

ONEIDA COUNTY BOARD OF LEGISLATORS

ONEIDA COUNTY OFFICE BUILDING ♦ 800 PARK AVENUE ♦ UTICA, N.Y. 13501-2977

Gerald J. Fiorini
Chairman
(315) 798-5900

Mikale Billard
Clerk
(315) 798-5404

George Joseph
Majority Leader

Philip M. Sacco
Minority Leader

**EXPEDITED
COMMUNICATIONS FOR DISTRIBUTION
FOR THE
SEPTEMBER 9, 2020
MEETING**

(Correspondence relating to upcoming legislation, appointments, petitions, etc.)

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ONEIDA COUNTY
 DEPARTMENT OF PUBLIC WORKS
 George E. Carle Complex
 5999 Judd Road, Oriskany, NY 13424
 Phone: (315) 793-6200 Fax: (315) 768-6299

ANTHONY J. PICENTE JR.
 County Executive

MARK E. LARAMIE, P.E.
 Commissioner

FN 20 20 - 269

July 28, 2020

Anthony J. Picente, Jr.
 Oneida County Executive
 800 Park Avenue
 Utica, New York 13501

PUBLIC WORKS

WAYS & MEANS

Dear County Executive Picente,

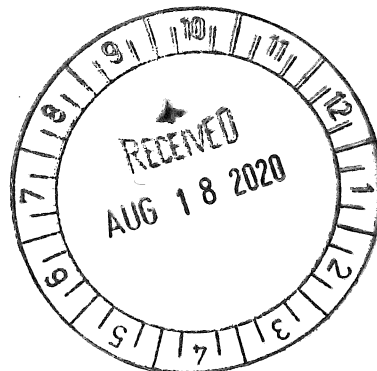
Oneida County currently leases 15,000 square feet of office space from ADRON BUILDING, L.L.C. for County office space on the 4th and 5th floors of the Adirondack Bank Building located at 181 Genesee St, Utica. The Public Health Department currently occupies that space. The current lease is set to expire at the end of September and the County wishes to renew.

Enclosed is an Addendum to the current lease agreement for the above mentioned office space. The term is for three (3) years beginning October 1, 2020, with monthly rent in the amount of \$12,621.56. If this Addendum is acceptable, please forward to the Oneida County Board of Legislators for further consideration.

Thank you for your support.

Sincerely,

Mark E. Laramie, P.E.
 Commissioner



Enclosure

Reviewed and Approved for submittal to the
 Oneida County Board of Legislators by

Anthony J. Picente, Jr.
 County Executive

Date 8-18-20

Oneida Co. Department: Public Works

Competing Proposal	_____
Only Respondent	_____
Sole Source RFP	_____
Other	<u> X </u>

**ONEIDA COUNTY BOARD
OF LEGISLATORS**

Name & Address of Vendor: ADRON BUILDING, L.L.C.
185 Genesee Street
Utica, New York 13501

Title of Activity or Service: Lease of Office Space

Proposed Dates of Operation: October 1, 2020 to September 30, 2023

Client Population/Number to be Served:

Summary Statements

- 1) **Narrative Description of Proposed Services:** This Addendum extends the current lease for office space in the Adirondack Bank building for a three (3) year term. Rent is \$12,621.56 monthly or \$151,458.72 annually.
- 2) **Program/Service Objectives and Outcomes:** N/A
- 3) **Program Design and Staffing:** N/A

Total Funding Requested: \$454,376.16 **Account #A4010.417**

Oneida County Dept. Funding Recommendation: \$454,376.16

Proposed Funding Sources (Federal \$/ State \$/County \$): County \$

Cost Per Client Served: N/A

Past Performance Data: The County has leased space in the Adirondack Bank building for over a decade.

O.C. Department Staff Comments:



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ANTHONY J. PICENTE JR.
 County Executive

MARK E. LARAMIE, P.E.
 Commissioner

FN 20 20 - 270

August 17, 2020

PUBLIC WORKS

Anthony J. Picente, Jr.
 Oneida County Executive
 800 Park Avenue
 Utica, New York 13501

WAYS & MEANS

Dear County Executive Picente,

I am requesting consideration and approval of the attached Master Template to be used for all agreements established between the County and the cities of Rome and Sherrill, and all towns in the County for the control of snow and ice on County roads for the 2020-2021 snow season.

