



# 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

## EXPEDITED COMMUNICATIONS FOR DISTRIBUTION FOR THE JANUARY 11, 2023 MEETING

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

<u>FILE NO.</u>	<u>COMMITTEE</u>	<u>PAGES</u>
2023-024 . . .	Public Works, Ways & Means .....	1
2023-026 . . .	Public Works, Ways & Means .....	2-5
2023-027 . . .	Economic Development & Tourism, Ways & Means .....	6-7
2023-028 . . .	Government Operations, Ways & Means .....	8
2023-029 . . .	Government Operations, Ways & Means .....	9-10
2023-030.1 . . .	Government Operations, Ways & Means .....	11-12
2023-030.2 . . .	Government Operations, Ways & Means .....	13-14
2023-031 . . .	Government Operations, Ways & Means .....	15-16
2023-032 . . .	Government Operations, Ways & Means .....	17-18
2023-033 . . .	Government Operations, Ways & Means .....	19-22

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



ONEIDA COUNTY  
OFFICE OF THE COUNTY EXECUTIVE

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

January 4, 2023

FN 20 22 - 0224

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

**PUBLIC WORKS**

WAYS & MEANS

Dear Board Chairman,

In the adopted 2022 Capital Budget, the Water Pollution Control fund had a capital project HG - 646, WPC – Facilities Improvements – Small Projects which required a direct appropriation from the Water Pollution Control Fund. This transfer was never set up in the WPC funds budget. In order, to clean this up and allow the Water Pollution Control to spend the funds in the capital project as adopted it is necessary to do a transfer.

I therefore request your Board’s approval for the following **2022** Funds Transfer:

**TO:**

G-9950.9 – Transfer To Capital Sewer Fund.....\$1,200,000.00

**FROM:**

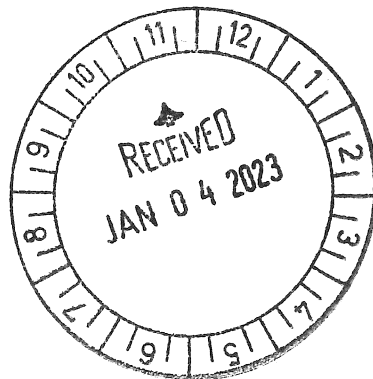
G-599- Appropriated Fund Balance.....\$1,200,000.00

Thank you for kind attention to this request.

Very truly yours,

Anthony J. Picente, Jr.  
County Executive

CC: Comptroller  
County Attorney  
Comm. WPC





**ONEIDA COUNTY DEPARTMENT OF LAW**

Oneida County Office Building  
800 Park Avenue ♦ Utica, New York 13501-2975  
315-798-5742 ♦ Fax: 315-798-6425

**ANTHONY J. PICENTE JR.**  
COUNTY EXECUTIVE

**PETER M. RAYHILL**  
COUNTY ATTORNEY

January 5, 2023

FN 20 22 - 026

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

**PUBLIC WORKS**  
WAYS & MEANS

RE: DeBuono Property, 454 Water Street, Utica, New York to County of Oneida


Dear County Executive Picente:

Please find attached a Contract for Purchase and Sale of Real Estate for the DeBuono Property at 454 Water Street, Utica, New York, executed by the Seller. This Contract involves the purchase of a building for \$175,000.00. The Contract includes compensation of the Seller for reimbursement of real property taxes.

Pursuant to Section 2202 of the Oneida County Charter, this Contract must be approved by the Board of Legislators.

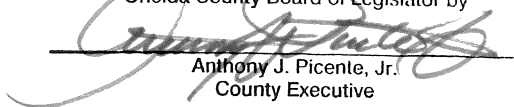
Please forward the attached documents to the Board of Legislators for their January 11, 2023 meeting.

Very truly yours,

  
John S. Balzano  
Counsel to the County Attorney

JSB/rae

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



Anthony J. Picente, Jr.  
County Executive

Date 1-5-23

CONTRACT FOR PURCHASE AND SALE OF REAL ESTATE

THIS IS A LEGALLY BINDING CONTRACT UPON ACCEPTANCE. IT IS RECOMMENDED THAT ALL PARTIES CONSULT AN ATTORNEY BEFORE SIGNING.

