



# 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

Timothy Julian  
Minority Leader

## COMMUNICATIONS FOR DISTRIBUTION September 13, 2023 MEETING

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

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AVAILABLE ON WEBSITE ONLY  
[www.ocgov.net](http://www.ocgov.net)

Preserving the environment through integrated recovery and disposal.

**MEMORANDUM**

FN 20 23-272

**READ & FILED**

**TO:** Oneida and Herkimer County Legislators  
Anthony Picente, Oneida County Executive  
James Wallace, Herkimer County Administrator

**FROM:** William A. Rabbia, Executive Director 

**DATE:** August 2, 2023

**RE:** Regional Demolition Program

Attached please find information related to our Regional Demolition Program. This year will be the 17<sup>th</sup> we have offered this assistance to municipalities. Beyond the assistance outlined, we also cover the transportation costs associated with the projects when the site can accommodate transfer trailers.

Please feel free to contact me with any questions.

WAR/jmt

Attachment

O:\DOCUMENTS\MUNI\REGIONAL DEMO PROGRAM\MUNI\_REGIONAL DEMO PROGRAM\_MEMO RE 2023 Regional Demo Program-Legislators, Picente, Wallace\_20230801.docx

**BOARD OF DIRECTORS**

Kenneth A. Long  
*Chairman*

Vincent J. Bono  
*Vice Chairman*

Richard G. Redmond  
*Treasurer*

Neil C. Angell

Steven R. Boucher  
James M. D'Onofrio  
James A. Franco

Barbara Freeman  
Nancy A. Novak  
James M. Williams

William A. Rabbia  
*Executive Director*

Jodi M. Tuttle  
*Authority Board Secretary*

**GET SOCIAL WITH THE AUTHORITY:**



Preserving the environment through integrated recovery and disposal.

## MEMORANDUM

**TO:** City, Village and Town Mayors and Supervisors  
**FROM:** William A. Rabbia, Executive Director  
**DATE:** August 2, 2023  
**RE:** Regional Demolition Program

As we have worked with local governments for over 30 years, we recognize the significant cost of demolishing abandoned, dilapidated structures. In 2007, the Authority started a program to help local governments with their efforts to clean up these deteriorating structures. We are again offering this program to make available a demolition crew (including equipment) to demolish abandoned structures owned by a municipality. The crew will come from the Authority landfill facility. The program is limited to the four winter months (December through March) when waste volumes are the lowest. The Authority will not charge for the demolition crew and equipment. Costs to the municipality will be for the transportation and disposal of the demolition debris which must be landfilled. We would also ask municipalities to assist with dust suppression as needed, securing and fencing site, disconnecting and capping utilities, and completing backfill. In deciding which structures to demolish, we will consider the condition, location, and coordination of the required equipment.

The following guidelines have been established for the program:

1. Demolitions must be done in the December to March timeframe.
2. Only structures owned by the county, town, village, or city are eligible.
3. The program is intended primarily for wood framed residential structures. Other structures may be considered by the Authority. If a demolition requires additional equipment, other arrangements may have to be made by the municipality.
4. Prior compliance with asbestos survey and abatement per NYS Department of Labor Industrial Code Rule 56 will be required. Structures that have been condemned due to being structurally unsound that would require the demolition of the structure with asbestos in place will not be eligible for this program.
5. Applications must be submitted no later than October 31<sup>st</sup>. The application form is enclosed.

If you have any questions, please feel free to call Deputy Executive Director Josh Olbrys at the Regional Landfill at (315)733-1224 Ext. 4301.

WAR/jmt

Enclosure

O:\DOCUMENTS\MUNI\REGIONAL DEMO PROGRAM\MUNI\_REGIONAL DEMO\_Memo Mayors and Supv RE 2023 Program\_20230802\_war.docx

### BOARD OF DIRECTORS

Kenneth A. Long  
*Chairman*

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James M. Williams

William A. Rabbia  
*Executive Director*

Jodi M. Tuttle  
*Authority Board Secretary*

GET SOCIAL WITH  
THE AUTHORITY:



**ONEIDA-HERKIMER SOLID WASTE AUTHORITY  
REGIONAL DEMOLITION PROGRAM**

1600 Genesee Street, Utica, NY 13502 (315) 733-1224

MUNICIPALITY NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

MUNICIPALITY MAILING ADDRESS: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

MUNICIPAL CONTACT PERSON OR SITE REPRESENTATIVE: \_\_\_\_\_ TITLE: \_\_\_\_\_

PREFERRED DATE OF DEMOLITION: \_\_\_\_\_ STRUCTURE PHOTOGRAPHS ATTACHED \_\_\_\_\_  
(DECEMBER 1<sup>ST</sup> – APRIL 1<sup>ST</sup>) YES NO

ADDRESS OF STRUCTURE TO BE DEMOLISHED \_\_\_\_\_ TAX PARCEL NUMBER: \_\_\_\_\_

CURRENT PROPERTY OWNER: \_\_\_\_\_

CERTIFICATION OF INSURANCE ATTACHED: \_\_\_\_\_ YES NO

**UTILITIES TERMINATION CERTIFICATION**

CERTIFICATION OF TERMINATION OF WATER SERVICE: \_\_\_\_\_ YES NO

CERTIFICATION OF TERMINATION OF ELECTRIC SERVICE: \_\_\_\_\_ YES NO

CERTIFICATION OF TERMINATION OF NATURAL GAS SERVICE: \_\_\_\_\_ YES NO

CERTIFICATION OF TERMIMNATIOM OF SEWER SERVICE: \_\_\_\_\_ YES NO

ALL UTILITY LINES DISCONNECTED AND CAPPED: \_\_\_\_\_ YES NO

UNDERGROUND UTILITIES MARKED: \_\_\_\_\_ YES NO

STATUS OF ASBESTOS SURVEY AND ABATEMENT:  
ATTACH COPIES OF CERTIFICATION OF ASBESTOS SURVEY, ABATEMENT AND DISPOSAL OR ANTICIPATED SCHEDULE FOR COMPLETION OF ASBESTOS REMOVAL.

Certification – I hereby declare that the contents of this structure is classified as non-hazardous and in fact non-friable asbestos construction and demolition debris as defined in NYCRR Part 364. The disposal of material shall be at an Oneida-Herkimer Solid Waste Authority facility. I certify that the above information is true and correct.

\_\_\_\_\_  
Municipal Representative Title Date

MAYOR/TOWN SUPERVISOR NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

CERTIFICATION BY MUNICIPAL CLERK (NAME): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



**Memorializing petition by  
Oneida County  
Board of Legislators**

FN 20 23 - 273

F.N. 2023- XXX

**READ & FILED**

**MEMORIALIZING PETITION URGING GOVERNOR HOCHUL TO SIGN  
LEGISLATION TO ENSURE THAT RESPONDING AMBULANCE SERVICE  
COMPANIES RECEIVE DIRECT PAYMENT FOR ALL EMERGENCY TRANSPORTS**

**Sponsor: Mme. Pratt, Messrs. Flisnik, Waterman, Buck**

**WHEREAS**, ambulance service providers play a vital role in public health and safety services across New York state, and

**WHEREAS**, the constant and prompt availability of ambulance response is something that all of our citizens have grown accustomed to and it is essential to the survivability of all New Yorkers when there is a medical crisis, and

**WHEREAS**, fair and direct reimbursement for those services is paramount to the financial stability and continued availability of ambulances to respond, and

**WHEREAS**, ambulance services in the state treat and transport anyone, regardless of insurance or ability to pay, but when the provider isn't a member of the patient's insurance network, the patient is paid directly instead of the ambulance agency, and

**WHEREAS**, emergency medical services providers too often are not paid by patients for ambulance transportation even though they receive payment from the insurance company, and

**WHEREAS**, too many of those patients never pay the ambulance providers, weakening the emergency medical services system, and

**WHEREAS**, it is time health insurance companies pay providers what they are owed without burdening patients, and

**WHEREAS**, the “direct pay” legislation (S.1466/A.250) passed by the State Legislature streamlines the process by which ambulance service providers are reimbursed by health insurers by allowing for health insurers to send payments directly to ambulance providers, and

**WHEREAS**, this legislation will assure that responding ambulance service will receive direct payment for all ambulance service transports upon submission of an invoice to the insurance company without the need for the responding ambulance company to be a preferred provider, and

**NOW THEREFORE BE IT RESOLVED**, the Oneida County Board of Legislators urges Governor Kathy Hochul to sign the “direct pay” legislation to ensure ambulance service providers receive the critical financial resources needed to continue doing their jobs safely and effectively, delivering the best possible outcomes for patients across New York state, and

**BE IT FURTHER RESOLVED**, that a copy of this resolution be sent to Governor Kathy Hochul, State Senators Joseph A. Griffo and Rachel May, State Assembly members Marianne Buttenschon, Brian D. Miller, Kenneth Blankenbush and Robert Smullen, and others deemed appropriate.

Aug. 9, 2023

Legislators Supporting Petition

Legislators Opposing Petition

Ann Elms

David P. ...

Norm Leach

Mark ...

Ken ...

...

...

...







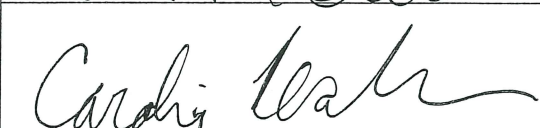
RK ...

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Legislators Supporting Petition	Legislators Opposing Petition
	
	
	
	
	
	
	

The enclosed petition represents the opinion of those members of the Oneida County Board of Legislators signing the same regarding the contents or subject matter of the petition. Under the Rules of the Board, a Legislator may sign said petition or may, in the alternative, elect not to sign the petition. There are 23 members of the Oneida County Board of Legislators.





ONEIDA COUNTY  
DEPARTMENT OF INFORMATION TECHNOLOGY  
Oneida County Office Building + 800 Park Avenue + Utica, NY 13501

ANTHONY J. PICENTE JR.  
County Executive

CHUCK KLEIN  
Director

FN 20 23-274

July 12, 2023

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

GOVERNMENT OPERATIONS

WAYS & MEANS

Dear County Executive Picente,

Cyber security remains the top of the Information Technology Department. We are always evaluating our capabilities and looking for ways to improve our defenses against cyber-attacks. One way we can do this is to improve upon our Security Operations Center (SOC).

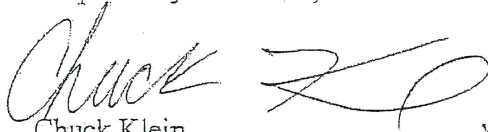
Our current SOC has been a tremendous asset to Oneida County however it does have limitations. The SOC is currently staffed M-F 8 a.m. – 5 p.m. with on-call support available outside normal hours of operation. Since cyber-attacks can happen at any time of day, it is critical we have 24 x 7 support.

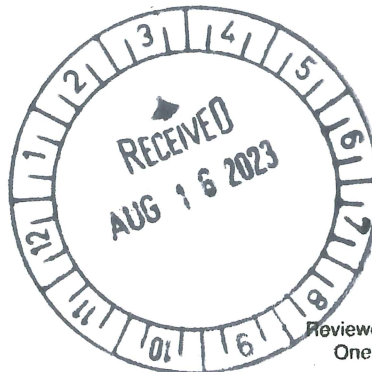
New York State Information Technology and Division of Homeland Security have partnered to create the Joint Security Operations Center (JSOC). This service is being offered at no cost to County governments. The service includes free end point protection, 24 X 7 monitoring, and response when potential cyber-attacks are detected. The term of this agreement is 3 years.

Participation in this program, will bolster our defenses and improve response time by allowing the JSOC cyber team a centralized view of threat data across the State. Since this program is being offered free of charge, the County can realize an estimated annual savings of \$180,000.

I have included for your review the Intergovernmental Agreement that outlines this program. If the enclosed agreement meets your approval, I respectfully request this proposal be forwarded to the Board of Legislators for consideration.

Respectfully submitted,

  
Chuck Klein  
Director, Information Technology



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

  
Anthony J. Picente Jr.  
County Executive  
Date 8/16/23

OC Department: Information Technology

Competing Proposal \_\_\_\_\_  
Only Respondent \_\_\_\_\_  
Sole Source RFP \_\_\_\_\_  
Other   X  

**ONEIDA COUNTY BOARD  
OF LEGISLATORS**

**Name & Address of Vendor:** NYS Office of Information Technology Services  
Empire State Plaza  
Albany, NY 12220

NYS Division of Homeland Security and Emergency  
Services  
1220 Washington Ave. Bldg. 7A  
Albany, NY 12226

**Title of Activity or Service:** Intergovernmental Agreement for Endpoint Protection

**Proposed Dates of Operation:** Commence Upon Effective Date – Three Years (automatic  
renewal)

**Client Population/Number to be Served:** All users connected to the County Network

**Summary Statements:**

- 1) **Narrative Description of Proposed Services:** This agreement is with the State of New York, and will provide the County with a free license to Endpoint Detection and Response software, which is sophisticated software that monitors digital activity (but provides no access to the actual data) of the County's devices to identify and stop intrusions and data breaches.
- 2) **Program/Service Objectives and Outcomes:** N/A
- 3) **Program Design and Staffing:** N/A

**Total Funding Requested:** \$0

**Account #:** N/A

**Oneida County Dept. Funding Recommendation:** N/A

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

**Cost Per Client Served:** N/A

**Past Performance Data:** N/A

**O.C. Department Staff Comments:** N/A

Anthony J. Picente, Jr.  
County Executive



Ashlee L. Thompson  
Commissioner

**ONEIDA COUNTY DEPARTMENT OF MENTAL HEALTH**

800 PARK AVENUE, 9<sup>TH</sup> FLOOR, UTICA, NY 13501

PHONE: 315-768-3660 & FAX: 315-768-3670

mentalhealth@ocgov.net

August 16, 2023

FN 20 23 275

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

HEALTH & HUMAN SERVICES

WAYS & MEANS

Dear Mr. Picente:

Enclosed is the Staff Sergeant Parker Gordon Fox Suicide Prevention Grant Program Grant Agreement for a Renewal Award, which sets forth Oneida County's desire to continue with the U.S. Department of Veterans Affairs suicide prevention program for another year. The County is required to sign the Agreement for Renewal Award before it can be reviewed by the Board of Legislators. If the County is approved for another year, the U.S. Department of Veterans Affairs will award our office an amount up to \$750,000.00. Funds will be used by the Mental Health Department to contract with providers to meet the needs of eligible veterans and their families through outreach, provision or coordination of suicide prevention services, and connection to the Veterans Affairs and community resources.

The renewal grant period will be from September 30, 2023, through September 30, 2024. Matching funds are not required.

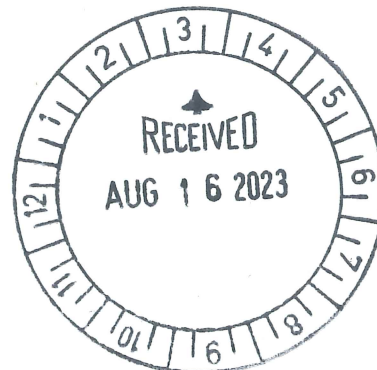
Having received special permission from the Oneida County Board of Legislators for you to execute this Agreement for Renewal Award in order to meet the deadline we were given to commit to a renewal year of the program, I request that you execute the document and forward it to the Oneida County Board of Legislators for their review and approval. Should you have any questions or concerns, please notify me.

Thank you for your time and assistance in this matter.

Sincerely,

Ashlee L. Thompson, MHA, MSEd., Master CASAC  
Commissioner of Mental Health

ALT/sar



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

Anthony J. Picente, Jr.  
County Executive

Date 8/16/23

**Oneida Co. Department: Mental Health**

**Competing Proposal \_\_\_\_\_**  
**Only Respondent \_\_\_\_\_**  
**Sole Source RFP \_\_\_\_\_**  
**Other X \_\_\_\_\_**

**ONEIDA COUNTY BOARD  
OF LEGISLATORS**

**Name & Address of Vendor:** U.S. Department of Veterans Affairs  
810 Vermont Ave, NW  
Washington, DC 20420

**Title of Activity or Service:** Suicide Prevention Grant Program

**Proposed Dates of Operation:** 09/30/2023 – 09/30/2024

**Client Population/Number to be Served:** Eligible Veterans and their Families

**Summary Statements**

**1) Narrative Description of Proposed Services:**

Funds will be used by the Mental Health Department to assist eligible individuals and their families.

**2) Program/Service Objectives and Outcomes:**

Assist eligible individuals and their families through outreach, provision or coordination of suicide prevention services, and connection to the VA and community resources.

**3) Program Design and Staffing**

**Total Funding Requested:** \$750,000.00 **Account**

**Oneida County Dept. Funding Recommendation:** \$750,000.00

**Proposed Funding Sources (Federal \$/ State \$/County \$):** 100% Federal

**Cost Per Client Served:** N/A

**Past Performance Data:** N/A

**O.C. Department Staff Comments:** None

# ONEIDA COUNTY HEALTH DEPARTMENT



ANTHONY J. PICENTE, JR  
ONEIDA COUNTY EXECUTIVE

DANIEL W. GILMORE, PH.D., MPH  
DIRECTOR OF HEALTH



"PROMOTING & PROTECTING THE HEALTH OF ONEIDA COUNTY"

OCGOV.NET/HEALTH

FN 20

23 276

August 14, 2023

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

HEALTH & HUMAN SERVICES

WAYS & MEANS

Dear Mr. Picente:

Attached is a five-year grant between Oneida County through its Health Department and the New York State Department of Health for an Immunization Action Plan for vaccine preventable disease.

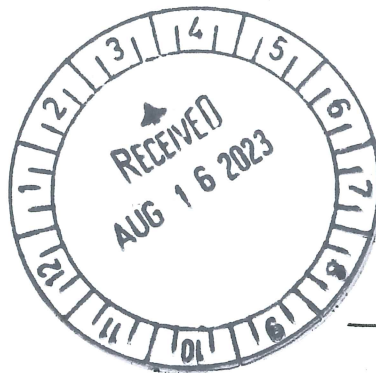
The New York State Department of Health is contracting with Oneida County under contract (DOH01-C38456GG-3450000) to conduct assessment, outreach, and education activities to increase pediatric and adult immunization rates to reduce the occurrence of vaccine preventable disease (VPD).