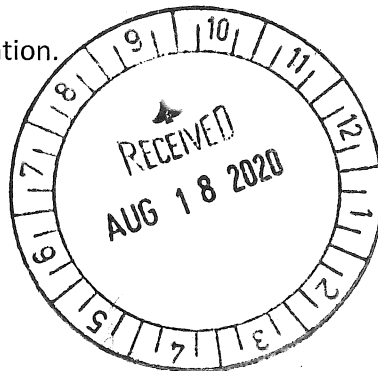
The attached spreadsheet details the payment at a center lane per mile rate of \$6,200.00 for the season. The total maximum cost for the 2020-2021 snow removal season is estimated to be \$3,672,694. This shared services agreement maximizes efficiency and has been successful in providing an enhanced level of snow and ice control service on County roads.

If you concur with this request, please forward to the Board of Legislators for their consideration and approval.

Thank you for your consideration.

Sincerely,

Mark E. Laramie, P.E.
 Commissioner



Reviewed and Approved for submittal to the
 Oneida County Board of Legislator by

Anthony J. Picente, Jr.
 County Executive

Date 8-18-20



ONEIDA COUNTY
 DEPARTMENT OF PUBLIC WORKS
 George E. Carle Complex
 5999 Judd Road, Oriskany, NY 13424
 Phone: (315) 793-6200 Fax: (315) 768-6299

ANTHONY J. PICENTE JR.
 County Executive

MARK E. LARAMIE, P.E.
 Commissioner

August 19, 2020

Anthony J. Picente, Jr.
 Oneida County Executive
 800 Park Avenue
 Utica, NY 13501

FN 20 20 - 272

PUBLIC WORKS

WAYS & MEANS

Dear County Executive Picente,

Oneida County currently procures electric utility service from Constellation NewEnergy, Inc. through a public bid conducted by Genesee County and managed by the Municipal Gas and Electric Alliance (MEGA Contract). MEGA serves more than 300 municipalities and private business in upstate New York, and through aggregated utility procurement, via competitive bid, offers very competitive pricing. Current contracts expire in November 2020.

The Department of Public Works has performed an evaluation of alternative procurement methods and utilization of the MEGA Contract appears to be the most cost competitive and efficient option that complies with New York State General Municipal Law. To the best of our knowledge there are no other aggregated procurement programs available for use by Oneida County at this time. Due to the complexities, unique nature, and regulations associated with the electric utility market, conducting an independent bid would require the services of a professional consultant. Consulting services would add potentially significant cost and to the best of our knowledge bid results are likely to be similar to, or greater than, pricing established in the MEGA Contract.

Fixed firm rates versus variable rates were evaluated. Due to exceptionally low fixed firm rates (perhaps record low rates) the difference is nominal. In addition, the need for stable and predictable expenditures is now more important than ever. Therefore, at this time I recommend taking advantage of the exceptionally low fixed firm rates.

I recommend approval and execution of the enclosed contracts with Constellation NewEnergy, Inc. for Oneida County's electric utility service. The combined annual cost would be approximately \$1,200,000.00. If you agree and the enclosed contracts are acceptable then please forward same to the Oneida County Board of Legislators for consideration. Thank you for your continued support.

Sincerely,

Mark E. Laramie, P.E.
 Commissioner

Enclosures

Reviewed and Approved for submittal to the
 Oneida County Board of Legislator by

Anthony J. Picente, Jr.
 County Executive

Date 8-19-20

Competing Proposal	_____
Only Respondent	_____
Sole Source RFP	_____
Other	<u> X </u>

ONEIDA COUNTY BOARD OF LEGISLATORS

Name & Address of Vendor: Constellation NewEnergy, Inc.
1001 Louisiana St.
Constellation Suite 2300
Houston, TX 77002

Title of Activity or Service: Utility Procurement Contract
Proposed Dates of Operation: November, 2020 – November 2023
Client Population/Number to be Served: N/A

Summary Statements

1) Narrative Description of Proposed Services:

Oneida County currently procures electric utility service from Constellation NewEnergy, Inc. through a “piggyback” contract public bid conducted by Genesee County and managed by the Municipal Gas and Electric Alliance (MEGA Contract). MEGA serves more than 300 municipalities and private business in upstate New York and through aggregated utility procurement via competitive bid offers very competitive pricing. Current contracts expire in November 2020.