This Agreement, between the party or parties herein designated as "SELLER" and the party or parties designated as "PURCHASER"

<u>Paul DeBuono</u> Seller's Name	<u>County of Oneida, New York</u> Purchaser's Name		
<u>4681 State Route 233</u> <u>Clinton, NY 13323</u> Address	<u>800 Park Avenue</u> <u>Utica, New York 13501</u> Address		
<u>Patricia Bobrow</u> Attorney	<u>(315) 724-3805</u> (phone)	<u>Department of Law</u> Attorney	<u>(315) 798-5910</u> (phone)

1. **AGREEMENT:** The SELLER hereby agrees to sell and the PURCHASER hereby agrees to purchase the real property hereinafter mentioned upon the following terms and conditions stated herein.
2. **GENERAL DESCRIPTION:** The real property situated in the City of Utica, County of Oneida, State of New York, known as: being a parcel of land with improvements located at 454 Water Street, Utica, New York, and having a Tax Map # 318.007-1-5.
3. **ITEMS INCLUDED:** All permanent fixtures and improvements are represented to be owned by the SELLER, free from all liens and encumbrances, and are included in the sale "as is", on the date of this offer.
4. **ITEMS EXCLUDED FROM SALE:** The following items are excluded from the sale: **The Seller will remove all personal property and equipment from the building and grounds. Any such property remaining in the building or on the property at the time of closing shall become the property of the Purchaser.**
5. **CONSIDERATION:**  
The purchase price is: One Hundred Seventy-Five Thousand and No/100 Dollars     \$175,000.00

Payable as follows:

\$175,000.00

Due at closing.

3

6. **MORTGAGE CONTINGENCIES:** NOT APPLICABLE
7. **SURVEY:** The Seller shall not be required to provide a new metes and bounds survey but agrees to provide a copy of existing survey, if any.
8. **TITLE DOCUMENTS AND MARKETABILITY OF TITLE.** At least 10 days before the closing, SELLER is to furnish a copy of a good and sufficient Warranty Deed to the premises, 20 year bankruptcy search, 10 year tax searches, tax receipts for current taxes, water search and an original 40-year abstract of title showing good and marketable title, free of liens and encumbrances, excepting zoning restrictions of record, common driveways, all rights of way and easements of record, covenants, conditions and environmental protection laws, so long as the premises are not in violation thereof.
9. **CONDITION AND MAINTENANCE OF PREMISES:** The buildings and the premises herein have been inspected by the PURCHASER and are hereby sold "as is" without warranty as to condition, expressed or implied. SELLER agrees to maintain heating, ventilating, air conditioning, sewer, plumbing and electrical systems and any built-in appliances and equipment, in normal working order and to maintain the grounds and to deliver the property to the PURCHASER in as good condition as it is today, reasonable wear and tear excepted. SELLER shall convey the premises subject to any unpaid installments of street or improvement assessments payable after the date of closing on the premises; and any state of facts which an accurate inspection and/or survey may show, provided that the foregoing do not render the title to the premises unmarketable.
10. **RISK OF LOSS:** Any risk of loss to the property shall be borne by the SELLER pursuant to §5-1311 of the General Obligations Law of the State of New York in the case of any destruction as defined within the meaning of those provisions until title has been conveyed to the PURCHASER.
11. **RIGHT TO FINAL INSPECTION:** PURCHASER shall have a right to a final inspection of the property prior to the transfer of title.
12. **BREACH:** In the event of a breach of this contract by either party, the other party shall be entitled to pursue all legal and equitable remedies, including specific performance and/or the recovery of all damages and expenses resulting from the breach, including reasonable attorney's fees.
13. **CLOSING AND POSSESSION:** The closing will be at Oneida County Law Department, 800 Park Avenue, 10<sup>th</sup> Floor, Utica, NY on or before March 1, 2023 and possession shall be granted to PURCHASER upon closing unless otherwise agreed herein.
14. **REAL ESTATE BROKERS:** PURCHASER and SELLER agreed that no broker brought about this sale nor is anyone responsible for any commission for bringing about this sale.

15. THIS OFFER IS CONTINGENT UPON APPROVAL OF THE BOARD OF LEGISLATORS OF THE COUNTY OF ONEIDA, NEW YORK AND UPON ANY APPROPRIATIONS AS MAY BE REQUIRED TO COMPLETE THE PURCHASE AND RENOVATION FOR ITS INTENDED PURPOSE.

16. **ADJUSTMENTS:** Water, sewer and other utilities, taxes, rents, security deposits and unpaid assessments for local improvements, are to be pro-rated and adjusted as of the date of closing unless otherwise agreed. SELLER is to pay utility bills and water bills, if any, up to date of closing.

17. **ASSIGNMENT:** Purchaser may assign this contract with the written consent of the SELLER.

18. **ENTIRE AGREEMENT:** This contract contains all agreements of the parties hereto. There are no other promises, agreements, terms, conditions, warranties, representations or statements other than contained herein. This agreement shall apply to and bind the heirs, legal representatives, successors and assigns of the respective parties. This agreement may only be changed in writing signed by all parties.