This agreement is for a NYSDOH approved budget and work plan for a five-year agreement. The five-year term runs from April 1, 2023, through March 31, 2028. The total five-year reimbursement amount is \$575,685.00 (\$115,137.00 per fiscal year).

This agreement supports programs mandated by Public Health Law. If you are in agreement with the attached, please forward to the Board of Legislators for further approval.

Sincerely,

Daniel W. Gilmore, Ph.D., MPH  
Public Health Director



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

Anthony J. Picente, Jr.  
County Executive  
Date 8/16/23

ADMINISTRATION  
ADIRONDACK BANK BLDG., 5<sup>TH</sup> FL.,  
185 GENESEE ST. UTICA, NY 13501  
TEL: (315) 798-6400 • FAX: (315) 286-6138

SPECIAL CHILDREN SERVICES  
ADIRONDACK BANK BLDG., 5<sup>TH</sup> FL.,  
185 GENESEE ST. UTICA, NY 13501  
TEL: (315) 798-5249 • FAX: (315) 731-3491

ENVIRONMENTAL HEALTH  
ADIRONDACK BANK BLDG., 4<sup>TH</sup> FL.,  
185 GENESEE ST. UTICA, NY 13501  
TEL: (315) 798-5064 • FAX: (315) 798-6486

CLINICAL SERVICES  
406 ELIZABETH ST. UTICA, NY 13501  
TEL: (315) 798-5748 • FAX: (315) 798-1057

12

Oneida Co. Department: Health\_\_

Competing Proposal \_\_\_\_\_  
Only Respondent \_\_\_\_\_  
Sole Source RFP \_\_\_\_\_  
Other Renewal

**ONEIDA COUNTY BOARD  
OF LEGISLATORS**

**Name & Address of Vendor:** New York State Department of Health  
Bureau of Immunization  
Room 649, Corning Tower, ESP  
Albany, New York 12237

**Title of Activity or Service:** NYSDOH Immunization Action Plan

**Proposed Dates of Operation:** April 1, 2023 to March 31, 2028

**Client Population/Number to be Served:** Oneida County residents

**Summary Statements**

**1) Narrative Description of Proposed Services:** The Oneida County Department of Health Public Diagnostic and Treatment Health Clinic will conduct assessment, outreach and education activities to increase pediatric and adult immunization rates to reduce the occurrence of vaccine preventable disease (VPD).

**2) Program/Service Objectives and Outcomes:** Increase 4-DTAP, 3+Polio, 1+ MMR, 3+Hib, 3+ HepB, 1+ Varicella, 4+ PCV immunizations among 19- to 35-month-olds and increase HPV vaccination coverage for boys and girls 13 years old; increase flu vaccination coverage for 18+ 5% each year, over 5 years; reduce disparities among special underserved populations; improve County wide NYSIIS accuracy and completeness; ensure administrative structure fits IAP program

**3) Program Design and Staffing:** All activities are performed by Clinic staff

**Total Funding Requested:** \$575,685.00      Account #      A4089  
Revenue Account:      A3408

**Oneida County Dept. Funding Recommendation:** NA

**Proposed Funding Sources (Federal \$/ State \$/County \$):** 100% Federal/NYSDOH funded

**Cost Per Client Served:** NA

**Past Performance Data:** NA

**Mandated Program:** Supports mandated programs

**O.C. Department Staff Comments:** None

Anthony J. Picente Jr.  
Oneida County Executive



Amanda L. Cortese-Kolasz  
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

August 8, 2023

Hon. Anthony J. Picente, Jr.  
Oneida County Executive  
800 Park Avenue

FN 20 23-277  
HEALTH & HUMAN SERVICES  
WAYS & MEANS

**Re: Transfer of Position 6011-801 (Part Time Social Welfare Examiner) to Cost Center 6012**

Dear County Executive Picente:

As part of the reorganization plan presented by Colleen Fahy-Box, Commissioner of Social Services, the Department of Family and Community Services is requesting to transfer position number 6011-801 (Part Time Social Welfare Examiner) to Cost Center 6012.

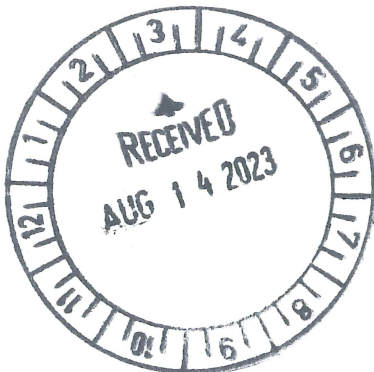
If you concur, I respectfully request that you forward this recommendation to the Board of Legislators for consideration at their next meeting. As always, I am available to address any questions or concerns that either you or the Board may have regarding this matter.

Respectfully submitted,

Amanda L. Cortese-Kolasz  
Commissioner of Personnel

Enclosure

cc: Department of Family and Community Services  
County Attorney  
Budget



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

Anthony J. Picente, Jr.  
County Executive  
Date 8-8-23



**ONEIDA COUNTY  
DEPARTMENT OF PERSONNEL**

County Office Building ♦ 800 Park Avenue ♦ Utica, New York 13501-2986  
Phone: (315) 798-5726 ♦ Fax: (315) 798-6490

August 3, 2023

Hon. Anthony J. Picente, Jr.  
Oneida County Executive  
800 Park Avenue

FN 20 23 278

HEALTH & HUMAN SERVICES  
WAYS & MEANS

**Re: Creation of Title Senior Veterans Service Officer and Transfer of Position from Cost Center 6011 to Cost Center 6510**

Dear County Executive Picente:

As part of the reorganization plan presented by Colleen Fahy-Box, Commissioner of Social Services, the Department of Family and Community Services wishes to adopt a new title for promotional opportunities within the Veterans Services Division. To that end, working with the Department, I have added the title Senior Veterans Service Officer to the Oneida County Civil Service Classification Plan. I have attached the job specification for the title that outlines the duties and responsibilities for the position.

I recommend that the salary for Senior Veterans Service Officer be set at Grade 30W, Step 4, starting at \$51,569.

I am not requesting that any additional positions be created at this time. The Department has submitted the necessary form to my office to reclassify an existing vacant position to this title once adopted. To that end, I am requesting that position number 6011-572 be transferred to cost center 6510 to effectuate this reorganization for the Department.

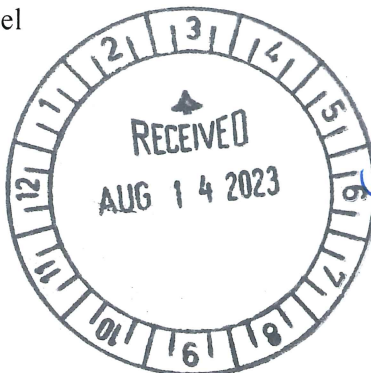
If you concur, I respectfully request that you forward this recommendation to the Board of Legislators for consideration at their next meeting. As always, I am available to address any questions or concerns that either you or the Board may have regarding this matter.

Respectfully submitted,

Amanda L. Cortese-Kolasz  
Commissioner of Personnel

Enclosure

cc: County Attorney  
Budget



Reviewed and Approved for submittal to  
Oneida County Board of Legislators by  
  
Anthony J. Picente, Jr.  
County Executive  
Date 8-8-23



Jurisdictional Class: Competitive  
EEO Category: Paraprofessional  
Adopted: 09/13/2023

## **SENIOR VETERANS SERVICE OFFICER**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for case coordination, counseling, and processing of claims for veterans and their dependents. The incumbent is responsible for exercising sound professional judgement and knowledge in the processing of claims, completing interviews and assessments to discern needs of the veteran, and making referrals for veterans as deemed necessary. The functional duties are like those of a Veterans Service Officer, except that through training and experience, the Senior Veterans Service Officer has gained the expertise to handle more complex issues with less direct supervision and apply more independent judgment. Supervision may be exercised over Veterans Service Officers, and other subordinate staff in the absence of or at the request of the Director. The work is performed under the general supervision of the Director of Veterans Services. The incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Interpret and apply the state and federal regulations and policies pertaining to Veteran Services, including Title 38;  
Provide coordination of services between the Veterans Service Agency and various County agencies and with various community-based agencies;  
Assists veterans and their families with accessing benefits such as pensions, disabilities, educational benefits, health benefits, insurance and counseling;  
Counsels families of deceased veterans including, burial arrangements, Social Security benefits, retirement pensions, life insurance payments, and survivor benefits;  
Complete research and case analysis of veteran files in order to assist in the filing of application(s) for benefits;  
Provide case management services on an individual basis through home visits including nursing homes and hospitals;  
Preside over the federal Board of Veteran Appeals proceedings concerning veterans benefit claims;  
Prepare written briefs detailing decision(s) related to administrative hearings of various veteran claims and submit for review;  
Assist the Director in administering the work of the unit;  
Act as a liaison to the Veterans Legal Services Program;  
Assist in and/or coordinate community events honoring veterans and promote community awareness and advocacy of veteran's service and needs;  
Maintains records and reports as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the underlying principles and philosophy regarding veterans' assistance programs; thorough knowledge of Federal, State, and local veterans' assistance statutes and regulations; ability to plan, assign, and supervise the work of subordinate employees; exceptional ability to deal effectively with people; sound judgment; tact; courtesy.

continued...

**MINIMUM QUALIFICATIONS:** Either:

- (A) Possession of Bachelor's Degree **AND** two (2) years of human services experience;  
**OR**
- (B) Successful completion of sixty (60) credit hours **AND** four (4) years of human services experience; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** six (6) years of human services experience.

**SPECIAL REQUIREMENTS:**

- 1. Candidate must be an honorably discharged wartime veteran unless the veteran is in possession of a Restoration of Honor Act Decision Letter restoring access to State benefits issued by the Division of Veterans' Services.
- 2. Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.

**NOTES:**

- 1. Degree(s) 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 the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.
- 2. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

Adopted: 09/13/2023



**ONEIDA COUNTY  
DEPARTMENT OF PERSONNEL**

County Office Building ♦ 800 Park Avenue ♦ Utica, New York 13501-2986  
Phone: (315) 798-5726 ♦ Fax: (315) 798-6490

August 3, 2023

FN 20 23-279

Hon. Anthony J. Picente, Jr.  
Oneida County Executive  
800 Park Avenue

HEALTH & HUMAN SERVICES  
WAYS & MEANS

**Re: Funding of Positions in the Department of Family and Community Services**

Dear County Executive Picente:

As part of the reorganization plan presented by Colleen Fahy-Box, Commissioner of Social Services, the Department of Family and Community Services is requesting that various positions that were unfunded in the 2023 budget be funded at this time. Enclosed is a letter from Commissioner Fahy-Box that fully details the request and justification for the same.

In accordance with Commissioner Fahy-Box's correspondence, I am requesting that the following positions be funded in the titles listed below:

**Child Support Division:**

- 6010-348 – Support Investigator – Grade 23W, Step 4, \$39,878
- 6010-345 – Support Investigator – Grade 23W, Step 4, \$39,878
- 6010-351 – Support Investigator – Grade 23W, Step 4, \$39,878
- 6010-470 – Support Investigator – Grade 23W, Step 4, \$39,878
- 6010-049 – Child Support Unit Supervisor Assistant – Grade 33W, Step 4, \$57,126

**Resource Division:**

- 6010-183 – Social Services Investigator – Grade 23W, Step 4, \$39,878
- 6010-543 – Social Services Investigator – Grade 23W, Step 4, \$39,878
- 6010-185 – Senior Social Services Investigator – Grade 27W, Step 4, \$46,647
- 6010-395 – Senior Social Services Investigator – Grade 27W, Step 4, \$46,647

**Medical Division:**

- 6013-166 – Chief Social Welfare Examiner- Grade 33W, Step 4, \$57,126



If you concur, I respectfully request that you forward this recommendation to the Board of Legislators for consideration at their next meeting. As always, I am available to address any questions or concerns that either you or the Board may have regarding this matter.

Respectfully submitted,

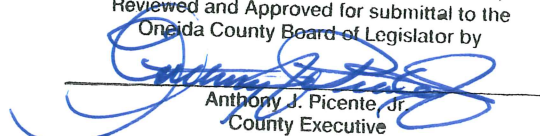


Amanda L. Cortese-Kolasz  
Commissioner of Personnel

Enclosure

cc: Department of Family and Community Services  
County Attorney  
Budget

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



Anthony J. Picente, Jr.  
County Executive

Date 8-8-23

Anthony J. Picente Jr  
County Executive

Colleen Fahy-Box  
Commissioner



**ONEIDA COUNTY DEPARTMENT OF FAMILY AND COMMUNITY  
SERVICES**

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

July 17, 2023

Amanda Cortese-Kolasz - Commissioner  
Oneida County Department of Personnel  
800 Park Ave.  
Utica, NY 13501

Dear Commissioner,

I am requesting funding for ten DFCS positions that were unfunded in the 2023 budget.

Many positions were unfunded in the 2023 budget as the Department had difficulty hiring in various titles for many reasons including the impact of the pandemic, salaries not commensurate with responsibility, and delays in civil service testing since 2020. While the department requested the positions be posted and actively recruited and interviewed, often the efforts were not successful. Due to concern regarding significant vacancies and the difficulty hiring, DFCS administration conducted an extensive assessment of the department's workforce that included a review of the tasks for all positions, analysis of projected caseload size as related to capacity and staffing, each divisions structure and program accountability, and pay grades for titles compared to other positions of similar title and responsibility for counties of similar size and/or demographics, as well as private sector titles of similar nature. Based on the review, a proposal was forwarded to the County Executive and reviewed by your department that eliminated 30 positions, recommended pay upgrades for the DFCS specific titles, and requested the remaining unfunded positions be funded as able to hire, in the hopes recruitment would be improved as the result of the DFCS restructure plan. This plan was approved at the June 14, 2023 Board of Legislators meeting.

I am pleased to report positive results in the efforts to improve recruitment and retention which has resulted in more applicants. Post pandemic the civil service tests are being scheduled timelier as well as the exam results. Together this has resulted in individuals willing to accept positions that previously were difficult to fill. As the department continues its recruitment efforts, I am hopeful there will be continued success in hiring. Many of the positions that remain unfunded are critical to department operations as explained in my letter dated June 7, 2023 submitted to the Board as part of the docket requesting the upgrades for DFCS titles.

The ten positions include:

Child Support Division (6010):

Support Investigator Pos. #348

Support Investigator Pos. #345

Support Investigator Pos. #351

Support Investigator Pos. #470

Child Support Assistant Supervisor Pos.#49

The child support investigator series has been at an approximate 40% deficit in staffing for several years. These positions are needed to complete the work required as per regulation and policy. This work provides tremendous benefit to many families and supports efforts to reduce the number of families receiving public assistance.

Resource Division (6010):

Social Services Investigator Pos. #183

Social Services Investigator Pos. # 542

Sr. Social Services Investigator Pos. # 185

Sr. Resource Investigator Pos. # 395

Please note: In the restructure plan the Resource Investigator and Sr. Resource Investigator titles were determined to be unnecessary in current operations, and therefore, declared obsolete from the Oneida County Classification Plan. Two of these three titles were eliminated however, the plan was to reclass one to the position of Sr. Social Services Investigator. Upon approval of the refunding of Sr. Resource Investigator Pos. #395, the position will be reclassified to Sr. Social Services Investigator.

Resource Division is responsible for fraud detection and investigation, recoupment and liens, collections, indigent burials, conducting NYS Inspector General investigation and agency complaint reviews, and many other important tasks. This division ensures program integrity in all the DSS public benefit programs. The Resource division has also been working at approximately half staff since the pandemic. Failing to complete these job duties results in loss of revenue and reimbursement for the County.

Medical Division (6013):

Chief Social Welfare Examiner Pos. #166

In the restructure plan it was recommended to move this position to the Income Maintenance Division (6012) to manage the Rome Services Office. This has been an identified need and as the Medicaid staffing has decreased the need for this position in that division is no longer required. The Rome Office manages approximately 40% of the Office of Temporary and Disability Assistance (OTDA) Income Maintenance related programs as well as the homeless cases in that area of the county. The office needs administrative oversight at a higher level than currently exists.

I respectfully ask that these positions be refunded. I am available for any questions or discussion.

Sincerely,



Colleen Fahy-Box  
Commissioner

Anthony J. Picente Jr.  
County Executive

Colleen Fahy-Box  
Commissioner



**ONEIDA COUNTY DEPARTMENT OF FAMILY AND COMMUNITY SERVICES**

County Office Building 800 Park Avenue Utica, NY 13501  
Phone: (315) 798-5738 Fax: (315) 798-5218

July 21, 2023

FN 20 23-240

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

HEALTH & HUMAN SERVICES  
WAYS & MEANS

Dear Mr. Picente:

I am submitting the following Extension Agreement between Oneida County and Integrated Community Alternatives Network, Inc. (ICAN).

The enclosed Extension Agreement continues the provision of information, referral services, and supplemental resources to individuals and families in homeless settings with the goal of permanent housing and integration into the community. The Contractor will continue to perform street outreach to individuals experiencing homelessness in Utica, Rome, and elsewhere in Oneida County, and effectively engage those who might not otherwise access services.

The Extension Agreement will continue outreach services through September 30, 2023. This program is 100% funded by a grant in the amount of \$354,736.00.

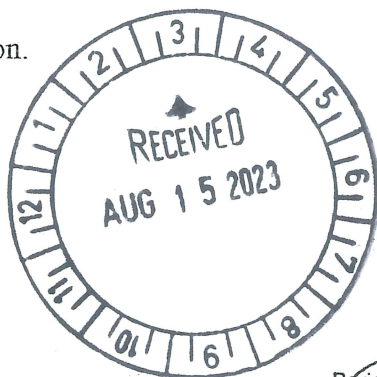
I am respectfully requesting that this matter be forwarded to the Board of Legislators for further approval.

Thank you for your consideration.