2) Program/Service Objectives and Outcomes: Acceptance of this contract will result in significant cost saving for electric utility services for Oneida County. Funding amount shown is an annual cost.

3) Program Design and Staffing: N/A

4) Funding **Account #:** Various .414
Total Funding Requested: \$1,200,000.00
Oneida County Dept. Funding Recommendation: \$1,200,000.00

Proposed Funding Sources	Federal:
	New York State:
	County: \$1,200,000.00
	Other:

Past Performance Data: N/A
O.C. Department Staff Comments: None



ONEIDA COUNTY
 DEPARTMENT OF PUBLIC WORKS
 George E. Carle Complex
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 Phone: (315) 793-6200 Fax: (315) 768-6299

ANTHONY J. PICENTE JR.
 County Executive

MARK E. LARAMIE, P.E.
 Commissioner

August 21, 2020

FN 20 20273

Anthony J. Picente, Jr.
 Oneida County Executive
 800 Park Avenue
 Utica, NY 13501

PUBLIC WORKS

WAYS & MEANS

Dear County Executive Picente,

Executive orders issued by the Governor of New York State associated with COVID-19 have resulted in significant changes to Oneida County's standard operating procedures. Compliance with the social distancing requirements of the orders was not possible solely utilizing existing facilities and office space. Approximately 140 County employees have been temporarily relocated to Griffiss to achieve minimum social distancing requirements. For many reasons, a long-term solution at an alternative location is required immediately. The only cost effective and timely option is leased office space.


On July 9, 2020, the Department of Public Works solicited proposals for approximately 35,000 square feet of office space located in the vicinity of Rome or Utica. Three proposals were received for the following locations:

- 6 Rhoads Drive, Utica, NY
- 1877 Black River Boulevard, Rome, NY
- 501 Bleecker Street, Utica, NY

It was determined that 501 Bleecker Street is the most cost competitive and operationally efficient location. Space requirements and the final lease rate were negotiated and I recommend approval of the enclosed lease agreement. The agreement stipulates a five (5) year term, with three possible five (5) year renewal options. The annual lease rate for the first five-year term would be \$307,043.64 plus electric and gas utilities. A specified termination fee would be owed by the County if the first renewal option is not exercised, to reimburse the landlord's unrecovered expenses.

If the enclosed lease agreement is acceptable, then please forward to the Oneida County Board of Legislators for approval. Thank you for your continued support.

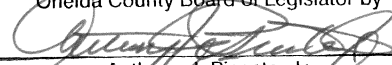
Sincerely,


 Mark E. Laramie, P.E.
 Commissioner



Enclosure

Reviewed and Approved for submittal to the
 Oneida County Board of Legislator by


 Anthony J. Picente, Jr.
 County Executive

Date 8-21-20

Oneida Co. Department: Public Works

Competing Proposal X
Only Respondent _____
Sole Source RFP _____
Other _____

**ONEIDA COUNTY BOARD
OF LEGISLATORS**

Name & Address of Vendor: 501 Bleecker Street Corporation
7511 Brigatine Lane
Parkland, FL 33067

Title of Activity or Service: Office Space Lease

Proposed Dates of Operation: November 1, 2020 to October 31, 2025

Client Population/Number to be Served:

Summary Statements

- 1) **Narrative Description of Proposed Services:** This lease agreement will be for office space for the Department of Family and Community Services, needed due to the impact of COVID-19 workspace requirements. This lease has an initial 5-year term and includes optional renewal terms. The landlord will also provide construction services to meet County requirements.

- 2) **Program/Service Objectives and Outcomes:** To move County employees into office space that can accommodate the space requirements associated with COVID-19.

