reviewed and approved by the County, B&L will submit the plans and specifications to the NYSDEC for review and approval prior to bidding. It is anticipated that the final construction documents will take up to 12 weeks following authorization to proceed. B&L will address and provide response letter to any comments the NYSDEC may have in order to gain Department approval.





This scope does not include an updated site survey of the expansion area. It is assumed that the previously provided survey completed by Costich Engineering on July 12, 2023 will be utilized for use in preparing the grading plan and the landfill design drawings.

Bidding Assistance

As will all projects at the facility, the project will be publically bid. B&L will provide hard copies of the bid documents and assist in the procurement of bids. Bid document and addenda distribution by B&L will also be included under this task. The bidding period is anticipated to last 5 weeks based on the scale of the project. A representative will attend a pre-bid meeting at the landfill site, prepare any addenda that may be necessary to address questions from potential bidders, attend the bid opening at the Oswego County Purchasing Department Office and make a recommendation relative to the award of bids. Upon approval to award the project, B&L will provide the contractors with a Notice of Award and request the selected contractor's bonds/insurances for preliminary review and transmittal to County purchasing/legal for approval. Upon acceptance, B&L will compile conformed copies of the contract documents for execution by all parties. Once fully executed, a Notice to Proceed letter will be provided to the Contractor(s).

**Fee Proposal**

B&L proposes to the services described within for the following not to exceed fees without prior approval from the County:

<u>Task 1</u>	
Cell Design	\$78,500
Bidding Assistance	<u>\$10,250</u>
<b>Total:</b>	<b>\$88,750</b>

B&L proposes to invoice the County monthly on a time and expense basis based on the Standard Billing Rates in effect at the time the work is performed. If this meets with the County's approval, please have the Chairman of the Board sign the authorization below and return a copy to our office.

We look forward to working with you on this project. Please feel free to contact our office if you have any questions.

Sincerely,

BARTON & LOGUIDICE, D.P.C.

A handwritten signature in black ink, appearing to read 'Chad W. Hutton', is written over a faint, illegible printed name.

Chad W. Hutton, P.E.  
Vice President

ZTP/jms

**Authorization**





Barton & Loguidice, D.P.C., is hereby authorized by Oswego County ("Owner") to proceed with the services described herein in accordance with the Terms and Conditions proposed herein.

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

\_\_\_\_\_  
Date

**RESOLUTION NO.**

Oct 12, 2023

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION DEPARTMENT  
OF SOLID WASTE- INSURANCE RECOVERY FUND TO DEPARTMENT OF  
SOLID WASTE FUND BALANCE**

By Legislator Paul House:

WIHEREAS, the Department of Solid Waste requests a budgetary modification to transfer one-hundred twenty-three thousand and four hundred ninety nine dollars and twenty one cents to cover the boiler damage at the Energy Recovery Facility using insurance payment funds; and

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

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

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

**RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE**

**YES:**

**NO:**

**ABSENT:**

**ABSTAIN:**



# Oswego County Department of Solid Waste

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Michael Lutestanski II, Director of Solid Waste Programs

TO: Legislator Paul House, Chairman  
Infrastructure, Facilities and Technology Committee  
Legislator Laurie Mangano-Cornelius, Chair  
Finance & Personnel Committee

FROM: Michael J. Lutestanski II, Director of Solid Waste Programs

RE: Budget Mod for Insurance recovery fund to Solid Waste Fund Balance CL159900

DATE: Sept19, 2023

The Dept of Solid Waste requests a Budget Modification to transfer one hundred twenty three thousand four hundred ninety nine dollars and twenty one cents (\$123,499.21) Dollars per the attached budget mod.

This insurance payment was to cover boiler damage at the Energy Recovery Facility.