Sincerely,

*Colleen Fahy-Box*

Colleen Fahy-Box  
Commissioner



CFB/mk  
Attachment

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

*Anthony J. Picente, Jr.*

Anthony J. Picente, Jr.  
County Executive

Date 8/15/23

28

#23809 2<sup>nd</sup> Renewal

Oneida Co. Department Family and Community Services

Competing Proposal \_\_\_\_\_

Only Respondent \_\_\_\_\_

Sole Source RFP \_\_\_\_\_

**Oneida County Board of Legislators**

**Contract Summary**

**Name of Proposing Organization:** Integrated Community Alternatives Network, Inc.  
310 Main Street  
Utica, New York 13501

**Title of Activity or Services:** Street Outreach--Emergency Solutions Grant COVID

**Proposed Dates of Operations:** Extends Original Agreement through September 30, 2023

**Client Population/Number to be Served:** Individuals and families experiencing homelessness or in other housing situations considered not habitable

**SUMMARY STATEMENTS**

**1). Narrative Description of Proposed Services**

This extension will allow the Contractor to continue to provide information, referral services, and supplemental resources, to individuals and families in homeless settings to enable them to take the steps necessary to become housed and integrated into the community.

**2). Program/Service Objectives and Outcomes**

These Contractor will perform street outreach to individuals and families experiencing homelessness in Utica, Rome, and elsewhere in Oneida County and effectively engage those who might not otherwise access services.

**3). Program Design and Staffing Level –**

A full-time street outreach worker will be overseen by the Director of Transitional Services.

**Total Amount:** \$354,736.00 for the entire term of 10/1/20 through 9/30/23.

**Oneida County Dept. Funding Recommendation:** Account# A6070.49551



**Proposed Funding Source (Federal \$ / State \$ / County \$):-** Funded through an Emergency Solutions Grant COVID through the Federal Housing and Urban Development Agency (HUD) CARES Act; Oversight through New York State Office of Temporary and Disability Assistance (OTDA).

**Cost Per Client Served:**

**Past Performance Served:**

**O. C. Department Staff Comments:** This grant was renewed for two years and is now extended through a third year to allow full expenditure.

Anthony J. Picente Jr.  
County Executive

Colleen Fahy-Box  
Commissioner



ONEIDA COUNTY DEPARTMENT OF FAMILY AND COMMUNITY SERVICES  
Contract Administration, 4<sup>th</sup> Floor  
County Office Building, 800 Park Avenue, Utica, NY 13501  
Phone (315) 798-5073 Fax (315) 793-6044

July 17, 2023

FN 20 23-281

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

HEALTH & HUMAN SERVICES

WAYS & MEANS

Dear Mr. Picente:

I am submitting the following Fourth Renewal between Oneida County, through its Department of Family and Community Services, and The Lutheran Home of Central New York, Inc., for your review and approval. If this Fourth Renewal meets with your approval, please forward to the Board of Legislators for further consideration.

This Fourth Renewal is for the provision of Social Adult Day Care Services and will continue to provide community based long term care services to the frail and elderly and assist older consumers to delay or divert nursing home placement. The total amount of this Fourth Renewal is \$90,000.00, with 75% State (\$67,500.00) and 25% County (\$22,500.00) funds. This Renewal commences January 1, 2023 and terminates December 31, 2023.

I am available at your convenience to answer any questions you may have regarding this Fourth Renewal.

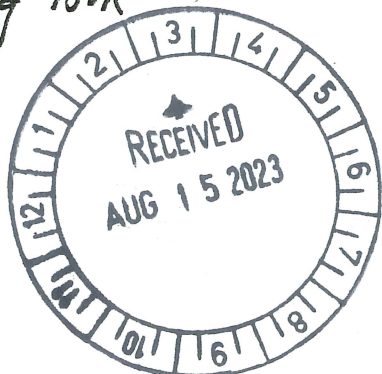
Sincerely,

*Colleen Fahy-Box*

Colleen Fahy-Box  
Commissioner

CFB/md

Enclosure



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

*Anthony J. Picente, Jr.*

Anthony J. Picente, Jr.  
County Executive

Date 8/15/23

**ONEIDA COUNTY BOARD  
OF LEGISLATORS**

**Name & Address of Vendor:** The Lutheran Home of Central New York, Inc.  
108 Utica Road  
Clinton, New York 13323

**Title of Activity or Service:** Social Adult Day Care

**Proposed Dates of Operation:** January 1, 2023 through December 31, 2023

**Client Population/Number to be Served:** Frail elderly age 60+ with functional impairment.

**Summary Statements:**

**1) Narrative Description of Proposed Services**

Social Model Adult Day Services is a structured five-hour, five-day a week adult day care that serves frail elderly individuals in a supervised group setting. The program is in compliance with the New York State Regulations for Social Adult Day Care. Eligible participants must be age 60 or older and functionally impaired, needing assistance in at least one of the following activities of daily living: toileting, mobility, transferring and eating; or needing supervision due to cognitive and /or psycho-social impairment. Services include a noon meal and transportation to and from the program

**2) Program/Service Objectives and Outcomes:**

- To provide 5-hour per weekday adult day care programming
- To provide noon meal and transportation
- To provide services that include socialization, supervision and monitoring, personal care, nutrition, and other appropriate activities
- To provide maintenance and enhancement of daily living skills, caregiver assistance, and transportation.

**3) Program Design and Staffing**

Each adult day service provider will serve OFA authorized participants with a structured 5-hour program that meets the NY State regulations. Each site will have a coordinator and sufficient staff, both paid and volunteer, to supervise participants in a safe environment, and the staff will provide appropriate activities and therapies that will enhance the participant's general wellbeing.

**Total Funding Requested:** \$90,000.00                      **Account #:** A6772.495.116

**Oneida County Dept. Funding Recommendation:** \$90,000.00

**Proposed Funding Sources (Federal \$/ State \$/County \$):**  
Federal: 0% (\$0)                      State: 75% (\$67,500.00)                      County: 25% (\$22,500.00)

**Cost Per Client Served:** \$75.00 per client per five-hour day

**Past Performance Data:** Lutheran Homes of Central New York has been providing services to Oneida County for several years.

**O.C. Department Staff Comments:** Contractor monitored regularly for compliance. All federal, state, and local program standards set forth by NYSOFA and Oneida County OFA/OCC are met.

Anthony J. Picente Jr.  
Oneida County Executive



Amanda L. Cortese-Kolasz  
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

FN 20 23-282

August 3, 2023

Hon. Anthony J. Picente, Jr.  
Oneida County Executive  
800 Park Avenue

**PUBLIC SAFETY**

**WAYS & MEANS**

**Re: Creation of Title Sentencing Mitigation Specialist and Creation of Two (2) Sentencing Mitigation Specialist Positions**

Dear County Executive Picente:

I have attached the job specification for the title Sentencing Mitigation Specialist and the letter from Public Defender, Tina L. Hartwell, concerning the need for these positions. I have added the title to the Oneida County Classification Plan, and I am recommending that the salary for this title be set at Grade 32W, Step 4, \$55,198.

Public Defender Hartwell is also requesting the creation of two (2) Sentencing Mitigation Specialist positions in cost center 1174. My understanding is that these positions will be included in the year 4 and year 5 funding contract between the County and the New York State Office of Indigent Legal Services.

If you concur, I respectfully request that you forward this recommendation to the Board of Legislators for consideration at their next meeting. As always, I am available to address any questions or concerns that either you or the Board may have regarding this matter.

Respectfully submitted,

Amanda L. Cortese-Kolasz  
Commissioner of Personnel

Enclosure

cc: Public Defender  
County Attorney  
Budget



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

Anthony J. Picente, Jr.  
County Executive

Date 8-8-23

27



**ONEIDA COUNTY PUBLIC DEFENDER**  
**CRIMINAL DIVISION**  
Historic Union Station  
321 Main St., Suite 25, Utica NY 13501  
Phone: (315) 798-5870 Fax: (315) 734-0364

TINA L. HARTWELL, ESQ.  
Public Defender

DAVID A. COOKE, ESQ.  
Chief Appellate Counsel

LUKE A. NEBUSH, ESQ.  
Chief Trial Counsel

June 26, 2023

Amanda L. Cortese-Kolasz, Esq.  
Commissioner of Personnel  
Oneida County Personnel Department  
800 Park Avenue  
Utica, New York 13501

RE: Request to Create two (2) New Positions – Sentencing Mitigation Specialists

Dear Commissioner Cortese-Kolasz:

I would like to create two (2) Sentencing Mitigation Specialists for the Public Defender – Criminal office. A sentencing mitigation specialist compiles a comprehensive and well-documented psycho-social history of a client based on an investigation of that client's entire life leading to their arrest. They analyze the significance of the information received in terms of impact on development, including effect on personality and behavior; work closely with or identifies a need for expert assistance; provide social history information to experts to enable them to conduct competent and reliable evaluations; and, they work with the defense team and experts to develop a comprehensive and cohesive report that defense counsel can utilize to present reasons for mitigation to get a more appropriate offer from the prosecution, or when sentencing a client.

Our sentencing mitigation specialists do not do the same work as our forensic mitigation specialists, but they will work closely with our forensic mitigation specialists and attorneys when additional background information about the client, the client's family and the client's upbringing directly impact the client's reasons for being in the criminal justice system. Like the forensic mitigation specialists, the sentencing mitigation specialists will play an important role in maintaining close contact with the client and his/her family while the case is pending. Please note that often times, the rapport developed in this mitigation process can be the key to persuading a client to accept a plea or go to trial. But, overall, having a sentencing mitigation specialist work as part of the defense team enhances our client-centered representation ensuring that every client is provided with the best representation possible.

Oneida County does not have sentencing mitigation specialists in any other department. However, the level of education and experience required to perform the job duties should be a sliding educational scale. In other words, the ideal applicant should have the following education and experience to apply:

- Master's Degree with one (1) year of experience in counseling, law enforcement, juvenile or criminal justice, corrections, community corrections, probation/parole, social services, mental health, social work or other public or private human services agency; OR
- Bachelor's Degree with three (3) years of experience in counseling, law enforcement, juvenile or criminal justice, corrections, community corrections, probation/parole, social services, mental health, social work or other public or private human services agency; OR
- Associates Degree with five (5) years of experience in counseling, law enforcement, juvenile or criminal justice, corrections, community corrections, probation/parole, social services, mental health, social work or other public or private human services agency.

Looking at job titles, in the County, that are similar, but not exact, I found that this position, although akin to our Forensic Evaluation Specialists, does not require the applicant to have a special license (e.g., CASAC) which also requires yearly training to maintain a license, thus the Sentencing Mitigation specialist is not at the same "level" as the Forensic Evaluation Specialist. However, similar to the Sr. Confidential Investigator, this applicant would require a special skill set (exceptional interviewing, interpersonal, investigative and writing skills) but not necessarily within one field (e.g., law enforcement) of experience. Thus, it is my opinion that this title – Sentencing Mitigation Specialist – should be similarly categorized as a 32W (starting salary \$55,198).

I respectfully request, if approved, that this position be created in the OILS Hurrell-Harring Cost Center (1174) which is fully reimbursed by New York State. These titles were created in the Year 4 and Year 5 ILS contract, which, once finalized and signed by all parties and then created by Oneida County, will be 100% reimbursed by the State.

I am happy to provide any additional information about this title and my research into this type of position including a sample mitigation report. I feel that the addition of this position would greatly enhance the quality of representation that our clients receive while also assisting the attorneys with negotiating for fair dispositions. If this meets with your approval, can you please forward the request to the County Executive for his approval and to the Board of Legislators for their approval? Thank you for your time and consideration.

Sincerely,



Tina L. Hartwell, Esq.

Public Defender, Criminal Division

Jurisdictional Class: Competitive  
EEO Category: Professional  
Adopted:

## **SENTENCING MITIGATION SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for routine case management, investigation and mitigation work that requires the application of social work skills. The incumbent works as part of a multi-disciplinary legal defense team to develop mitigation strategies that influence client-centered resolution of pending criminal cases. The incumbent performs difficult, complex and sensitive professional level case management and investigative work to support Assistant Public Defenders in effectively representing clients. The work is performed under direct supervision with latitude allowed for independent judgment. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Works as a member of the defense team to develop mitigation strategy and identify a lawful disposition and plan for the client's rehabilitation, reentry, and reintegration to the community with recommendations supported by sociological research and community resources;
- Receives client assignments from attorneys; maintains ongoing communication with defense attorneys and contributes to defense strategy by providing both supportive evidence and a detailed, documented history of the defendant and mitigation themes; attends key court dates, supplies information to the court, and/or provides testimony
- Prepares mitigation reports for attorneys and courts in regard to the seriousness of the crime committed, the individual's circumstances and risk to self and society, and the legally permissible dispositional options and makes a recommendation for or against detention, and proposes alternatives to incarceration, if appropriate;
- Meets with individuals, family members, school officials, service providers and others having contact with that individual to help prepare mitigation reports, in the community and/or correctional setting if needed;
- Gathers, verifies, reviews and analyzes social, medical, mental health, substance abuse, sex offender, legal and other documentation and interviews defendants, victims, law enforcement personnel and other case-related individuals to conduct pre-dispositional interviews and, later, prepare mitigation reports;
- Develops and maintains relationships with other social and law enforcement agencies and the court system in matters of mutual interest to assist in the preparation of mitigation reports;
- Attends trainings and keeps current with professional developments;
- Coordinates with assigned attorneys and forensic evaluation specialists in the preparation of the mitigation reports;
- Maintains the confidentiality of and proper record keeping for client files;
- Performs other duties as requested by the Public Defender.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of interviewing and investigative techniques; good knowledge of court procedures, arraignments, bail, pretrial conferences and proceedings, offenses and sentencing; good knowledge of effective assessment, case planning and management; good knowledge of social sciences, including sociology, psychology, and cultural competence; ability to understand and follow oral and written instructions; ability to analyze and organize data and prepare records and reports; ability to establish and maintain effective working relationships with others; ability to communicate effectively both orally and in writing; ability to understand and empathize with the needs and concerns of others; ability to maintain composure and make rational judgments under stressful conditions; ability to gather, assemble, analyze and evaluate facts; ability to establish and maintain cooperative relations with court personnel and others; reliable.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Possession of a Master's Degree in social work, social sciences, education, law, criminal justice, or a related field **AND** one (1) year of full-time paid experience in counseling, law enforcement, juvenile or criminal justice, corrections, community corrections, probation/parole, social services, mental health, social work or other public or private human services agency; **OR**
- (B) Possession of a Bachelor's Degree in social work, social sciences, education, law, criminal justice, or a related field **AND** three (3) years of full-time paid experience in counseling, law enforcement, juvenile or criminal justice, corrections, community corrections, probation/parole, social services, mental health, social work or other public or private human services agency, **OR**
- (C) Possession of an Associate's Degree in social work, social sciences, education, law, criminal justice, or a related field **AND** five (5) years of full-time paid experience in counseling, law enforcement, juvenile or criminal justice, corrections, community corrections, probation/parole, social services, mental health, social work or other public or private human services agency.

**SPECIAL REQUIREMENTS:**

- 1. Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.
- 2. Certain assignments made to employees in this case will require access to transportation to meet field work requirements in a timely and efficient manner.

**NOTES:**

- 1. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.
- 2. Degree(s) 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 the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at



<http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

Adopted:



**ONEIDA COUNTY  
DEPARTMENT OF PROBATION**

Boehlert Center at Union Station  
321 Main Street, 2<sup>nd</sup> Floor, Utica, New York 13501  
Utica ~ Phone: (315) 798-5914 Fax: (315) 624-3684

300 West Dominick Street, Rome, New York 13440  
Rome ~ Phone: (315) 356-2900 Fax: (315) 337-5025

Anthony J. Picente, Jr.  
County Executive

Holly Bolton  
Director

E-mail: [probation@ocgov.net](mailto:probation@ocgov.net) · Web Site: [www.ocgov.net](http://www.ocgov.net)

July 27, 2023

FN 20 23-283

Mr. Anthony J. Picente, Jr.  
Oneida County Executive  
Oneida County Office Building  
800 Park Avenue – 10th Floor  
Utica, New York 13501

**PUBLIC SAFETY**

**WAYS & MEANS**

RE: Alternative to Incarceration Grant 2023-2024

Dear County Executive Picente,

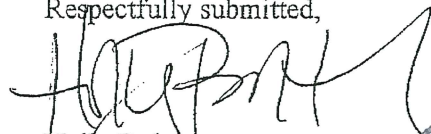
Attached is a proposed amendment to a reimbursable grant from the New York State Division of Criminal Justice Services concerning the County's Domicile Restriction Program (Alternatives to Incarceration). This amendment (i) extends the term of the original grant from July 1, 2023 to June 30, 2024, and (ii) provides reimbursement up to \$42,594.00 for expenses incurred by our Domicile Restriction Program during the amended term.

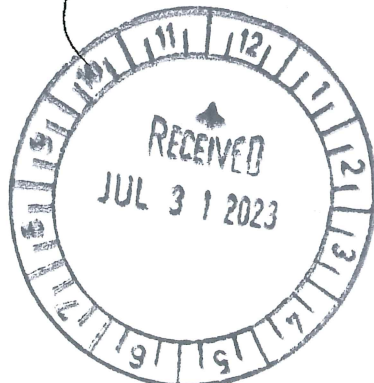
As you know, the Domicile Restriction Program provides alternatives to incarceration at the pre-trial and post-sentencing stages of the legal process, and allows defendants the opportunity to live at home, work and seek treatment instead of being incarcerated. This program is a graduated sanction of probation and utilized for both adults and juveniles. In 2022 the program replaced 10,994 days of incarceration at the Oneida County Jail and 2833 days of secure or non-secure detention of juveniles, for a total savings to the County of approximately 2.7 million dollars.

Assuming this amendment meets with your approval, please forward same to the Board of Legislators for its review and approval.

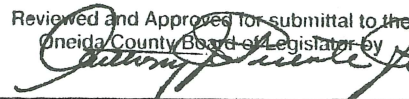
Thank you for your attention and consideration.

Respectfully submitted,

  
Holly Bolton  
Probation Director



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



Anthony J. Picente, Jr.  
County Executive

Date 7/31/23

ONEIDA COUNTY BOARD OF LEGISLATORS  
CONTRACT SUMMARY

**Name and Address of Vendor:** NYS Division of Criminal Justice Services  
80 South Swan Street  
Albany, New York 12210

**Title of Activity or Service:** Domicile Restriction Program – Alternatives to Incarceration Grant  
(amendment extending term and increasing funding)

**Proposed Dates of Operation:** July 1, 2023 to June 30, 2024

**Client Population/Number to be served:** Pre-trial and post-sentenced individuals

**Summary Statements:**

- 1.) **Narrative Description of Proposed Services:** This grant assists in funding the Domicile Restriction Program which provides alternatives to incarceration at the pre-trial and post-sentencing stages of the legal process.
- 2.) **Program/Service Objectives and Outcomes:** The program allows employed criminal defendants to continue working. In 2022, the program replaced 10,994 days of incarceration at the Oneida County Jail, a savings of \$90.00 per day for a total savings of \$989,460.00. The program also replaced 2,833 days of secure or non-secure detention for juveniles, saving the County \$1,723,518.83. The total dollar amount saved for the County through the Domicile Restriction Program is \$2,712,978.83.
- 3.) **Program Design and Staffing:** Two Probation Officers and one Probation Assistant install and monitor equipment and report compliance/violations to the Court.