- 3) **Program Design and Staffing:** N/A

Total Funding Requested: \$307,043.64 annual **Account #** Various
\$1,535,218.20 (5-year term)

Oneida County Dept. Funding Recommendation: \$307,043.64

Proposed Funding Sources (Federal \$/ State \$/County \$): Federal \$117,874.05 / State \$105,715.13 / County \$83,454.46 annually.

Cost Per Client Served: N/A

Past Performance Data: None

O.C. Department Staff Comments: This location was chosen through an RFP process and is the best option available for the County. There is an urgent need to move employees into this space before the end of the year.

Anthony J. Picente Jr.
Oneida County Executive



Joseph M. Johnson
Commissioner of Personnel

**ONEIDA COUNTY
DEPARTMENT OF PERSONNEL**

County Office Building ♦ 800 Park Avenue ♦ Utica, New York 13501-2986
Phone: (315) 798-5726 ♦ Fax: (315) 798-6490
E-mail: labor@ocgov.net

July 21, 2020

FN 20 20 - 274

HEALTH & HUMAN SERVICES

Anthony J. Picente, Jr.
Oneida County Executive
800 Park Avenue
Utica, New York 13501

WAYS & MEANS

Dear County Executive Picente:

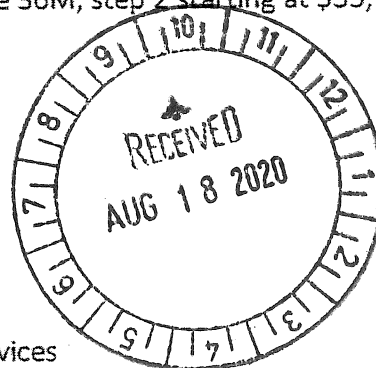
Attached for your review and approval is correspondence from Colleen Fahy-Box, Commissioner of Social Services, requesting the addition of the title Contract Administrator I to the Oneida County Classification Plan. Attached is the job specification for the title that outlines the responsibilities and duties for the position.

Commissioner Fahy-Box has expressed the need for a title that will coordinate the contract management functions for the Department of Family and Community Services as a whole. I recommend the salary for Contract Administrator I be set at grade 36M, step 2 starting at \$55,781. I am not requesting any positions be created at this time.

If you concur, please forward this letter to the Board of Legislators and ask that they set the salary for the title of Contract Administrator I to grade 36M, step 2 starting at \$55,781.

Sincerely,

Joseph M. Johnson
Commissioner of Personnel



cc: Colleen Fahy-Box, Commissioner of Social Services
County Attorney
Budget

Reviewed and Approved for submittal to the
Oneida County Board of Legislator by

Anthony J. Picente, Jr.
County Executive

Date 8-18-20



ONEIDA COUNTY DEPARTMENT OF FAMILY AND COMMUNITY SERVICES

Commissioner's Office
County Office Building 800 Park Avenue Utica, NY 13501
Phone: (315) 798-5733 Fax: (315) 798-5218

July 13, 2020

Joseph M Johnson, Commissioner
Oneida County Department of Personnel
800 Park Avenue
Utica, NY 13501

RE: New Title

Dear Commissioner Johnson,

The Department of Family and Community Services is in need of a position to coordinate the contract management functions for the divisions and programs within the department, including the Department of Social Services, Office for the Aging, Youth Bureau, and the Veterans Service Agency. This position will also be responsible for auditing contract agency expenditures and monitoring programmatic compliance.

I am respectfully requesting that the title of Contract Administrator 1 be added to the County classification plan at grade 36M, step 2. This grade is commensurate with the level of responsibilities included in the job specifications.

This will not require the creation of a new position as I am recommending the reclassification of an existing position, Director of Administrative Services, grade 36M, to be utilized for this essential position.