\_\_\_\_\_  
Date

\_\_\_\_\_  
PURCHASER

\_\_\_\_\_  
Witness

\_\_\_\_\_  
PURCHASER

**ACCEPTANCE:** The above offer, together with the terms and conditions thereof, is hereby accepted and in consideration of the mutual covenants herein, the undersigned SELLER agrees to sell and convey on the terms and conditions of said offer.

Seller's Name

\_\_\_\_\_  
Date

12/9/2022

\_\_\_\_\_  


PAUL E. DEBUONO



**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

January 5, 2023

FN 20 23 - 027

Anthony J. Picente Jr.  
County Executive  
Oneida County Office Building  
800 Park Ave.  
Utica, NY 13501

**ECONOMIC DEVELOPMENT  
& TOURISM**

WAYS & MEANS

Re: Request for Oneida County Planning to make an application to the NYS Empire State Development Corporation for up to \$1,800,000 in RESTORE NY Communities Initiative funding.

Dear County Executive Picente:

I am writing today with a request that the Oneida County Board of Legislators pass a Resolution allowing Oneida County to make an application to NYS Empire State Development Corporation for up to \$1,800,000 in RESTORE NY Communities Initiative funding.

The Restore New York Communities Initiative ("Restore NY") provides municipalities with financial assistance for the revitalization of commercial and residential properties. The program encourages community development and neighborhood growth through the elimination and redevelopment of blighted structures.

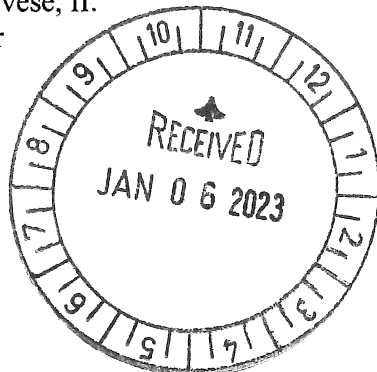
Oneida County intends to partner with Mohawk Valley EDGE to prepare the application, implement the project, and administer the grant. The grant award is up to \$1,800,000 million dollars and the local share is 10% (\$180,000), which will be the responsibility of the property owner(s) in the form of cash equity.

If you agree that Oneida County should make an application to NYS for the RESTORE NY Communities Initiative grant program, I would respectfully request that you forward it to the Oneida County Board of Legislators for their consideration of adopting a formal resolution. Please feel free to call Dana Crisino, Deputy Commissioner of Planning, or me if any additional information is required. Thank you for your continued support.

Sincerely,

James J. Genovese, II.  
Commissioner

Enc.



Reviewed and Approved for submittal to the  
Oneida County Board of Legislators by  
  
Anthony J. Picente, Jr.  
County Executive

Date 1-5-23

## EXHIBITS/ENCLOSURES

1. Property Assessment List
2. Property Data Sheet
3. Site Control Affidavit
4. Material Terms of Project Development Agreement





ONEIDA COUNTY  
OFFICE OF THE COUNTY EXECUTIVE

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

January 5, 2023

FN 20 23 - 028

Gerald Fiorini, Chairman  
Board of Legislators  
800 Park Avenue  
Utica, NY 13501

GOVERNMENT OPERATIONS

WAYS & MEANS

Dear Chairman:

During the Capital Projects meetings, the Board of Elections Commissioners expressed the need for new voting machines in the coming years. The voting machines are approximately fifteen years old and had a lot of breakdowns during the last election which caused the results to be reported extremely late. The Commissioners and I have deemed the current voting machines will not be able to handle the next year's election. The Board of Elections has received a quote from Dominion Voting which is attached. Dominion Voting has also said they can start delivering the new voting machines within a month which will ensure all the voting machines will be here before the next election.

With the establishment of Capital Project H – Gen – 118 Board of Elections – Voting Machines it is necessary to do a transfer to fund the project.

I therefore request your Boards approval of the following **2023** Budget Transfer:

TO:	
A9900-9901.900-105	Transfer to Capital Projects Fund..... \$ 2,163,000
FROM:	
A599 – Appropriated Fund Balance.....	\$ 2,163,000

Thank you for your kind attention to this request.

Very truly yours,

Anthony J. Picente, Jr.  
County Executive

CC: Comptroller  
County Attorney  
Budget.



ONEIDA COUNTY  
OFFICE OF THE COUNTY EXECUTIVE

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

January 5, 2023

Gerald Fiorini, Chairman  
Board of Legislators  
800 Park Avenue  
Utica, NY 13501

FN 20 03 - 029

GOVERNMENT OPERATIONS

Dear Chairman:

WAYS & MEANS

During the Capital Projects meetings, the Board of Elections Commissioners expressed the need for new voting machines in the coming years. The voting machines are approximately fifteen years old and had a lot of breakdowns during the last election which caused the results to be reported extremely late. The Commissioners and I have deemed the current voting machines will not be able to handle the next year's election. The Board of Elections has received a quote from Dominion Voting which is attached. Dominion Voting has also said they can start delivering the new voting machines within a month which will ensure all the voting machines will be here before the next election.