**Total Funding Requested:** \$42,594.00                      **Account#:** A3141.493

**Oneida County Department Funding Recommendation:** \$42,594.00

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

**Cost Per Client Served:** \$3.80 per day, per client

**Past Performance Data:** 87% reduction in recidivism while on Domicile Restriction – 107 adults successfully completed in 2022, along with 32 juveniles successfully completing Domicile Restriction.

**O.C. Department Staff Comments:** The Probation Department recommends continuing to apply for State funding to enable this program’s continued success, as it provides a cost-effective alternative to incarceration. It reduces County costs of placing these offenders in jail and provides the opportunity for community-based supervision and services.

Mandated:   X   Not Mandated: \_\_\_\_\_



ONEIDA COUNTY  
OFFICE OF THE COUNTY EXECUTIVE

ANTHONY J. PICENTE, JR.  
County Executive  
ce@ocgov.net

August 14, 2023

Gerald Fiorini, Chairman  
Oneida County  
800 Park Avenue  
Utica, NY 13501

FN 20 23-287

**PUBLIC SAFETY**

**WAYS & MEANS**

Dear Board Chairman,

Assigned Counsel is running an estimated shortfall in its Other Fees & Services account. This deficit is the direct result of the 2023 -2024 New York State Budget that approved a retro increase in Assigned Counsels fee increase going from \$75.00 an hour to \$158.00 per hour. This increase of \$83.00 an hour will be reimbursed by New York State.

I therefore request your Board's approval for the following 2023 Supplemental Appropriation:

**TO:**

A 1340-1171.195-000 – Assigned Counsel – Other Fees & Services.....\$ 610,000.00

This Supplemental Appropriations will be fully funded by:

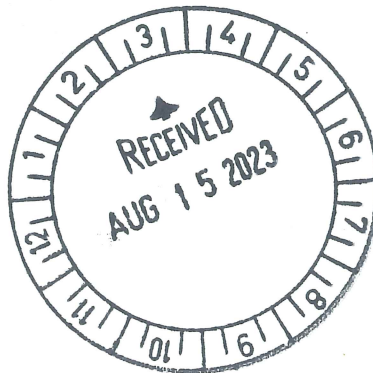
A 1340-1171.3025-115 – State Aid – Assigned Counsel - Fees.....\$ 610,000.00

Thank you for kind attention to this request.

Very truly yours,

Anthony J. Picente, Jr.  
County Executive

CC: Comptroller  
County Attorney  
Assigned Counsel



*8-15*



ONEIDA COUNTY  
OFFICE OF THE COUNTY EXECUTIVE

ANTHONY J. PICENTE, JR.  
County Executive  
ce@ocgov.net

August 8, 2023

FN 20 23-285

Gerald Fiorini, Chairman  
Oneida County  
800 Park Avenue  
Utica, NY 13501

**PUBLIC SAFETY**

**WAYS & MEANS**

Dear Board Chairman,

Emergency Services has received a bill from Intrado Life & Safety Solutions for a service contract on for the maintenance and service on the telephone system located at the Oneida County Emergency Services Center. This contract is critical to the operation of the 911 Center. Unfortunately, due to confusion during the 2023 budget season Emergency Services thought the Information Technology (IT) was going to include it in its budget and IT thought Emergency Services had in their 2023 Budget. As a result, this was never budgeted.

Fortunately, there are some funds available in the General Fund balance. This will transfer will allow payment for this critical function and will ensure its inclusion in the 2024 Emergency Services Budget.

I therefore request your Board's approval for the following 2023 Supplemental Appropriation:

**TO:**


A-3020-3120.493-000 – Emergency Services – Maint. / Repairs.....\$ 88,812.00

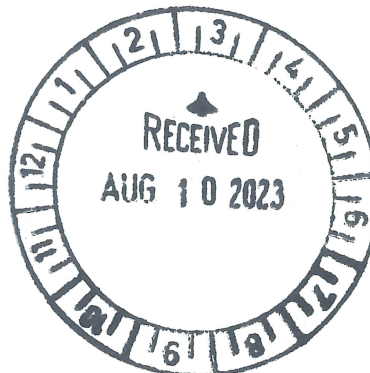
These Supplemental Appropriations will be fully funded by:

A-599 – Appropriated Fund Balance.....\$ 88,812.00

Thank you for kind attention to this request.

Very truly yours,

  
Anthony J. Picente, Jr.  
County Executive



CC: Comptroller  
County Attorney  
Director of Emergency Services

Undersheriff Joseph Lisi  
Chief Deputy Jonathan Owens

Chief Deputy Lisa Zurek  
Chief Deputy Derrick O'Meara



*Sheriff Robert M. Maciol*

August 16, 2023

FN 20 23-286

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

**PUBLIC SAFETY**

**WAYS & MEANS**

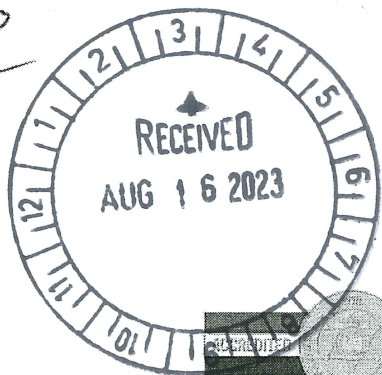
Dear County Executive Picente:

The Sheriff's Office requests approval of the accompanying "Agreement for Special Detail Services" to serve as a template for both "recurring special detail assignments" (e.g., regularly scheduled Town Court proceedings) as well as "one-time special detail events" (e.g., the Remsen Barn Fest). As you know, the Sheriff's Office is often called upon by municipalities, school districts and other entities to provide security at various events. While recurring events and one-time events are currently covered by separate templates, merging these two templates into one (along with other revisions) will streamline these arrangements and make for a more efficient contract process. The Sheriff's Office will be reimbursed by the event's host for each hour worked by "Sheriff personnel" (i.e., deputies, corrections officers and/or special patrol officers) at the maximum rate of \$69.00 per hour.

Assuming this proposed template meets with your approval, please forward it to the Board of Legislators for its review. I would like to thank you for your time and diligent attention to this matter in advance. If you have any questions, require clarification, or seek additional information from me in order to help you make a decision regarding my request, please do not hesitate to contact me at any point in time.

Sincerely,

*[Signature]*  
Robert M. Maciol  
Sheriff



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

*[Signature]*  
Anthony J. Picente, Jr.  
County Executive  
Date 8/16/23

**Administrative Office**  
6065 Judd Road Oriskany, NY 13424  
Voice (315) 736-8364  
Fax (315) 765-2205

**Law Enforcement Division**  
6065 Judd Road Oriskany, NY 13424  
Voice (315) 736-0141  
Fax (315) 736-7946

**Correction Division**  
6075 Judd Road Oriskany, NY 13424  
Voice (315) 768-7804  
Fax (315) 765-2327

**Civil Division**  
200 Elizabeth Street Utica, NY 13501  
Voice (315) 798-5862  
Fax (315) 798-6495

Oneida Co. Department: Sheriff's Office

Competing Proposal \_\_\_\_\_  
Only Respondent \_\_\_\_\_  
Sole Source RFP \_\_\_\_\_  
Other   X  

**ONEIDA COUNTY BOARD  
OF LEGISLATORS**

**Name & Address of Vendor:** Various municipalities, school districts and other entities

**Title of Activity or Service:** Template agreement for special detail services to provide security at various events hosted by municipalities, school districts and other entities, regardless of whether the event is a one-time event, a recurring event, or a series of recurring events.

**Proposed Dates of Operation:** Varies depending on agreed upon schedule(s)

**Client Population/Number to be Served:** Attendees at public events

**Summary Statements**

- 1) **Narrative Description of Proposed Services:** Template for special detail security services agreement, which merges two separate templates (for recurring public events and one-time public events) into one. Services are requested by municipalities, school districts and other entities.
- 2) **Program/Service Objectives and Outcomes:** Public safety at public events and a more streamlined and efficient contract process. The Sheriff's Office is reimbursed for time spent by personnel patrolling the event(s) at the maximum rate of \$69.00.
- 3) **Program Design and Staffing:** Department personnel, including deputies, correction officers, and special patrol officers.

**Total Funding Requested:** N/A                      **Account #** A1526 (Revenue)

**Oneida County Dept. Funding Recommendation:** Per OCSO fee schedule.

**Proposed Funding Sources (Federal \$/ State \$/County \$):** Event host reimburses 100% of costs.

**Cost Per Client Served:** N/A

**Past Performance Data:** N/A

**O.C. Department Staff Comments:** This template allows for a more streamlined and efficient contract process.



ONEIDA COUNTY  
OFFICE OF THE COUNTY EXECUTIVE

ANTHONY J. PICENTE, JR.  
County Executive  
ce@ocgov.net

August 11, 2023

FN 20 23-287

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

**PUBLIC SAFETY**

**WAYS & MEANS**

RE: Real Property Tax Exemption for Volunteer Firefighters and Ambulance Workers

Honorable Members:

I enclose herewith an enacting resolution relative to the Real Property Tax law granting a ten percent real property tax exemption to volunteer firefighters and ambulance workers which will provide an incentive to attract new volunteers and encourage continued volunteer service.

I respectfully request the Board's approval of the enacting legislation attached herewith.

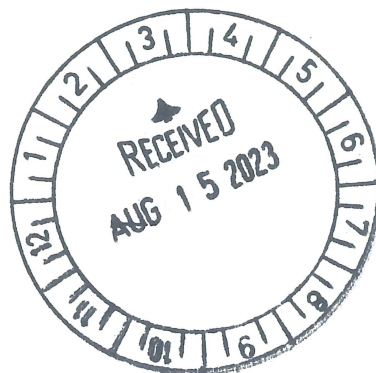
I ask that you consider this request at your next September meeting. Thereafter, the adopted enacting legislation will be sent to the state for certification and recording.

Thank you for the Board's prompt attention to this request.

Very truly yours,

Anthony J. Picente, Jr.  
Oneida County Executive

cc: Anthony Carvelli





*INTRODUCTORY  
NO.*

*F.N. 2023-*

**ONEIDA COUNTY BOARD OF LEGISLATORS**

*RESOLUTION NO.*

*INTRODUCED BY: Mr.  
2ND BY:*

**LOCAL LAW INTRO. "C" OF 2023  
LOCAL LAW NO. \_\_\_\_ OF 2023**

**A LOCAL LAW OF THE COUNTY OF ONEIDA PROVIDING REAL PROPERTY TAX  
EXEMPTIONS FOR VOLUNTEER FIREFIGHTERS AND AMBULANCE WORKERS  
PURSUANT TO SECTION 466-A OF THE REAL PROPERTY TAX LAW**

BE IT ENACTED BY THE BOARD OF COUNTY LEGISLATORS OF THE COUNTY OF  
ONEIDA, STATE OF NEW YORK, AS FOLLOWS:

**SECTION 1. LEGISLATIVE INTENT AND PURPOSE.**

- a. The Oneida County Legislature finds it appropriate to recognize the service and dedication of volunteer firefighters and volunteer ambulance company members. Furthermore, the Oneida County Legislature determines that attracting and retaining quality volunteer firefighters and emergency medical personnel is one of the most critical problems facing a number of communities in Oneida County and that maintaining effective emergency protection depends on the ability to train and retain volunteers.
- b. The Legislature finds and determines that it is essential for the County to provide a real property tax exemption as an incentive to attract new volunteers and help combat a persistent and alarming decline in the number of volunteers serving as active responders to fire and medical emergencies and unless recruits are found to replace retiring volunteers and seasoned members are encouraged to continue their volunteer service, the health and safety of citizens served by the volunteer firefighter and emergency medical personnel corps may be jeopardized.
- c. The Legislature further finds and determines that a real property tax exemption is an appropriate way to recognize the personal sacrifices and dedication of these community-spirited men and women who unselfishly give their time and risk their safety to protect their neighbors without compensation.
- d. The purpose of this Local Law is to adopt the real property tax exemption provided for volunteer firefighters and emergency medical personnel in accordance with Section 466-a of the Real Property Tax Law to read as follows.

40

**SECTION 2. REAL PROPERTY TAX EXEMPTION.**

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 Oneida shall be exempt from taxation to the extent of 10 percent of the assessed value of such property for County purposes, exclusive of special assessments.

**SECTION 3. QUALIFICATIONS.**

Such exemption shall only be granted to an enrolled member of an incorporated volunteer fire company, fire department or incorporated voluntary ambulance services in Oneida County if:

(a) the applicant resides in the County of Oneida and resides in the city, town or village, which is served by the incorporated volunteer fire company or fire department or incorporated voluntary ambulance service; and

(b) the real property which is the subject of such exemption is the primary residence of the applicant; and

(c) the real property is used exclusively for residential purposes; provided however, that in the event any portion of such property is not used exclusively for the applicant's residence but is used for other purposes, such portion shall be subject to taxation and the remaining portion only shall be entitled to the exemption provided by this Local Law; and

(d) the applicant has obtained and displayed a certificate issued by the authority having jurisdiction for the incorporated volunteer fire company or fire department indicating that the applicant has been an enrolled active member of such incorporated volunteer fire company or fire department for at least two years or the applicant has been certified by the authority having jurisdiction for the incorporated voluntary ambulance service as an enrolled active member of such incorporated voluntary ambulance service for at least two years and the applicant otherwise would be eligible for a service award program using the criteria for such service awards programs set forth in in Sections 217 and 219-e of the General Municipal Law, which criteria are incorporated into this local law and are specifically made applicable to both volunteer firefighters and volunteer ambulance workers; and

(e) the incorporated volunteer fire company, fire department or incorporated volunteer ambulance service has submitted to the Oneida County Director of Emergency Services a complete list of enrolled members, with their respective dates of service with such incorporated volunteer fire company, fire department or incorporated volunteer ambulance service. The Oneida County Director of Emergency Services shall than review all applicants and certify those applicants who meet the necessary criteria to be eligible for this exemption.

**SECTION 4. TWENTY YEAR ACTIVE MEMBERS.**

Any enrolled member of an incorporated volunteer fire company, fire department or incorporated voluntary ambulance service who accrues more than twenty 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 percent exemption as authorized by this section for the remainder of his or her life as long as his or her primary residence is located within the County of Oneida.

**SECTION 5. UN-REARRIED SURVIVING SPOUSES OF VOLUNTEERS KILLED IN THE LINE OF DUTY.**

An un-remarried spouse of a volunteer firefighter(s) or volunteer ambulance worker(s) killed in the line of duty may receive the real property tax exemption if:

1. Such un-remarried spouse is certified by the authority having jurisdiction for the incorporated volunteer fire company, fire department or incorporated voluntary ambulance service as an un-remarried spouse of an enrolled member of such incorporated volunteer fire company, fire department or incorporated volunteer ambulance service who was killed in the line of duty; and
2. Such deceased volunteer had been an enrolled member for at least five years; and
3. Such deceased volunteer had been receiving the exemption prior to his or her death.

**SECTION 6. UN-REARRIED SURVIVING SPOUSES OF VOLUNTEERS WITH AT LEAST TWENTY YEARS OF SERVICE.**

An un-remarried spouse of a volunteer firefighter(s) or volunteer ambulance worker(s) with twenty years of service may receive the real property tax exemption if:

1. Such un-remarried spouse is certified by the authority having jurisdiction for the incorporated volunteer fire company, fire department or incorporated voluntary ambulance service as an un-remarried spouse of a deceased enrolled member of such incorporated volunteer fire company, fire department or incorporated volunteer ambulance; and
2. Such deceased volunteer had been an enrolled member for at least twenty years; and
3. Such deceased volunteer and un-remarried spouse had been receiving the exemption of such property prior to the death of such volunteer.

**SECTION 7. APPLICATION PROCESS.**

1. Applications for such exemption shall be filed annually with the assessor of the city, village or town on or before the taxable status date on a form as prescribed by the New York State Commissioner for the Office of Real Property Tax Services.
2. The assessor of the city, village or town shall have the duty and responsibility of procuring and filing a copy of such certification prior to granting the exemption provided for by this Local Law.

**SECTION 8. NO DIMINUTION OF CURRENT BENEFITS.**

No applicant who is a volunteer firefighter or volunteer ambulance worker who by reason of such status is receiving any benefit under the provisions of law on the effective date of this Local Law shall suffer any diminution of such benefit because of the provisions of this Local Law.

**SECTION 9. EFFECTIVE DATE.**

This Local Law shall be effective upon its filing with the New York State Secretary of State in accordance with Section 27 of the Municipal Home Rule Law and shall apply to assessment rolls prepared on the basis of taxable status dates occurring on or after such date.

APPROVED:

DATED:

Adopted by the following vote:  
AYES:   NAYS:    ABSENT:



# Griffiss International Airport

660 Hangar Road, Suite 223  
Rome, NY 13441  
Telephone: 315-736-4171 / Fax: 315-736-0568

ANTHONY J. PICENTE, JR  
County Executive

EDWARD ARCURI  
Commissioner of Aviation

August 16, 2023

FN 20 23-288

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

**AIRPORT**

Re: FAA AIP Grant Offer No. 3-36-0119-060-2023

Dear County Executive Picente,

**WAYS & MEANS**

Please consider acceptance of a grant offer from the Federal Aviation Administration relative to the Airport Improvement Program (AIP). The total amount of this grant is \$231,984.00 and is allocated for the construction of new realigned Taxiway H, including removal of Taxiway D and Taxiway H stubs - Design. This grant offer was received from the Federal Aviation Administration on August 4, 2023 and must be executed by September 8, 2023, therefore, time is of the essence.