**COUNTY OF OSWEGO  
BUDGET MODIFICATION REQUEST**

ACCOUNT NUMBER		ACCOUNT NUMBER			DESCRIPTION	DOLLAR AMOUNT
ORG	OBJECT	PROJ	ORG	OBJECT		
A1325	426800					(123,499.21)
			CL	159900	Insurance Recovery Fund	
					Solid Waste Fund Balance	123,499.21
					Insurance paid for damage to boiler #2	
					Transfer into Solid Waste Fund Balance	

DEPARTMENT HEAD	COUNTY ADMINISTRATOR	DATE
*DIRECTOR OF HUMAN RESOURCES	CHAIRPERSON	DATE
*If Personnel Services are impacted	COUNTY TREASURER	DATE



**OSWEGO COUNTY PURCHASING**  
46 East Bridge Street, Oswego, NY 13126  
Phone (315) 326-6051 Fax (315) 342-2468  
Email: Purchasing@oswegocounty.com

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TO: Infrastructure, Facilities and Technology Committee  
FROM: Holly F. Carpenter, Purchasing Director  
DATE: October 3, 2023  
RE: BID Report

**1. BID 23-BG-004 – Snow Removal**

**Funding Source: Operating budget**

**Solicitation Process: BID 23-BG-004 – Snow Removal** was publicly advertised in the official newspaper, on Bidnet, and on the Oswego County website on August 29, 2023. It was also sent directly to the following vendors:

- Chase ENT
- D&S Landscaping
- Eastcoast Paving and Sealing
- Mid-state lawn tree service

Number of responses: Three (3)

**Who, by title, evaluated the bid/proposal:** Rick Doten, Director of Facilities and Technology has evaluated the bids received and recommend approval to Mid-state Lawn & Tree Service, Inc.

**BID 23-EMO-003 – DJI Matrice 300 RTK and Accessories**

Name of Company	Location	Total Cost	Required Documentation VRCS/NCC/VIS/RFC/SHC				
Broadwell Industries	601 Ontario Street Fulton, NY 13069	\$39,200.00	X	X	X	X	X
D&S Landscaping	135 Howard Rd. Fulton, NY 13069	\$25,630.00	X	X	X	X	X
Midstate Lawn & Tree Service	PO Box 942 Mexico, NY 13114	\$11,540.00	X	X	X		X

SHC=Sexual Harassment Certification; VRCS=Vendor Reply Cover Sheet; VIS=Vendor Information Sheet; NCC=Non-collusion Certification; RFC=Resolution for Corporations

**Evaluation:** Mid-State Lawn & Tree Service is the lowest responsible bidder. There is no objection to the bidder.

**Recommended Action:** The Oswego County Purchasing Department certifies that the solicitation complies with Oswego County Purchasing Policy and New York State General Municipal Law. The Committee is requested to affirm an award to the low bidder.



BID COMPUTATION SHEET

OPENED: SEPTEMBER 19, 2023 2:00 PM

BID 23-BG-004 SNOW REMOVAL

ITEM	Broadwell Industries Fulton, NY	D&S Landscaping Fulton, NY	Mirdstate Lawn & Tree Service Mexico, NY
Snow Plowing per Visit	Unit Cost	\$500.00	\$150.00
	Extended Cost	\$200,000.00	\$6,000.00
Apply Sand/Salt per Visit	Unit Cost	\$300.00	\$100.00
	Extended Cost	\$14,700.00	\$4,900.00
Loader for Removal (min. 3 yd bucket)	Unit Cost per hour	\$125/HR	\$20/HR
	Extended Cost	\$3,125.00	\$220.00
Dump Truck (min. 10-wheeler)	Unit Cost per hour	\$125/HR	\$20/HR
	Extended Cost	\$3,125.00	\$420.00
<b>TOTAL COST</b>	<b>\$39,200.00</b>	<b>\$25,630.00</b>	<b>\$11,540.00</b>



**LONGHOUSE COUNCIL  
BOY SCOUTS OF AMERICA**

2803 Brewerton Road, Syracuse, NY 13211  
Phone: (315) 463-0201  
Fax: (315) 463-5729  
cnyscouts.org

September 11, 2023

Oswego County Airport  
Airport Manager  
Brandon Schwerdt  
40 Airport Drive  
Fulton, NY 13069

Mr. Schwerdt,

I am contacting you about using the airport's two tram wagons. Every year we hold a program at Camp Woodland in Constantia, NY for over 400 Scouts and their families. Last year you generously allowed us to use two of your Airport Tram Wagons for this event. Having those two wagons allowed us to move more people through our Haunted Hayride in a very safe manner. The wagons made a huge difference, and we would love to be able to use them once again.