Sincerely,

Colleen Fahy-Box,
Commissioner

Jurisdictional Class: Competitive
EEO Category: Professionals
Revised: 07/20/2020

CONTRACT ADMINISTRATOR I

DISTINGUISHING FEATURES OF THE CLASS: This is a professional and administrative position involving the responsibility for planning, organizing, developing, monitoring, and analyzing grant programs and contract procedures in various program areas. The work includes compiling and interpreting various forms of data in preparing grant and program plan formulation. The incumbent works under the general supervision of a higher-level administrator. Supervision may be exercised over the work of paraprofessional and clerical assistants. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plans, negotiates and develops contracts in collaboration with other program and fiscal personnel;

Collects, compiles and interprets program and financial data;

Coordinates requests for proposals and requests for provider interest for the provision of services in accordance with Federal, State, and Oneida County procurement requirements;

Oversees the electronic contract manager tracking database;

Establishes contact and maintains liaison with service provider agencies;

Prepares narrative reports and records as necessary for compliance with Federal, State and local regulations and standards;

Assists in the presentation and explanation of reports and other data to County and other officials;

Reviews and approves monthly vouchers submitted by contractors for accuracy, completeness and adherence to contractual compliance;

Compiles economic and demographic data in order to assist with planning, monitoring and evaluation of service provider agencies to determine effectiveness of services and programs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern principles and practices of contract administration; good knowledge of the principles, practices, methods, terminology and execution of accounting practices; good knowledge of the organizational structure, goals and objectives of the agency; ability to compile, analyze, and interpret statistical data related to social services administration; ability to prepare detailed written reports and procedures and make specific recommendations; ability to maintain cooperative relationships with public and private agencies and organizations.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree **AND** two (2) of administrative* experience; **OR**

continued...

MINIMUM QUALIFICATIONS (cont'd):

- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree **AND** three (3) years of administrative* experience;
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree **AND** five (5) years of administrative* experience;

*Administrative experience is defined as responsibility for direction, and control of, an organization or an organizational unit. In addition to the supervision of work groups, the administrator is responsible for planning, budgeting and program evaluation. Experience performing a specialized function, such as, budgeting, finance, program analysis or personnel, which does not involve overall responsibilities, is not considered administrative experience.

Adopted: 01/10/1989

Revised: 06/20/1989; 05/28/1996; 01/18/2001; 05/13/2008; 07/20/2020



ONEIDA COUNTY BOARD OF LEGISLATORS

George Joseph, Majority Leader
7315 Merriman Road ♦ Clinton, New York 13323
Phone: (315) 853-3006 ♦ Email: nrthstr40@aol.com

August 28, 2020

FN 20 20 - 275

Board of Legislators
Oneida County
800 Park Avenue
Utica, New York, 13501

WAYS & MEANS

RE: Appointment to the Oneida County Board of Ethics

Honorable Members:

In accordance with Section 5(C) of Local Law No. 2 of 2017, I submit to you the name of a recommended appointment to the Oneida County Board of Ethics.

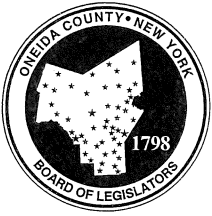
Dean Dzwonkas
5102 Stop 7 Road
Whitesboro, NY 13492
2 year term: Expires 12/31/2021

I request that this be placed on your Agenda for consideration at your September 9, 2020 Board meeting.

Thank you for the Board's kind attention to this matter.

Very truly yours,


George Joseph
Majority Leader



ONEIDA COUNTY BOARD OF LEGISLATORS

ONEIDA COUNTY OFFICE BUILDING ♦ 800 PARK AVENUE ♦ UTICA, N.Y. 13501-2977

Gerald J. Fiorini
Chairman
(315) 798-5900

Mikale Billard
Clerk
(315) 798-5404

George Joseph
Majority Leader

Philip M. Sacco
Minority Leader

FN 20 20 - d76

August 28, 2020

WAYS & MEANS

Board of Legislators
Oneida County
800 Park Avenue
Utica, New York, 13501

RE: Appointment to the Oneida County Board of Ethics

Honorable Members:

In accordance with Section 5(C) of Local Law No. 2 of 2017, I submit to you the name of a recommended appointment to the Oneida County Board of Ethics.

Greg Sacco
11379 Bell Hill Rd.
Deerfield, NY 13502
2 year term: Expires 12/31/2021

I request that this be placed on your Agenda for consideration at your September 9, 2020 Board meeting.

Thank you for the Board's kind attention to this matter.

Very truly yours,

Phil Sacco
Minority Leader