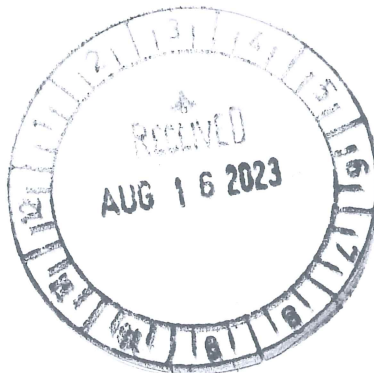
If you find the enclosed acceptable, I respectfully request that you forward to the same to the Board of Legislators for consideration at the September meeting.

Thank you for your assistance in this matter.

Sincerely,

Edward A. Arcuri  
Commissioner of Aviation

EAA/rae



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

Anthony J. Picente, Jr.  
County Executive

Date 8/16/23

A4

Oneida Co. Department: Aviation

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

**ONEIDA COUNTY BOARD  
OF LEGISLATORS - SUMMARY**

**Name of Proposing Organization:** Federal Aviation Administration  
New York District Office  
1 Aviation Plaza, Room 111  
Jamaica, NY 11434

**Title of Activity or Service:** Airport Improvement Program (AIP) Project Grant

**Proposed Dates of Operation:** Upon execution

**Client Population/Number to be Served:** N/A

**Summary Statements**

- 1) **Narrative Description of Proposed Services:** Design of new realigned Taxiway H, including removal of Taxiway D and Taxiway H stubs.
- 2) **Program/Service Objectives and Outcomes:** N/A
- 3) **Program Design and Staffing:** N/A

**Total Funding Requested:** \$231,984.00                      **Account #**

**Oneida County Dept. Funding Recommendation:** \$231,984.00

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

**Federal:** \$\$231,984.00                      **State:** \$ 0    **County:** \$0

**Cost Per Client Served:** N/A

**Past Performance Data:** N/A

**O.C. Department Staff Comments:** Grant documents received on August 4, 2023 and must be executed by September 8, 2023.



**ONEIDA COUNTY  
DEPARTMENT OF PLANNING**

Boehlert Center at Union Station  
321 Main St., Utica NY 13501  
Phone: (315) 798-5710 Fax: (315) 798-5852

ANTHONY J. PICENTE, JR.  
County Executive  
James J. Genovese II  
Commissioner

August 15, 2023

FN 20 23 289

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

**PUBLIC WORKS**

**WAYS & MEANS**

Re: Professional Design Services Agreement for Utica Food Hub

Dear County Executive Picente:

This letter requests that the Oneida County Board of Legislators pass a resolution authorizing a professional design services agreement with Model of Architecture Serving Society, LLC ("MASS") to provide a concept design and a schematic design to transform the REA wing of Union Station into a permanent home for the Oneida County Public Market, which currently operates on a seasonal basis. The agreement will be for an amount not to exceed \$377,400. The term of the agreement will be for one year, although the Department of Planning anticipates that the work will require only twenty-seven weeks.

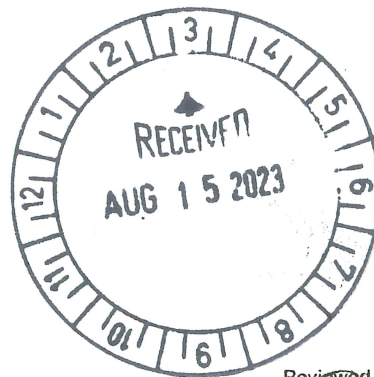
The County previously hired MASS to provide a vision and conceptual drawings for the project. Based on those drawings, the Planning Department issued a request for proposals seeking more formal concept design and schematic design services. The Department received two responses, and after ranking them, determined to award the project to MASS. The Board of Acquisition and Contract has approved this award.

If the foregoing meets with your approval, I ask that you please forward the same to the Board of Legislators for consideration at its next meeting.

Please feel free to call me if any additional information is required. Thank you for your continued support.

Sincerely,

James J. Genovese, II  
Commissioner  
Oneida County Department of Planning



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

Anthony J. Picente, Jr.  
County Executive

Date 8/14/23

46

Oneida Co. Department: Planning

Competing Proposal  X   
Only Respondent \_\_\_\_\_  
Sole Source RFP \_\_\_\_\_  
Other \_\_\_\_\_

**ONEIDA COUNTY BOARD  
OF LEGISLATORS**

**Name & Address of Vendor:** Model of Architecture Serving Society LLC  
289 Main Street, Suite 101  
Poughkeepsie, New York 12601.

**Title of Activity or Service:** This professional design services agreement is between Oneida County and Model of Architecture Serving Society, LLC to provide a concept design and a schematic design to transform the REA wing of Union Station into a permanent home for the Oneida County Public Market, which currently operates on a seasonal basis.

**Proposed Dates of Operation:** Services are to commence upon execution and are anticipated to require 27 weeks. The term of the agreement is for one year.

**Client Population/Number to be Served:** Oneida County.

**Summary Statements**

- 1) **Narrative Description of Proposed Services:** Oneida County recently retained Model of Architecture Serving Society, LLC to provide a vision and conceptual drawings to transform the REA wing of Union Station into the Utica Food Hub, a permanent home for the Oneida County Public Market. Based on those drawings, the Planning Department issued a request for proposals seeking more formal concept design and schematic design services. This agreement will continue the relationship with Model of Architecture Serving Society, LLC, which will provide the services.
- 2) **Program/Service Objectives and Outcomes:** To provide concept design and schematic design services for the Utica Food Hub.
- 3) **Program Design and Staffing:**

**Total Funding Requested:** \$377,400

**Account #**

**Oneida County Dept. Funding Recommendation:** \$377,400

**Proposed Funding Sources (Federal \$/ State \$/County \$):** 100% County

**Mandated / Not Mandated:** Not mandated.



**Cost Per Client Served:** N/A

**Past Performance Data:** N/A

**O.C. Department Staff Comments:** N/A

MINUTES  
ONEIDA COUNTY BOARD OF ACQUISITION AND CONTRACT

DATE: July 19, 2023; 11:00 a.m.

LOCATION: Via-Teleconference

Roll Call:

County Executive: Present

Chairman of the Board: Present

Commissioner of Public Works: Present

Report of Officials:

Motion to accept all items on the July 19, 2023, Board of Acquisition and Contract Agenda: Mr. Baisley

Second By: Mr. Fiorini

Ayes: 3

Nays: 0

1. Acceptance of a Proposal from Model of Architecture, LLC (Contract #181214) for professional design services including concept and schematic design related to the transformation of the REA wing of Union Station into a permanent home for the Oneida County Public Market. The original dollar amount proposed for this contract was not to exceed \$278,700.00. However, in scoping calls with MASS, we learned that in order for the design work to be of the most value to the County, it would have to include a business and operational model. This will require MASS to retain an additional subconsultant, Allium Provisions, in the estimated amount not to exceed \$98,700.00 for a total proposal price not to exceed \$377,400.00. The term is for one year and begins upon execution. Upon recommendation of James Genovese and Al Barbato.
2. Amendment of item #4 on 07-06-2023 minutes to include final payment of \$22,244.65.
3. Amendment of item #6 on 7-06-2023 minutes to strike final payment and release retention.
4. Approval of an agreement between Dr. Norman J. Lesswing (Contract#172922) and Oneida County for Professional Consulting Services. Dr. Lesswing will offer consultation and evaluation services for Public Defender Clients. When necessary, Dr. Lesswing will also testify on their behalf in depositions and court proceedings. The agreement is for a two-year term beginning on January 1, 2023 and ending on December 31, 2024 with a not-to-exceed fee of \$45,000.00, billed at a rate of \$270.00/hour for the length of the contract. Upon recommendation of Tina Hartwell and Al Barbato. A1170.1951

5. Approval of an agreement between Dr. Laura M. McCord (Contract#172924) and Oneida County for Professional Consulting Services. Dr. McCord will offer consultation and evaluation services for Public Defender Clients. When necessary, Dr. McCord will also testify on their behalf in depositions and court proceedings. The agreement is for a two-year term beginning on January 1, 2023 and ending on December 31, 2024 with a not-to-exceed fee of \$45,000.00, billed at a rate of \$270.00/hour for the length of the contract. Upon recommendation of Tina Hartwell and Al Barbato. A1170.1951

Motion to Adjourn: Mr. Baisley

Second By: Mr. Fiorini

Submitted by

*Matthew S. Baisley*

Matthew S. Baisley, Secretary  
Board of Acquisition and Contract



**ONEIDA COUNTY DEPARTMENT OF  
WATER QUALITY & WATER POLLUTION CONTROL**  
51 Leland Ave, PO Box 442, Utica, NY 13503-0442  
(315) 798-5656 wpc@ocgov.net FAX 724-9812

Anthony J. Picente, Jr.  
County Executive  
Karl E. Schrantz, P.E.  
Commissioner

August 16, 2023

FN 20 23 290

The Honorable Anthony J. Picente, Jr.  
Oneida County Executive  
800 Park Ave.  
Utica, NY 13501

**PUBLIC WORKS**

Re: Lease Agreement – Oneida-Herkimer Solid Waste Management Authority  
Food Waste Screening Equipment

**WAYS & MEANS**

Dear County Executive Picente:

The Oneida-Herkimer Solid Waste Management Authority (“Authority”) operates a Food2Energy facility at its Eastern Transfer Station (“Facility”), immediately adjacent to the Oneida County Water Pollution Control Plant (“WPCP”). The Facility receives organic food waste from businesses and institutions including food waste delivered pursuant to New York’s Food Donation and Food Scraps Recycling Law. It creates a food waste slurry that is piped through a buried force main to the WPCP, where it is processed through a mechanical screening device, and the resulting screened product is introduced to the WPCP’s anaerobic digesters, which break down the food waste slurry into biogas which is used to generate energy that is utilized entirely at the WPCP.

Efficient operation of the force main is essential to the Authority’s operations, however, the force main frequently clogs, creating downtime in the operations of both the Facility and the WPCP. The County and the Authority staff have been working together to improve operations.

In conjunction with the ongoing upgrades at the WPCP, new screening equipment is scheduled for installation to improve the processing of food waste slurry. In coordination with the Authority, we have determined that the most efficient location for the placement of this equipment is at the Authority’s Food2Energy facility. This will improve the operational efficiency of the system while decreasing the clogging of the food waste force main, both which will benefit the County and the Authority.

In order to install equipment purchased by the County on Authority property, a lease agreement (“Agreement”), made pursuant to General Municipal Law Section 99-r, has been prepared. The New York State Environmental Facilities Corporation (“NYSEFC”), the agency funding this work, has approved the terms and conditions of the Agreement.

I respectfully ask that you consider the attached Agreement and, if it meets with your approval, forward it to the Oneida County Board of Legislators for consideration and approval at its next meeting. Thank you in advance for your consideration.

Sincerely,

*Karl E. Schrantz*

Karl E. Schrantz, P.E.  
Commissioner

cc: Andrew Dean – Assistant Oneida County Attorney

Attachments: Lease Agreement  
Contract Summary Sheet



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

*Anthony J. Picente, Jr.*  
Anthony J. Picente, Jr.  
County Executive

Date 8/16/23

Competing Proposal \_\_\_\_\_  
Only Respondent \_\_\_\_\_  
Sole Source RFP \_\_\_\_\_  
Other  X

**ONEIDA COUNTY BOARD OF LEGISLATORS  
CONTRACT SUMMARY**

**Name & Address of Vendor:** Oneida-Herkimer Solid Waste Management Authority  
1600 Genesee Street  
Utica, NY 13501

**Title of Activity or Service:** Lease Agreement – Food Waste Screening Equipment

**Proposed Dates of Operation:** 2023 – 2025 (five years), with five additional renewal periods of five years each.

**Client Population/Number to be Served:** 110,000 people

**Summary Statements**

1) Narrative Description of Proposed Services: This lease agreement will provide the County with access rights to Oneida Herkimer Solid Waste Authority property in order to install equipment that will screen food waste slurry before pumping to the Water Pollution Control Plant digesters for biogas production.

2) Program/Service Objectives and Outcomes: The lease will allow for improved efficiency for the delivery of food waste slurry.

**Total Funding Requested:** \$0                      **Account #:** n/a

**Oneida County Dept. Funding Recommendation:** \$0

**Proposed Funding Sources (Federal \$/ State \$/County \$):** No additional cost. Equipment will be relocated from County property to OHSWA property.

**Cost Per Client Served:** \$0

**Past Performance Data:** n/a.

**O.C. Department Staff Comments:** The Department of Water Quality and Water Pollution Control recommends the execution of this lease agreement.



**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

MATTHEW S. BAISLEY  
Commissioner

July 25, 2023

FN 20 23-291

**PUBLIC WORKS**

**WAYS & MEANS**

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

Dear County Executive Picente,

Enclosed is a contract for professional design services for the renovation of a portion of the basement level in Plumley Complex on the Rome campus of the Mohawk Valley Community College to house the Dental Hygiene Program. The Oneida County Board of Legislators funded Capital Project H-MVC-117 MVCC Dental Hygiene Program on December 21, 2022, under Resolution No. 381.

Oneida County solicited proposals from qualified consultants and the Department of Public Works recommended an award to MARCH Associates, Architects and Planners

On April 5, 2023, the Board of Acquisition & Contract accepted a proposal from MARCH Associates to provide the professional design services for the aforementioned project in the amount of \$197,150.00.

Please consider the attached Agreement and forward the above contract to the Oneida County Board of Legislators for consideration and approval. Thank you in advance for your consideration and approval.

Thank you for your continued support.

Sincerely,

*Matthew S. Baisley*

Matthew S. Baisley  
Commissioner

Enclosures



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

*Anthony J. Picente, Jr.*

Anthony J. Picente, Jr.  
County Executive

Date 8/16/23

Oneida County Department: Public Works

Competing Proposal  X  Only Respondent \_\_\_\_\_ Sole Source RFP \_\_\_\_\_ Other \_\_\_\_\_

**ONEIDA COUNTY BOARD OF LEGISLATORS**

Name & Address of Vendor:	MARCH Associates, Architects and Planners, P.C. 258 Genesee Street, Suite 300 Utica, NY 13502
Title of Activity of Service:	H-MVC-117 MVCC Dental Hygiene Program, Rome Campus.
Proposed Dates of Operation:	Start on Execution – 03/08/2024s
Client Population/Number to be Served:	N/A

Summary Statements

1) Narrative Description of Proposed Services:

The enclosed contract is for professional design services for the renovation of a portion of the basement level in Plumley Complex on the Rome campus of the Mohawk Valley Community College to house the Dental Hygiene Program. The Oneida County Board of Legislators funded Capital Project H-MVC-117 MVCC Dental Hygiene Program on December 21, 2022, under Resolution No. 381.

Requests for proposals were solicited from qualified Consultants, and on April 5, 2023, the Board of Acquisition & Contract awarded the contract to MARCH Associates, Architects and Planners, P.C., to provide the professional design services for the aforementioned project in the amount of \$197,150.00.

2) Program/Service Objectives and Outcomes: N/A

3) Program Design and Staffing: N/A

4) Funding	Account #:	H-MVC-117
	Total Funding Requested:	\$197,150.00
	Oneida County Dept. Funding Recommendation:	\$197,150.00
	Proposed Funding Sources	Federal: \$0.00
		State: \$0.00
		County: \$197,150.00

Mandated / Not Mandated: Not Mandated

Past Performance Data: N/A

O.C. Department Staff Comments: None

# Memo

To: Mark E. Laramie, P.E.  
Secretary, Board of Acquisition & Contract

Al Barbato  
Director of Purchasing

From: Nicholas P. DiGennaro, P.E., CFM  
Deputy Commissioner, Division of Engineering

Date: March 28, 2023

Re: H-MVC-117 MVCC Dental Hygiene Program, Rome Campus  
Contract #: H2356299

A Request for Proposal was solicited to qualified architectural consultants to provide complete design services for the renovation of a portion of the basement level in Plumley Complex on the Rome campus of the Mohawk Valley Community College to house the Dental Hygiene Program. The Oneida County Board of Legislators funded Capital Project H-MVC-117 MVCC Dental Hygiene Program on December 21, 2022, under Resolution No. 381.

Fees submitted are all inclusive for all services rendered as described in the request for proposal. Results are as follows.

Consultant	Proposed Fee
March Associates, Architects & Planners, PC	\$197,150.00
C&S Engineers	\$225,000.00
Alesia Crewell Architects	No Response
Bonacci Architects	No Response
Phil Sbarra Project Architect	No Response

The On-Site Representation fee provided in the proposal are currently an estimate. The hourly rates for the service from March are less than that of C&S, and therefore are the preferred option. The fee amount for these services will be revised prior to construction and will be added as an amendment to the design contract.

Lastly, March Associates has a proven track record working with Mohawk Valley Community College and Oneida County.

I recommend acceptance of the proposal from March Associates for \$187,150.00 for Basic Design Services, plus an additional \$10,000.00 estimated for reimbursables for the project, for a total estimated fee of \$197,150.00.

cc: project file



MINUTES  
ONEIDA COUNTY BOARD OF ACQUISITION AND CONTRACT

DATE: April 5, 2023; 11:00 a.m.