Our camp ranger Ron Mills will be available to help transport them and will oversee their upkeep during our use. I hope you will consider our request to use the airport's two tram wagons again this year on Saturday October 14th 2023. Please feel free to contact me with any questions or concerns about our request, thank you and I look forward to hearing from you soon.

Sincerely

Edwin Theetge  
Assistant Scout Executive

Prepared. For Life.™







# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/11/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Marsh & McLennan Agency LLC 8144 Walnut Hill Lane, 16th Floor Dallas TX 75231	<b>CONTACT NAME:</b> Laura Craig <b>PHONE (A/C, No, Ext):</b> 972-770-1402 <b>E-MAIL:</b> laura.craig@marshmma.com <b>ADDRESS:</b> laura.craig@marshmma.com	<b>FAX (A/C, No):</b> 972-770-1699
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Boy Scouts of America, National Council and All of its affiliates and subsidiaries Longhouse Council Inc. Boy Scouts of America 2803 Brewerton Road Syracuse, NY 13211	<b>INSURER A:</b> Evanston Insurance Company <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	<b>NAIC #</b> 35378

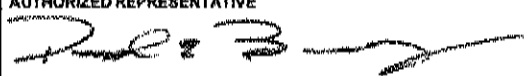
**COVERAGES**                      **CERTIFICATE NUMBER:** 1851896660                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		V3P0009142	3/1/2023	3/1/2024	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000 \$ 1,000,000
						MED EXP (Any one person)	\$
						PERSONAL & ADV INJURY	\$ 1,000,000
						GENERAL AGGREGATE	\$ 7,000,000
						PRODUCTS - COMP/OP AGG	\$
							\$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident)	\$
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
							\$
	<b>UMBRELLA LIAB</b> <b>EXCESS LIAB</b> OCCUR CLAIMS-MADE DED      RETENTION \$					EACH OCCURRENCE	\$
						AGGREGATE	\$
							\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below					PER STATUTE	OTH-ER
						E.L. EACH ACCIDENT	\$
						E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
 Certificate holder is named as an additional insured by virtue of a written or oral contract or by the issuance/existence of a permit or certificate of insurance but only with respect to operations by or on behalf of the Insured, or to facilities of, or facilities used by the Insured and then only of the limits of liability specified in such contract for the event specified. Primary and Non-Contributory applies as required by written contract or agreement. Waiver of Subrogation applies when required by written contract or agreement. Sexual Molestation coverage is incorporated in the policy and addressed by endorsement and is subject to the policy period, terms, limits and conditions of the policy.

For All Official Scouting Activities

<b>CERTIFICATE HOLDER</b> Oswego County 46 E Bridge Street Oswego, NY 13126	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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## Oswego County Department of Solid Waste

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TO: Legislator Paul House, Chairman  
Infrastructure, Facilities and Technology Committee

FROM: Michael Lutestanski II, Director of Solid Waste Programs

RE: Fee Waiver-Agreement with City of Oswego

DATE: September 19, 2023

The Department of Solid Waste is currently operating a pilot food-scrap composting project at the Bristol Hill Transfer Station site with the goal of assessing the department's ability to scale up a food waste recycling program in compliance with New York State's Food Donation and Food Scraps Recycling Law. The department currently accepts for recycling limited but expanding quantities of food waste from generators within Oswego County. The acceptance rate for food wastes is currently constrained by access to yard wastes and bulking materials which are required as admixtures to facilitate the proper aerobic composting of materials without creating excess odors.

Currently, disposal of yard wastes at the Bristol Hill site is insufficient to allow further expansion of this pilot project and the department is exploring options to bring in more of these admixture materials. The City of Oswego undertakes municipal collection of yard wastes and has excess materials that could be made deliverable to department's composting site. However, the existing tipping fee structure requires haulers, including municipalities, to pay \$30.00 per ton to dispose of yard wastes and compostables.

The tipping fee in addition to rising transportation costs render it uneconomical for municipalities to deliver compostables to department facilities and currently no municipalities dispose of yard wastes at our facilities. In initial discussions, the city of Oswego has indicated willingness to deliver yard wastes if there were no tipping fee. In order to facilitate a measured expansion of our food waste processing operations, the department proposes a short-term fee waiver to the City of Fulton for such quantity of yard waste as can be integrated into our composting operations.