LOCATION: Via-Teleconference

Roll Call:

County Executive: Present

Chairman of the Board: Present

Commissioner of Public Works: Present

Report of Officials:

Motion to accept all items on the April 5, 2023, Board of Acquisition and Contract Agenda: Mr. Laramie

Second By: Mr. Fiorini

Ayes: 3

Nays: 0

1. Approval of an agreement between Black Creek Integrated Systems Corp., and Oneida County. Black Creek Integrated Systems Corp. will provide 24/7 maintenance and support of the Oneida County Correctional Facility's Sally Port Inmate Management System which is used by Oneida County's Correctional Facility. Black Creek Integrated Systems Corp. is the developer and owner of the systems software and has been designated a Sole Source by the purchasing director. The cost of this agreement is \$54,092.25. The term of this agreement begins January 1, 2023 and ends December 31, 2023. Upon the recommendation of Sheriff Robert Maciol and Al Barbato.
2. Approval of an agreement between Black Creek Integrated Systems Corp., and Oneida County. Black Creek Integrated Systems Corp. will provide a Level 2 Service Plan for the Oneida County Correctional Facility's Jail Management System which is used by Oneida County's Correctional Facility. Black Creek Integrated Systems Corp. is the developer and owner of the systems software and has been designated a Sole Source by the purchasing director. The cost of this agreement is \$52,217.76. The term of this agreement begins January 1, 2023 and ends December 31, 2023. Upon the recommendation of Sheriff Robert Maciol and Al Barbato.
3. Approval of a Change Order No.10, in the amount of \$572,219.00 to Murnane Building Contractors, Inc. (Contract H2050601) for the construction of a new parking lot as part of the Plaza Deck Reconstruction Project-General Construction. The original contract amount is \$1,942,000.00 and the new proposed contract amount to date is \$2,671,591.67. Upon recommendation of Nicholas DiGennaro, P.E., CFM.  
H-GEN-011

April 5, 2023

4. Approval of a settlement between Sharon Nash and Oneida County for a property damage claim. On January 12, 2023, the claimant's vehicle was struck by a county vehicle that was being operated by an Oneida County Department of Public Works employee. It is recommended payment in the amount of up to \$237.43 be awarded to Sharon Nash to settle the property damage claim. Upon recommendation of Adjuster Gus Boucher and County Attorney Peter Rayhill.
5. Approval of a Change Order No.11, in the amount of \$64,461.00 to Murnane Building Contractors, Inc. (Contract H2050601) for a garage entrance membrane upgrade as part of the Plaza Deck Reconstruction Project-General Construction. The original contract amount is \$1,942,000.00 and the new proposed contract amount to date is \$2,736,052.67. Upon recommendation of Nicholas DiGennaro, P.E., CFM.  
H-GEN-011
6. Approval of a Change Order No.6, in the amount of \$8,225.00 to Edgebrook Construction Co., Inc. (Contract H2254201) for new fire doors as part of the MVCC Academic Classrooms Renovation Project. The original contract amount is \$998,240.00 and the new proposed contract amount to date is \$1,041,457.00. Upon recommendation of Nicholas DiGennaro, P.E., CFM.  
H-MVC-072
7. Approval of a Change Order No.7, in the amount of \$7,735.00 to Edgebrook Construction Co., Inc. (Contract H2254201) for additional asbestos abatement work necessary in Room 101A and additional floor work in Room C-107 as part of the MVCC Academic Classrooms Renovation Project. The original contract amount is \$998,240.00 and the new proposed contract amount to date is \$1,049,192.00. Upon recommendation of Nicholas DiGennaro, P.E., CFM.  
H-MVC-072
8. Approval of a Change Order No.4, in the amount of \$55,465.00 to Murnane Building Contractors, Inc. (Contract H2249701) to compensate the Contractor for additional work needed for the Public Parking Facility that involves the removal of contaminated soil from the site. The original contract amount is \$43,962,000.00 and the new proposed contract amount to date is \$43,728,375.92. Upon recommendation of Nicholas DiGennaro, P.E., CFM.  
H-DPW-043
9. Acceptance of a proposal from Environmental Design & Research, Landscape Architecture, Engineering & Environmental Services, D.PC. (Contract #171820) for Consulting Services associated with Supervisor Control and Data Acquisition (SCADA) hardware and software system. The SCADA system is a combination of specialty hardware and software that enables the 24/7/365 real-time data automation of the wastewater processes. Oneida County solicited proposals from qualified contractors and an award to Environmental Design and research is recommended with a compensation amount not to exceed \$40,000.00 for the year of 2023 which will begin upon execution and end on December 31, 2023 with an option to renew the agreement for up to Four additional one-year terms. Upon recommendation of Karl Schrantz and Al Barbato.

10. Approval to reject all bids for BRN 2217, Uniform Service. On March 6, 2023 bids were opened for Bid Reference #2217. A detailed review of the sole bid submitted by Cintas failed to meet minimum requirements. Therefore, it is recommended to reject the bid from Cintas. Upon recommendation of Christopher Burtch and Al Barbato.
11. Acceptance of a Proposal from Beebe Construction Services, Inc. (Contract #H2356199) in the amount of \$629,532.00 for the MVCC Science & Technology Building Renovation Project. Beebe Construction will provide construction management services related to the project. Oneida County solicited proposals from qualified contractors and an award to Beebe Construction Services, Inc. is recommended. Upon recommendation of Nicholas DiGennaro, P.E., CFM and Al Barbato.  
H-MVC-051
12. Acceptance of a Proposal from March Associates (Contract #H2356299) in the amount of \$197,150.00 for the MVCC Dental Hygiene Program, Rome Campus Project. March Associates will provide complete design services for the renovation of the basement level in the Plumley Complex. Oneida County solicited proposals from qualified contractors and an award to March Associates is recommended. Upon recommendation of Nicholas DiGennaro, P.E., CFM and Al Barbato.  
H-MVC-117
13. Approval of a Change Order No.1, in the amount of \$151,333.10 to Slate Hill Constructors (Contract #H2051701) for additional quantities of materials utilized during construction necessary for the County Highway Bridge Program-Phase 4, Rehabilitation of Hamilton Ave. Bridge. The original contract amount is \$492,495.88 and the new proposed contract amount to date is \$643,828.98. Upon recommendation of Nicholas DiGennaro, P.E., CFM.  
H-DPW-020
14. Acceptance of a Proposal from Alesia & Crewell Architects in the amount of \$9,650.00 for the Oneida County Building at 4681 State Route 233-Garage and Entrance Door Replacement Project. Alesia & Crewell will provide architectural design services related to the project. Oneida County solicited proposals from qualified contractors and an award to Alesia & Crewell Architects is recommended. Upon recommendation of Nicholas DiGennaro, P.E., CFM and Al Barbato.  
H-DPW-071
15. Acceptance of a Proposal from March Associates in the amount of \$34,559.00 for the MVCC Payne Hall Cooling Tower Replacement Project. March Associates will provide architectural design services related to the project. Oneida County solicited proposals from qualified contractors and an award to March Associates is recommended. Upon recommendation of Nicholas DiGennaro, P.E., CFM and Al Barbato.  
H-MVC-113

16. Award Bid Reference #2218 for Apron 1 & 2 Reconstruction Project-Phase 1. On March 21, 2023, bids were opened for Bid Reference #2218. Oneida County received bids from multiple vendors which were analyzed for accuracy and all computations verified. An award to the lowest possible responsive bidder, Rifenburg Construction in the amount of \$5,827,115.00 is recommended. 90% (\$5,244,403.50) FAA Grant Funded, 5% (\$291,355.75) State Funding, and 5% (\$291,355.75) County Funds. Upon recommendation of Edward Arcuri and Al Barbato.  
H-AIR-084
  
17. Approval of an Amendment and renewal request between Integrated Strategic Systems, Inc, and Oneida County (Contract #17801). Integrated Strategic Systems, Inc provides scanning and shredding services related to Oneida County Records. The Amendment is to reassign the agreement from Integrated Strategic Systems, Inc. to JDE Computer Staffing, Inc. The original agreement authorized two one-year term renewals, this renewal request begins on September 16, 2022 and ends on September 16, 2023. The cost of this agreement is \$500,000.00 annually, with a total cost of \$1,000,000.00. Upon recommendation of Chuck Klein and Al Barbato.
  
18. Approval of Extension #4 and Amendment to a contract between Oneida County and CNY Cab & Car Service LLC for cab service that provides rides to those who have been released from the County's Centralized Arraignment Part (CAP) Court located at the Correctional Facility. The term of the 4<sup>th</sup> extension period is from December 1, 2022 to November 30, 2023. The amendment would increase the yearly cost allowed to no more than \$20,000.00. Upon recommendation of Tina Hartwell and Al Barbato.
  
19. Acceptance of a Proposal from March Associates in the amount of \$28,700.00 for Union Station Entrance Corridor Renovation Project (Contract #H2356499). March Associates will provide design services related to the renovation and upgrades of an existing corridor on the first floor of Union Station. Oneida County solicited proposals from qualified contractors and as the sole responder an award to March Associates is recommended. Upon recommendation of Nicholas DiGennaro, P.E., CFM and Al Barbato.  
H-DPW-071
  
20. Correction to item #2 on March 15, 2023 Agenda. O'Connell Electric Company, Inc (Contract #18783) to include Final payment and release retainage is requested as all work for project is complete.

Motion to Adjourn:

Second By:

Submitted by



Mark E. Laramie, P.E., Secretary  
Board of Acquisition and Contract



**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

MATTHEW S. BAISLEY  
 Commissioner

July 27, 2023

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

FN 20 23 292  
**PUBLIC WORKS**  
**WAYS & MEANS**

Dear County Executive Picente,

Oneida County was awarded funding through several sources including the New York State Department of Transportation PIT S&A Projects (NYSDOT), and the Dormitory Authority of the State of New York (DASNY) to assist with reconstruction of Middle Settlement Road in the Town of New Hartford. The County is now ready to initiate the project.

NYSDOT has previously rejected the Supplemental Agreement No. 1 due to changes in the internal policy for utilizing certain types of agreements. As a correction, New York State Department of Transportation has provided the enclosed State-Funded Local Project Agreement (D040722) to provide the updated funding and to extend the original end date. A summary of funding is as follows:

Source	Amount
NYSDOT Capital Assistance Grant	\$500,000.00
Dormitory Authority (DASNY) Grant	\$900,000.00
NYSDOT State Aid (D035453)	\$434,000.00
NYSDOT State Aid (D040722)	\$2,688,000.00
<b>TOTAL</b>	<b>\$4,522,000.00</b>

The total cost of the project is \$4,976,226.55, with the Capital Assistance, DASNY, and NYSDOT D035453 funds already committed by New York State. When the enclosed State-Funded Local Project Agreement (D040722) is fully executed, Oneida County can be additionally reimbursed up to \$2,688,000.00 in special state funds as eligible expenditures are made per Schedule A of the agreement. If approved, Oneida County's share of the project will be \$454,226.55.

If the enclosed agreement is acceptable, please forward to the Oneida County Board of Legislators for approval.

Thank you for your continued support.

Sincerely,

*Matthew S. Baisley*  
 Matthew S. Baisley  
 Commissioner



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

*Anthony J. Picente Jr.*  
 Anthony J. Picente, Jr.  
 County Executive

Date 7/28/23

Oneida County Department: Public Works

Competing Proposal \_\_\_\_\_ Only Respondent \_\_\_\_\_ Sole Source RFP \_\_\_\_\_ Other X

**ONEIDA COUNTY BOARD OF LEGISLATORS**

<b>Name of Proposing Organization:</b>	New York State Department of Transportation 207 Genesee Street Utica, NY 13501
<b>Title of Activity of Service:</b>	State-Funded Local Project Agreement (D040722) Reconstruction of Middle Settlement Road
<b>Proposed Dates of Operation:</b>	Start on Execution – 9/30/2025
<b>Client Population/Number to be Served:</b>	N/A

**Summary Statements**

**1) Narrative Description of Proposed Services:**

Oneida County was awarded funding through the New York State Department of Transportation PIT S&A Projects (NYSDOT), and the Dormitory Authority of the State of New York (DASNY) to assist with reconstruction of Middle Settlement Road in the Town of New Hartford. The entire project will be \$4,976,226.55. This funding agreement is with DOT, and concerns only \$3,142,226.55 of that amount (\$2,688,000 from the State with \$454,226.55 from the County). When the enclosed State-Funded Local Project Agreement is fully executed, Oneida County can be additionally reimbursed by the State up to \$2,688,000.00 as eligible expenditures are made per Schedule A of the agreement.

**2) Program/Service Objectives and Outcomes:** N/A

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

**4) Funding**

	<b>Account #:</b>	H-298
<b>Total Funding Requested for This Contract (D0407522):</b>		\$3,142,226.55
<b>State (DASNY) (entire project, not just this contract):</b>		\$900,000.00
<b>State (D035453) (entire project, not just this contract):</b>		\$434,000.00
<b>State (D036395) (entire project, not just this contract):</b>		\$500,000.00
<b>Oneida County Dept. Funding Recommendation (entire project, not just this contract):</b>		\$4,976,226.55
<b>Proposed Funding Sources</b>	<b>Federal:</b>	\$0.00
(For this contract)	<b>State (D040722):</b>	\$2,688,000.00
	<b>County:</b>	\$454,226.55
	<b>Other:</b>	0.00

**Past Performance Data:** N/A

**O.C. Department Staff Comments:** None



**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

MATTHEW S. BAISLEY  
 Commissioner

July 21, 2023

FN 20 23-293

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

**PUBLIC WORKS**

**WAYS & MEANS**

Dear County Executive Picente,

Enclosed is a contract for professional design services for two fuel storage dispensing facilities at the Department of Public Works maintenance facility located at 5999 Judd Rd., Oriskany. Each facility will provide a guaranteed fuel supply and sufficient reserves to support critically needed services and will be utilized primarily by the Department of Public Works and Sheriff's Department. The diesel fuel is also potentially available to serve school buses from local area school district(s).

Requests for proposals were solicited from qualified consultants, and on February 1, 2023, the Board of Acquisition & Contract awarded the contract to Barton & Loguidice, D.P.C., to provide the professional design services for the aforementioned project in the amount of \$88,250.00.

Please consider the attached agreement, and if it meets with your approval, please forward this letter to the Board of Legislators for its consideration and approval.

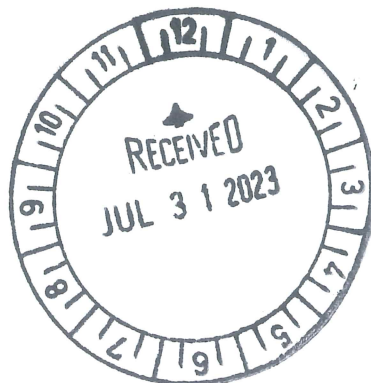
Thank you for your continued support.

Sincerely,

*Matthew S. Baisley*

Matthew Baisley  
 Commissioner

Enclosures



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

*Anthony J. Picente, Jr.*  
 Anthony J. Picente, Jr.  
 County Executive

Date 7/28/23

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Oneida County Department: Public Works

Competing Proposal  X  Only Respondent \_\_\_\_\_ Sole Source RFP \_\_\_\_\_ Other \_\_\_\_\_

**ONEIDA COUNTY BOARD OF LEGISLATORS**

Name & Address of Vendor:	Barton & Loguidice, D.P.C. 70 Genesee Street, Suite 100 Utica, New York 13502
Title of Activity of Service:	H-DPW-107 DPW Fuel Storage & Dispensing Facilities, Oriskany Garage
Proposed Dates of Operation:	Start on Execution – 12/31/2024
Client Population/Number to be Served:	N/A

Summary Statements

1) Narrative Description of Proposed Services:

The enclosed contract is for professional design services for two fuel storage dispensing facilities at the Department of Public Works maintenance facility located at 5999 Judd Rd., Oriskany. Each facility will provide a guaranteed fuel supply and sufficient reserves to support critically needed services and will be utilized primarily by the Department of Public Works and Sheriff’s Department. The diesel fuel is also potentially available to serve school buses from local area school district(s).

Requests for proposals were solicited from qualified consultants, and on February 1, 2023, the Board of Acquisition & Contract awarded the contract to Barton & Loguidice, D.P.C., to provide the professional design services for the aforementioned project in the amount of \$88,250.00.

2) Program/Service Objectives and Outcomes: N/A

3) Program Design and Staffing: N/A

4) Funding	Account #:	H-DPW-107
	Total Funding Requested:	\$88,250.00
	Oneida County Dept. Funding Recommendation:	\$88,250.00
Proposed Funding Sources	Federal:	\$0.00
	State:	\$0.00
	County:	\$88,250.00

Mandated / Not Mandated: Not Mandated

Past Performance Data: N/A

O.C. Department Staff Comments: None

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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

MATTHEW S. BAISLEY  
 Commissioner

FN 20 23-294

July 25, 2023

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

**PUBLIC WORKS**

**WAYS & MEANS**

Dear County Executive Picente,

Enclosed is a contract for professional design services for the continuation of the expansion of 121 Second Street, Oriskany, NY (Cornell Cooperative Extension).

Oneida County solicited proposals from qualified consultants and the Department of Public Works recommended an award to MARCH Associates, Architects and Planners. On February 11, 2022, March Associates provided Oneida County guidance via a programming submission regarding alterations and a proposed building addition on the north side of the existing Cornell Cooperative Extension building; therefore, it would be most feasible to continue with March Associates through the succeeding phases to maintain the good report established thus far and to ensure smooth and feasible transition for the following phases.

On March 1, 2023, the Oneida County Board of Acquisition and Contract accepted a proposal from MARCH Associates for \$409,000.00 for the Cornell Cooperative Extension-Second Street Expansion. March Associates will provide Design phase services related to the project.

Please consider the attached Agreement and forward the above contract to the Oneida County Board of Legislators for consideration and approval. Thank you in advance for your consideration and approval.

Thank you for your continued support.

Sincerely,

*Matthew S. Baisley*

Matthew S. Baisley  
 Commissioner

Enclosures

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

*Anthony J. Picente, Jr.*

Anthony J. Picente, Jr.  
 County Executive

Date 8/14/23



Oneida County Department: Public Works

Competing Proposal  X  Only Respondent \_\_\_\_\_ Sole Source RFP \_\_\_\_\_ Other \_\_\_\_\_

**ONEIDA COUNTY BOARD OF LEGISLATORS**

Name & Address of Vendor: MARCH Associates, Architects and Planners, PC  
258 Genesee Street, Suite 300  
Utica, NY 13502

Title of Activity of Service: H-DPW-105 Expansion of 121 Second Street.  
Oriskany, NY – Cornell Cooperative Extension.

Proposed Dates of Operation: Start on Execution – 05/30/2025

Client Population/Number to be Served: N/A

Summary Statements

1) Narrative Description of Proposed Services:

The enclosed contract is for professional design services for the continuation of the expansion of 121 Second Street, Oriskany, NY (Cornell Cooperative Extension).

Requests for proposals were solicited from qualified Consultants, and on March 1, 2023, the Board of Acquisition & Contract awarded the contract to MARCH Associates, Architects and Planners, PC, to provide the professional design services for the aforementioned project in the amount of \$409,000.00.

2) Program/Service Objectives and Outcomes: N/A

3) Program Design and Staffing: N/A

4) Funding	Account #:	H-DPW-105
	Total Funding Requested:	\$409,000.00
	Oneida County Dept. Funding Recommendation:	\$409,000.00
	Proposed Funding Sources	
	Federal:	\$0.00
	State:	\$0.00
	County:	\$409,000.00

Mandated / Not Mandated: Not Mandated

Past Performance Data: N/A

O.C. Department Staff Comments: None

AGENDA  
ONEIDA COUNTY BOARD OF ACQUISITION AND CONTRACT

DATE: March 1, 2023; 11:00 a.m.

LOCATION: VIA-teleconference

Roll Call:

County Executive: Present

Chairman of the Board: Present

Commissioner of Public Works: Present

Report of Officials:

Motion to accept all items on the March 1, 2023, Board of Acquisition and Contract Agenda: Mr. Laramie

Second By: Mr. Fiorini

Ayes: 3

Nays: 0

1. Approval of an Agreement between Oneida County and Integrated Community Alternatives Network, Inc. for the provision of Comprehensive Outpatient Assessments. Integrated Community Alternatives Network, Inc. will provide psychosocial, psychological or psychiatric evaluations upon request of Oneida County or Oneida County Family Court. The term of the agreement begins on April 1, 2022 and ends on March 31, 2024. The maximum cost of this agreement is \$50,000.00 with a Local cost of \$13,590.00 (27.18%), Federal cost of \$19,195.00 (38.39%) and State cost of \$17,215.00 (34.43%). Upon recommendation of Michael Romano and Al Barbato.  
A6119.495
2. Approval of an Agreement for additional funds between Oneida County and the Resource Center for Independent Living, Inc. The Resource Center for Independent Living, Inc. provides community-based long-term care services to the frail and elderly along with assisting older consumers to delay or divert nursing home placement. The term of the agreement begins upon execution and ends when full payment has been made. The maximum cost of this agreement is \$17,000.00 with a Local cost of \$4,250.00 (25%), State cost of \$12,750.00 (75%). Upon recommendation of Michael Romano and Al Barbato.  
A6772.495
3. Approval of an Agreement Renewal between Oneida County and General Code, LLC. (Contract #175970) for the provision of Enterprise Content Management Services (Laserfiche) to the county. The term of the agreement begins on March 18, 2023 and ends on March 17, 2024. The maximum cost of this agreement is \$150,000.00. Upon recommendation of Andrew Dean and Al Barbato.

web

4. Approval of Amendment No.2 to Agreement between Oneida County and ADS Environmental Services, LLC. (Contract #130052) for the provision of long-term Sanitary Sewer Flow Monitoring and Analysis. Amendment No. 2 reflects an annual unit price cost adjustment with a estimated cost in the amount of \$652,990.00 for 2023. The term of the agreement begins on March 1, 2023 and ends on February 28, 2024. Upon recommendation of Karl Schrantz and Al Barbato.  
G8110.195
5. Acceptance of a Proposal from March Associates in the amount of \$2,240,845.00, plus reimbursable expense associated with asbestos abatement, to prepare plans and specifications for the renovation of the MVCC Science and Technology Building. Oneida County solicited proposals from qualified contractors and an award to March Associates is recommended. Upon recommendation of Nicholas DiGennaro, P.E., CFM and Al Barbato.  
H-MVC-051
6. Approval of an Agreement for professional services between Oneida County and Three + One for the provision of initial and quarterly cashVest liquidity analysis. The term of the agreement is for one year beginning on the date of execution. The maximum cost of this agreement is \$48,000.00. Upon recommendation of Anthony Carvelli and Al Barbato.
7. Approval of an Agreement for professional services between Oneida County and Stephen W. Haggas for the provision of Legal Services. Mr. Haggas will provide representation of Oneida County in child support matters before all Support Magistrates and Family Court Judges. The term of the agreement begins on January 1, 2023 and ends on December 31, 2023. The maximum cost of this agreement is \$50,000.00 paid at a rate of \$100.00 per hour. Upon recommendation of County Attorney Peter Rayhill and Al Barbato.
8. Acceptance of a Proposal from March Associates in the amount of \$409,000.00 for the Cornell Cooperative Extension-Second Street Expansion. March Associates will provide design phase services related to the project. Oneida County solicited proposals from qualified contractors and an award to March Associates is recommended. Upon recommendation of Nicholas DiGennaro, P.E., CFM and Al Barbato.  
H-DPW-150
9. Acceptance of a Proposal from HJ Brandeles Corp. in the amount of \$17,000.00 for the MVCC Academic Building renovations. The scope of work will include, but not be limited to, removing existing heating units and installing new units for the new ceramic tile floor. Oneida County solicited proposals from qualified contractors and an award to HJ Brandeles Corp. is recommended. Upon recommendation of Nicholas DiGennaro, P.E., CFM and Al Barbato.  
H-610

10. Acceptance of a Proposal from Usmail Electric, Inc. in the amount of \$7,235.00 for the MVCC Academic Building renovations. The scope of work will include, but not be limited to, electrical work related to existing handicap door controls, lighting, and other electrical work associated with the vestibule renovations. Oneida County solicited proposals from qualified contractors and an award to Usmail Electric, Inc. is recommended. Upon recommendation of Nicholas DiGennaro, P.E., CFM and Al Barbato.  
H-610

Motion to Adjourn:

Second By:

Submitted by



Mark E. Laramie, P.E., Secretary  
Board of Acquisition and Contract



**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

MATTHEW S. BAISLEY  
Commissioner

July 3, 2023

FN 20 23-295

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

**PUBLIC WORKS**

**WAYS & MEANS**

Dear County Executive Picente,

Enclosed is a contract for construction management services throughout the pre-construction and construction phases for the renovation of the MVCC Science and Technology Building.

Oneida County solicited the proposal from the approved qualified consultant: Beebe Construction Services, Inc. The Department of Public Works reviewed and then recommended the award to the Oneida County Board of Acquisition and Contract on April 5, 2023. The proposal was accepted from Beebe Construction Services, Inc for \$629,532.00 for construction management services related to the project.

Please consider the attached Agreement and, if you agree, forward the above contract to the Oneida County Board of Legislators for consideration and approval. Thank you in advance for your consideration and approval.

Thank you for your continued support.

Sincerely,

*Matthew S. Baisley*

Matthew S. Baisley  
Commissioner

Enclosures



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

*Anthony J. Picente, Jr.*  
Anthony J. Picente, Jr.  
County Executive

Date 7/28/23

Oneida County Department: Public Works

Competing Proposal  X  Only Respondent \_\_\_\_\_ Sole Source RFP \_\_\_\_\_ Other \_\_\_\_\_

**ONEIDA COUNTY BOARD OF LEGISLATORS**

Name & Address of Vendor:	Beebe Construction Services, Inc 6153 Trenton Road, Utica, NY 13502
Title of Activity of Service:	H-MVC-051 (H-579) MVCC Science & Technology Building Addition and Renovations, Utica Campus
Proposed Dates of Operation:	July 1, 2023 – June 30, 2027
Client Population/Number to be Served:	N/A

Summary Statements

1) Narrative Description of Proposed Services:

The enclosed contract is to provide construction management services throughout the pre-construction and construction phases for the MVCC Science & Technology Building Renovation project located at the Utica campus.

Requests for proposals were solicited from qualified Consultants, and on April 5, 2023, the Board of Acquisition & Contract awarded the contract to Beebe Construction Services, Inc, to provide the construction management services for the aforementioned project in the amount of \$629,532.00.

2) Program/Service Objectives and Outcomes: N/A

3) Program Design and Staffing: N/A

4) Funding	Account #:	H-MVC-051
	Total Funding Requested:	\$629,532.00
	Oneida County Dept. Funding Recommendation:	\$629,532.00
	Proposed Funding Sources	
	Federal:	\$0.00
	State:	\$0.00
	County:	\$629,532.00

Mandated / Not Mandated: Not Mandated

Past Performance Data: N/A

O.C. Department Staff Comments: None

MINUTES  
ONEIDA COUNTY BOARD OF ACQUISITION AND CONTRACT

DATE: April 5, 2023; 11:00 a.m.

LOCATION: Via-Teleconference

Roll Call:

County Executive: Present

Chairman of the Board: Present

Commissioner of Public Works: Present

Report of Officials:

Motion to accept all items on the April 5, 2023, Board of Acquisition and Contract Agenda: Mr. Laramie

Second By: Mr. Fiorini

Ayes: 3

Nays: 0

1. Approval of an agreement between Black Creek Integrated Systems Corp., and Oneida County. Black Creek Integrated Systems Corp. will provide 24/7 maintenance and support of the Oneida County Correctional Facility's Sally Port Inmate Management System which is used by Oneida County's Correctional Facility. Black Creek Integrated Systems Corp. is the developer and owner of the systems software and has been designated a Sole Source by the purchasing director. The cost of this agreement is \$54,092.25. The term of this agreement begins January 1, 2023 and ends December 31, 2023. Upon the recommendation of Sheriff Robert Maciol and Al Barbato.
2. Approval of an agreement between Black Creek Integrated Systems Corp., and Oneida County. Black Creek Integrated Systems Corp. will provide a Level 2 Service Plan for the Oneida County Correctional Facility's Jail Management System which is used by Oneida County's Correctional Facility. Black Creek Integrated Systems Corp. is the developer and owner of the systems software and has been designated a Sole Source by the purchasing director. The cost of this agreement is \$52,217.76. The term of this agreement begins January 1, 2023 and ends December 31, 2023. Upon the recommendation of Sheriff Robert Maciol and Al Barbato.
3. Approval of a Change Order No.10, in the amount of \$572,219.00 to Murnane Building Contractors, Inc. (Contract H2050601) for the construction of a new parking lot as part of the Plaza Deck Reconstruction Project-General Construction. The original contract amount is \$1,942,000.00 and the new proposed contract amount to date is \$2,671,591.67. Upon recommendation of Nicholas DiGennaro, P.E., CFM.  
H-GEN-011



Acquisition and Contract

Page 2

April 5, 2023

4. Approval of a settlement between Sharon Nash and Oneida County for a property damage claim. On January 12, 2023, the claimant's vehicle was struck by a county vehicle that was being operated by an Oneida County Department of Public Works employee. It is recommended payment in the amount of up to \$237.43 be awarded to Sharon Nash to settle the property damage claim. Upon recommendation of Adjuster Gus Boucher and County Attorney Peter Rayhill.
5. Approval of a Change Order No.11, in the amount of \$64,461.00 to Murnane Building Contractors, Inc. (Contract H2050601) for a garage entrance membrane upgrade as part of the Plaza Deck Reconstruction Project-General Construction. The original contract amount is \$1,942,000.00 and the new proposed contract amount to date is \$2,736,052.67. Upon recommendation of Nicholas DiGennaro, P.E., CFM.  
H-GEN-011
6. Approval of a Change Order No.6, in the amount of \$8,225.00 to Edgebrook Construction Co., Inc. (Contract H2254201) for new fire doors as part of the MVCC Academic Classrooms Renovation Project. The original contract amount is \$998,240.00 and the new proposed contract amount to date is \$1,041,457.00. Upon recommendation of Nicholas DiGennaro, P.E., CFM.  
H-MVC-072
7. Approval of a Change Order No.7, in the amount of \$7,735.00 to Edgebrook Construction Co., Inc. (Contract H2254201) for additional asbestos abatement work necessary in Room 101A and additional floor work in Room C-107 as part of the MVCC Academic Classrooms Renovation Project. The original contract amount is \$998,240.00 and the new proposed contract amount to date is \$1,049,192.00. Upon recommendation of Nicholas DiGennaro, P.E., CFM.  
H-MVC-072
8. Approval of a Change Order No.4, in the amount of \$55,465.00 to Murnane Building Contractors, Inc. (Contract H2249701) to compensate the Contractor for additional work needed for the Public Parking Facility that involves the removal of contaminated soil from the site. The original contract amount is \$43,962,000.00 and the new proposed contract amount to date is \$43,728,375.92. Upon recommendation of Nicholas DiGennaro, P.E., CFM.  
H-DPW-043
9. Acceptance of a proposal from Environmental Design & Research, Landscape Architecture, Engineering & Environmental Services, D.PC. (Contract #171820) for Consulting Services associated with Supervisor Control and Data Acquisition (SCADA) hardware and software system. The SCADA system is a combination of specialty hardware and software that enables the 24/7/365 real-time data automation of the wastewater processes. Oneida County solicited proposals from qualified contractors and an award to Environmental Design and research is recommended with a compensation amount not to exceed \$40,000.00 for the year of 2023 which will begin upon execution and end on December 31, 2023 with an option to renew the agreement for up to Four additional one-year terms. Upon recommendation of Karl Schrantz and Al Barbato.

10. Approval to reject all bids for BRN 2217, Uniform Service. On March 6, 2023 bids were opened for Bid Reference #2217. A detailed review of the sole bid submitted by Cintas failed to meet minimum requirements. Therefore, it is recommended to reject the bid from Cintas. Upon recommendation of Christopher Burtch and Al Barbato.
11. Acceptance of a Proposal from Beebe Construction Services, Inc. (Contract #H2356199) in the amount of \$629,532.00 for the MVCC Science & Technology Building Renovation Project. Beebe Construction will provide construction management services related to the project. Oneida County solicited proposals from qualified contractors and an award to Beebe Construction Services, Inc. is recommended. Upon recommendation of Nicholas DiGennaro, P.E., CFM and Al Barbato.  
H-MVC-051
12. Acceptance of a Proposal from March Associates (Contract #H2356299) in the amount of \$197,150.00 for the MVCC Dental Hygiene Program, Rome Campus Project. March Associates will provide complete design services for the renovation of the basement level in the Plumley Complex. Oneida County solicited proposals from qualified contractors and an award to March Associates is recommended. Upon recommendation of Nicholas DiGennaro, P.E., CFM and Al Barbato.  
H-MVC-117
13. Approval of a Change Order No.1, in the amount of \$151,333.10 to Slate Hill Constructors (Contract #H2051701) for additional quantities of materials utilized during construction necessary for the County Highway Bridge Program-Phase 4, Rehabilitation of Hamilton Ave. Bridge. The original contract amount is \$492,495.88 and the new proposed contract amount to date is \$643,828.98. Upon recommendation of Nicholas DiGennaro, P.E., CFM.  
H-DPW-020
14. Acceptance of a Proposal from Alesia & Crewell Architects in the amount of \$9,650.00 for the Oneida County Building at 4681 State Route 233-Garage and Entrance Door Replacement Project. Alesia & Crewell will provide architectural design services related to the project. Oneida County solicited proposals from qualified contractors and an award to Alesia & Crewell Architects is recommended. Upon recommendation of Nicholas DiGennaro, P.E., CFM and Al Barbato.  
H-DPW-071
15. Acceptance of a Proposal from March Associates in the amount of \$34,559.00 for the MVCC Payne Hall Cooling Tower Replacement Project. March Associates will provide architectural design services related to the project. Oneida County solicited proposals from qualified contractors and an award to March Associates is recommended. Upon recommendation of Nicholas DiGennaro, P.E., CFM and Al Barbato.  
H-MVC-113

16. Award Bid Reference #2218 for Apron 1 & 2 Reconstruction Project-Phase 1. On March 21, 2023, bids were opened for Bid Reference #2218. Oneida County received bids from multiple vendors which were analyzed for accuracy and all computations verified. An award to the lowest possible responsive bidder, Rifenburg Construction in the amount of \$5,827,115.00 is recommended. 90% (\$5,244,403.50) FAA Grant Funded, 5% (\$291,355.75) State Funding, and 5% (\$291,355.75) County Funds. Upon recommendation of Edward Arcuri and Al Barbato.  
H-AIR-084
  
17. Approval of an Amendment and renewal request between Integrated Strategic Systems, Inc, and Oneida County (Contract #17801). Integrated Strategic Systems, Inc provides scanning and shredding services related to Oneida County Records. The Amendment is to reassign the agreement from Integrated Strategic Systems, Inc. to JDE Computer Staffing, Inc. The original agreement authorized two one-year term renewals, this renewal request begins on September 16, 2022 and ends on September 16, 2023. The cost of this agreement is \$500,000.00 annually, with a total cost of \$1,000,000.00. Upon recommendation of Chuck Klein and Al Barbato.
  
18. Approval of Extension #4 and Amendment to a contract between Oneida County and CNY Cab & Car Service LLC for cab service that provides rides to those who have been released from the County's Centralized Arraignment Part (CAP) Court located at the Correctional Facility. The term of the 4<sup>th</sup> extension period is from December 1, 2022 to November 30, 2023. The amendment would increase the yearly cost allowed to no more than \$20,000.00. Upon recommendation of Tina Hartwell and Al Barbato.
  
19. Acceptance of a Proposal from March Associates in the amount of \$28,700.00 for Union Station Entrance Corridor Renovation Project (Contract #H2356499). March Associates will provide design services related to the renovation and upgrades of an existing corridor on the first floor of Union Station. Oneida County solicited proposals from qualified contractors and as the sole responder an award to March Associates is recommended. Upon recommendation of Nicholas DiGennaro, P.E., CFM and Al Barbato.  
H-DPW-071
  
20. Correction to item #2 on March 15, 2023 Agenda. O'Connell Electric Company, Inc (Contract #18783) to include Final payment and release retainage is requested as all work for project is complete.

Motion to Adjourn:

Second By:

Submitted by



Mark E. Laramie, P.E., Secretary  
Board of Acquisition and Contract



**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

MATTHEW S. BAISLEY  
 Commissioner

August 15, 2023

FN 20 23-296

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

**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 Electric and Gas Alliance (MEGA Contract). MEGA serves more than 300 municipalities and private businesses in upstate New York, and through aggregated utility procurement, via competitive bid, offers very competitive pricing. Our current contracts expire in November 2023.

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. 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 potentially add significant cost to the bid and results are likely to be similar to, or greater than, pricing established in the MEGA Contract.

Fixed firm rates versus variable rates were evaluated. Fixed firm rates provide stable and predictable expenditures which is crucial for budgeting purposes. Therefore, I recommend taking advantage of the fixed firm rates. Note, this pricing will be updated before the Board meeting to reflect current market prices.

I recommend approval and execution of the enclosed contracts with Constellation NewEnergy, Inc. for Oneida County's electric utility service. Based upon the County's estimated usage and the estimated market cost at the time of execution, the estimated annual cost would be approximately \$2,000,000.00 per year, for a total estimated cost over three years of \$6,000,000.00, all subject to fluctuation. 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,

*Matthew S. Baisley*

Matthew S. Baisley  
 Commissioner

Enclosures



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

*Anthony J. Picente, Jr.*  
 Anthony J. Picente, Jr.  
 County Executive

Date 8/16/23

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 Contracts  
**Proposed Dates of Operation:** November 2023 – November 2026  
**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 “piggyback” contracts derived from a public bid conducted by Genesee County and managed by the Municipal Gas and Electric Alliance (MEGA). MEGA serves more than 300 municipalities and private businesses in upstate New York, and through aggregated utility procurement via competitive bid, offers very competitive pricing. Our current contracts expire in November 2023.

There are two contracts, which split the County’s accounts into two bills in order to maximize the savings to the County. The first contract is a “single bill” contract, meaning the supply *and* delivery charges are both billed together, and was established years ago to maximize the County’s ability to capture credits generated by its solar energy facilities (grouping supply and delivery charges on one contract increase the charges on the bill and therefore allows the County to deduct its full solar credits). The second contract is a “dual bill” contract, which separates billing for supply and delivery and its electricity rate is slightly cheaper for that reason, and also because most of the contract serves the County’s water pollution control plant, which uses more off-peak power and is consequently less expensive to serve.

**2) Program/Service Objectives and Outcomes:** Acceptance of these contracts will result in significant cost saving for electric utility services for Oneida County. Based upon estimates of current usage and the estimated market costs at the time of execution, the anticipated annual cost is \$2 million per year, for an estimated \$6 million over three years, all subject to fluctuation.

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

**4) Funding** **Account #:** Various .414  
**Total Funding Requested:** \$6,000,000.00

**Oneida County Dept. Funding Recommendation: \$6,000,000.00**

**Proposed Funding Sources**

**Federal:**  
**New York State:**  
**County: \$6,000,000.00**  
**Other:**

**Past Performance Data: N/A**

**O.C. Department Staff Comments: None**



**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

MATTHEW S. BAISLEY  
 Commissioner

July 18, 2023

FN 20 23-297

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

**PUBLIC WORKS**

**WAYS & MEANS**

Dear County Executive Picente,

Enclosed is the contract for construction inspection services for the reconstruction of the Gridley Paige Road Bridge over Big Creek in the Town of Marshall.

In accordance with the NYSDOT Procedures for Locally Administered Federal Aid Projects, Oneida County solicited an Expression of Interest (EOI) from each firm on the NYSDOT Region 2 LDSA County List. Each EOI was reviewed and it was decided that C&S Engineers is the most qualified consultant for this project.

On May 17, 2023, the Board of Acquisition & Contract awarded the contract to C&S Engineers, Inc. to provide construction phase services on the Gridley Paige Road Bridge over Big Creek (PIN 2754.76, BIN 2205850), Town of Marshall, New York in the amount of \$400,000.00.

This project will be funded by the Bridge New York program (Federal aid), and the Town of Marshall. Oneida County has agreed to be the project sponsor, will fund project expenses through Capital Project H-DPW-045 (H-569), and request reimbursement from New York State and the Town of Marshall as expenditures are made.

If acceptable, please forward the above contract to the Oneida County Board of Legislators for consideration and approval.

Thank you for your continued support.

Sincerely,

*Matthew S. Baisley*

Matthew S. Baisley  
 Commissioner

Enclosures



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

*Anthony J. Picente, Jr.*  
 Anthony J. Picente, Jr.  
 County Executive

Date 8/16/23

Oneida County Department: Public Works

Competing Proposal  Only Respondent  Sole Source RFP  Other

ONEIDA COUNTY BOARD OF LEGISLATORS

<b>Name &amp; Address of Vendor:</b>	C&S Engineers, Inc. 499 Col. Eileen Collins Blvd. Syracuse, NY 13212
<b>Title of Activity of Service:</b>	Gridley Paige Road Bridge over Big Creek (PIN 2754.76, BIN 2205850), Town of Marshall
<b>Proposed Dates of Operation:</b>	Start on Execution – 12/31/2024
<b>Client Population/Number to be Served:</b>	N/A

**Summary Statements**

**1) Narrative Description of Proposed Services:**

Attached is the contract for construction services to replace the Gridley Paige Road Bridge over Big Creek in the Town of Marshall. This project will be funded by the Bridge New York program (Federal aid), and the Town of Marshall. Oneida County has agreed to be the project sponsor, and so will fund project expenses and request reimbursement from New York State and the Town of Marshall as expenditures are made.

**2) Program/Service Objectives and Outcomes:** N/A

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

**4) Funding**

	<b>Account #:</b>	H-DPW-045
	<b>Total Funding</b>	\$ 400,000.00
	<b>Requested:</b>	
<b>Oneida County Dept. Funding Recommendation:</b>		\$400,000.00
<b>Proposed Funding Sources</b>	<b>Federal:</b>	\$ 380,000.00
	<b>State:</b>	\$0.00
	<b>County:</b>	\$0.00
	<b>Town of Marshall:</b>	\$ 20,000.00

**Past Performance Data:** N/A

**O.C. Department Staff Comments:** None



# Memo

To: Secretary, Board of Acquisition & Contract  
Al Barbato  
Director of Purchasing

From: Nicholas P. DiGennaro, P.E., CFM *NPD*  
Deputy Commissioner, Division of Engineering

Date: May 11, 2023

Re: Capital Fund: H-DPW-045 (H-569)  
Contract No.: H2356699  
PIN 2754.76 Replacement of Gridley Page Road Bridge over Big Creek  
Town of Marshall

New York State created the BRIDGE NY program for the purpose of funding bridge and culvert reconstruction projects on local highways. The Town of Marshall has been awarded the following grant through this program.

PIN	BIN	Road/Feature	Municipality	Funding	
2754.76	2205850	Gridley Page Road over Big Creek	Marshall	Fed/NYS	\$380,000.00
				Local	\$20,000.00
				Total	\$400,000.00

On May 10, 2023, the Oneida County Board of Legislators approved an inter-municipal agreement between the Town of Marshall and Oneida County thereby granting Oneida County the authority to act as project sponsor. A combination of Federal, State and local funding will provide funding to reimburse the County for 100% of the costs of this project.

In accordance with the NYSDOT Procedures for Locally Administered Federal Aid Projects, Oneida County solicited an Expression of Interest (EOI) from each consulting firm on the NYSDOT Region 2 LDSA County list. Each EOI was reviewed and scored on a qualification basis. State and Federal procedures prohibit the use of consulting fees as a determining factor. It was determined that C&S Engineers, Inc., is the most qualified consultant for this project. Subsequently the Oneida County Department of Public Works negotiated a proposed contract with C&S Engineers, Inc., to prepare plans, specifications, and estimates. Construction inspection services will be added at a later date, via amendment.

I recommend award of contract H2356699 to C&S Engineers, Inc., (C&S), of Syracuse, New York in the amount of \$400,000.00 to prepare plans, specifications, and estimates for replacement of the Gridley Page Road over Big Creek in the Town of Marshall.

cc: project file

80

MINUTES  
ONEIDA COUNTY BOARD OF ACQUISITION AND CONTRACT

DATE: May 17, 2023; 11:00 a.m.

LOCATION: Via-Teleconference

Roll Call:

County Executive: Present

Chairman of the Board: Present

Commissioner of Public Works:

Report of Officials: Present

Motion to accept all items on the May 17, 2023, Board of Acquisition and Contract Agenda: Mr. DiGennaro

Second By: Mr. Fiorini

Ayes: 3

Nays: 0

1. Approval of an Agreement between Dr. Susan Blatt and Oneida County (Contract #179036) to provide medical exams for children alleged to have been the victims of sexual assault. Dr. Blatt will conduct training in specific procedures to performing childhood sexual abuse examinations and performing these examinations upon request by the Department of Social Services. The cost of the agreement shall not exceed \$50,000.00, billed at \$800.00 per exam with a \$5,000.00 local share paid 100% through the Child Advocacy Grant. The term of this agreement starts on November 1, 2022, and ends on June 30, 2023. Upon recommendation of Michael Romano and Al Barbato.  
A6011.49537
2. Approval of an Agreement between Oneida County and Dr. Susan Blatt (Contract #179061) for the provision of Medical Director services for the Department of Family and Community Services. Dr. Blatt reviews cases and makes medical care recommendations for all the Department's divisions. The term of the agreement runs from January 1, 2023, through December 31, 2025 for a fee that will not exceed \$50,000.00, with Federal Funding of 62% (\$31,000.00), State Funds of 28% (\$14,000.00) and with the local cost of 10% (\$5,000.00). Upon recommendation of Michael Romano and Al Barbato.  
A6013.195
3. Acceptance of a Proposal from March Associates for design services in the amount of \$160,900.00 for the Oneida County Office Building Asbestos Abatement & Interior Renovations-9<sup>th</sup> Floor. March Associates will prepare plans associated with the completion of the work for the accommodation of the Department of Health. Oneida County solicited proposals from qualified contractors and an award to March Associates is recommended. Upon recommendation of Nicholas DiGennaro, P.E., CFM and Al Barbato.  
H-GEN-004/ H2356999

4. Approval of a Change Order No.12, (Contract #128702) in the amount of \$16,650.00 to Murnane Building Contractors, Inc. for the replacement of the Emergency Operations Center areaway grate as part of the COB Plaza Deck Reconstruction Project. The original contract amount is \$1,942,000.00 and the new proposed contract amount to date is \$2,752,702.67. Upon recommendation of Nicholas DiGennaro, P.E., CFM.  
H-DPW-106/ H2050601
5. Acceptance of a Proposal from Venesky Training & Support Services, LLC (Contract #179904) for Indirect Cost Allocation plans which identify various indirect costs incurred by the County to administer State and Federal Programs. This allows the County to obtain maximum reimbursements from the Federal and State governments as required under the Office of Management and Budget's regulations. The agreement begins upon execution and is in effect for the fiscal periods ending on December 31, 2022, 2023, and 2024 with an option to renew for two additional one-year terms. The cost is \$15,850.00 per fiscal year, total compensation will not exceed \$47,550.00. Funding is allocated per fiscal period between the Department of Finance at \$4,750.00, the Department of Social Services at \$9,600.00 and the Department of Health at \$1,500.00. Upon recommendation of Anthony Carvelli and Al Barbato.
6. Acceptance of a Proposal from C&S Engineers, Inc. in the amount of \$400,000.00 to prepare plans, specifications and estimates for the replacement of the Gridley Paige Road Bridge over Big Creek in the Town of Marshall. An inter-municipal agreement between the Town and County was put in place granting Oneida County the authority to act as project sponsor through our County Board of Legislators. This agreement also makes the Town responsible for all costs (\$20,000.00) not eligible for Federal aid (\$380,000.00) all of which is reimbursable to the County. Construction inspection services will be added at a later date via addendum. Upon recommendation of Nicholas DiGennaro, P.E., CFM and Al Barbato.  
H-DPW-045 / H2356699
7. Approval of a Change Order No.2, (Contract #138062) in the amount of \$18,962.00 to Delta Engineers for additional work associated with the Construction Inspection Services as part of the Highway Bridge Program-Phase 5. The original contract amount is \$43,000.00 and the new proposed contract amount to date is \$78,762.00. Upon recommendation of Nicholas DiGennaro, P.E., CFM.  
H-DPW-077 / H2152699
8. Acceptance of a Proposal from Barton & Loguidice for design services in the amount of \$29,000.00. Barton & Loguidice will prepare design services for the slope stabilization on Beaver Creek Road as part of the County Highway Bridge Program-Phase 5. Oneida County solicited proposals from qualified contractors and an award to Barton & Loguidice is recommended. Upon recommendation of Nicholas DiGennaro, P.E., CFM and Al Barbato.  
H-DPW-077
9. Approval of Change Order No. 1, a no cost change, to Kascon, LLC. (Contract #173550) to extend the date of completion from May 26, 2023, to May 24, 2024 on the Asbestos Abatement and Fireproofing for the 7<sup>th</sup> floor of the COB as part of the COB Asbestos Abatement project. Upon recommendation of Nicholas DiGennaro, P.E., CFM  
H-GEN-004

10. Approval of a one-year extension of a contract between Oneida County and Tyler Technologies, LLC. (Contract #176074) regarding a maintenance agreement for civil software. The software assists to efficiently and accurately track civil transactions. Tyler Technologies, LLC has a centralized contract with New York state that runs until November 29, 2025. The annual cost of the software is \$8,125.77 and the contract term is from January 1, 2023, to December 31, 2023. Upon recommendation of Robert Maciol and Al Barbato.  
A3115.492
  
11. Approval of an Agreement between Oneida County and Watch Systems, LLC (Contract #177322) for its web based and proprietary system Offender Watch. The Offender Watch system provides law enforcement with sex offender registration, management, and community notification services. Watch Systems, LLC has been designated a Sole Source by the Purchasing Department as they are the only vendor who is able to provide this type of internet accessible turnkey system, as they are the originators of the proprietary Offender Watch system. The cost of this agreement is \$32,014.38. The term of the agreement begins on November 1, 2022, and ends on October 31, 2025. Upon recommendation of Robert Maciol and Al Barbato.  
A3120.4951 / A3151.4951

Motion to Adjourn:

Second By:

Submitted by

*Nicholas DiGennaro*

Nicholas P. DiGennaro, P.E., CFM, Interim Secretary  
Board of Acquisition and Contract



# Griffiss International Airport

660 Hangar Road, Suite 223  
Rome, NY 13441  
Telephone: 315-736-4171 / Fax: 315-736-0568

**ANTHONY J. PICENTE JR.**  
County Executive

**EDWARD ARCURI**  
Commissioner of Aviation

**FN 20** 23 298

August 16, 2023

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

**AIRPORT**

**WAYS & MEANS**

**Re: Request for Board of Legislators' Approval to Execute Various Airport Improvement Program (AIP) Grants Awarded by the Federal Aviation Administration FAA)**

Dear County Executive Picente:

As you are aware, as part of our obligations as a federally-funded airport, Oneida County has a five-year Airport Capital Improvement Plan (ACIP) in place at all times. On an annual basis, we apply for FAA grant funding for projects that appear in our ACIP in any given year. At times, the FAA awards such project with AIP funding with very little advance notice and sets short deadlines by which Oneida County must execute grant documents.

In an effort to ensure that Oneida County is able to take advantage of the maximum amount of AIP funding that is awarded to us by the FAA, I am respectfully requesting that the Board of Legislators pass a resolution giving you advance authority to execute any and all grant documents associated with the ACIP projects that we have submitted for this year's funding. To that end, I am requesting authority for you to execute grants as follows:

1. **Airfield Lighting Upgrades (Design).** This project will replace existing airfield lighting, signage and navigation aid equipment distributed across the airfield. Replacement equipment includes the Runway 15 PAPI (4 box, airport owned and operated), rotating beacon (located on top of the ATCT cab), approximately 50 airfield taxiway guidance signs, one primary windcone and two supplemental windcones. Only equipment will be replaced and the existing foundations, power cables, conduit will remain as-is. Isolation transformers will be replaced along with L-823 connectors and secondary power extension cord sets. All replacement equipment will be LED for a significant energy and maintenance costs savings. The existing fixture locations will not change and will generally be replaced with modern equipment of similar characteristics (height, dimensions, etc.). The total project cost is \$104,760.00, with funding sources as follows:
 

FAA Share	\$94,284.00
County Share	\$5,238.00
State Share	\$5,238.00

2. Apron 1 & 2 Rehabilitation (Drainage) Phase I (Construction). This project includes rehabilitation of the center portion of Apron 1 & 2 and replacement of the associated storm water trench drains. The area on each Apron is approximately 1,450 feet long by 130 feet wide for a total area of +/- 42,000 SY. The total project cost, if fully funded, is \$6,369,515.00, with funding sources as follows:

FAA Share \$5,732,563.00  
County Share \$318,476.00  
State Share \$318,476.00

I also request that you be authorized to execute a grant agreement for a lesser amount, in the event that the FAA awards a partial or phased approach to this project.

3. Reconfigure-Reconstruct Taxiway D, H, G Intersection (Design). This project is necessary to comply with the Airport Design Advisory Circular. The taxiway D-H-G intersection will be reconfigured to provide 90 degree turns to eliminate direct access from the Terminal Apron on to Runway 15-33 via Taxiway D. The total project cost is \$257,760.00, with funding sources as follows:

FAA Share \$231,984.00  
County Share \$12,888.00  
State Share \$12,888.00

4. Zero Emissions Vehicle(s) and Infrastructure (ZEV). This project would fund the purchase of two electric pickup trucks and two chargers. The total project cost is \$162,231.00, with funding sources as follows:


FAA Share \$146,008.00  
County Share \$8,111.00  
State Share \$8,112.00

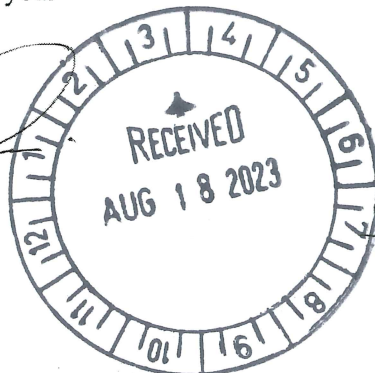
5. Rural and Tribal Assistance Pilot Program - Airport Business Park Development – Griffiss Business & Tech Park. This project includes development of 250 acres located mid-field and west of the Runway 15 end at the Griffiss International Airport. The Business Park Development focuses on a flexible plan that can support a mix of aeronautical and non-aeronautical uses depending on demand in the Mohawk Valley Region. Significant private and public development has taken place at the Airport and associated Griffiss Business and Technology Park in recent years and demand remains strong for further development. The Airport Business Park is one of the largest undeveloped parcels remaining for commercial and industrial development in Oneida County. Oneida County would like to proceed forward with development of the site to support new development related to Unmanned Airspace Systems (UAS) testing, manufacturing, R&D, and other support facilities, as well as other aeronautical and non-aeronautical uses. The first phase of development will be to provide utilities, vehicle access by means of a road extension and traffic round- about, airport fence relocation and general site grading. The site will be prepared, including the necessary environmental and land release approvals needed so the site is shovel ready for developers. The total estimated project cost is \$868,500, with funding sources as follows:

FAA Share \$320,000

I respectfully request that you submit this request to the Board of Legislators for consideration at their September 2023 meeting. Thank you.

Sincerely,

  
Edward Arcuri  
Commissioner of Aviation



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

  
Anthony J. Picente, Jr.  
County Executive

Date 8/18/23