I therefore, request the establishment of a capital project to purchase new voting machines and request your Board's approval of the following:

A.) Establishment of **Capital Project H - GEN - 118 – Board of Elections – Voting Machines**

B.) Budget for the capital Project H – GEN - 118 is as follows:

**APPR:**

**H – GEN – 118 – 19972 Capital Outlay – General Government.... \$ 2,163,000**

**REVENUE:**

**H – 118 – 5031 – 000 Transfer From General Fund.....\$ 2,163,000**

Thank you for your kind attention to this request.

Very truly yours,

Anthony J. Picente, Jr.  
County Executive

CC: Comptroller  
County Attorney  
Bd. of Elections



January 5, 2023

**Oneida County, NY**

**Q00009159**

Prepared by:  
Gio Costantiello  
gio.costantiello@dominionvoting.com

Budgetary Quote

Product/Service	Description	Qty	Unit Price	Extension
<b>In-Person Voting: Polling Location Hardware</b>				
ImageCast Evolution Kit (NY)		200	\$10,900.00	\$2,180,000.00
			<b>Sub-Total</b>	<b>\$2,180,000.00</b>
<b>Consumables/Parts</b>				
ICE/ICP2 iButton Technician Key - Yellow		20	\$25.00	\$500.00
Ink Cartridge - ICE	Included	200	\$0.00	\$0.00
			<b>Sub-Total</b>	<b>\$500.00</b>
<b>Training</b>				
Training (/day)		1.0	\$2,500.00	\$2,500.00
			<b>Sub-Total</b>	<b>\$2,500.00</b>
<b>Total Purchase Sub-Total</b>				<b>\$2,183,000.00</b>
<b>Discounts</b>				
Discount	Loyalty Discount	1	-\$20,000.00	-\$20,000.00
			<b>Sub-Total</b>	<b>-\$20,000.00</b>
<b>Year 1 Purchase Total</b>				<b>\$2,163,000.00</b>
<b>Annual Licenses</b>				
ImageCast Evolution Annual Firmware License		200	\$225.00	\$45,000.00
			<b>Sub-Total</b>	<b>\$45,000.00</b>
<b>Annual Warranties</b>				
ImageCast Evolution Annual Hardware Warranty		200	\$235.00	\$47,000.00
			<b>Sub-Total</b>	<b>\$47,000.00</b>
<b>Annual Fees (due After Year 5)</b>				<b>\$92,000.00</b>

**Terms and Conditions**

Contract Number: PC69385 Group Number: 22300 Award Number: 23198

Each ICE kit includes: ICE tabulator, ICE plastic ballot box and cover, ATI Kit, battery backup, ink cartridge, report tape, 2 memory cards, 2 administrative i-buttons, shipping to County, onsite acceptance testing support, 5 year firmware maintenance, 5 year hardware warranty

**Signatures**

Customer Name (printed)	Title	Signature	Date (MM/DD/YYYY)

10

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

January 3, 2023

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

FN 20 23-030.2  
GOVERNMENT OPERATIONS  
WAYS & MEANS

**Re: Reallocation of Deputy County Clerk**

Dear County Executive Picente:

Attached for your review and approval is correspondence from County Clerk, Mary Finegan, requesting the reallocation of the title Deputy County Clerk from Grade 21M, Step 4, starting at \$36,933 to Grade 23M, Step 4, starting at \$39,879.

If you concur, please forward this letter to the Board of Legislators and ask that they reallocate the title Deputy County Clerk to Grade 23M, Step 4, starting at \$39,879, retroactive to January 1, 2023. As always, I am available to address any questions or concerns either you or the Board may have regarding this matter.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Amanda L. Cortese-Kolasz".

Amanda L. Cortese-Kolasz  
Commissioner of Personnel

Cc: Mary Finegan, County Clerk  
County Attorney  
Budget

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

Anthony J. Picente, Jr.  
County Executive

Date 1-5-23

Mary Finegan  
County Clerk

Lisa Weeks  
1st Deputy Clerk



Deputy County Clerks  
Gary Artessa  
Brenda Breen  
Lynarda J. Girmonde  
Mathew Black

## CLERK OF ONEIDA COUNTY

County Office Building ♦ 800 Park Avenue ♦ Utica, New York 13501

Phone: (315) 798-5776 ♦ Fax: (315) 798-6440

January 3, 2023

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

**Re: Reallocation of Deputy County Clerk**

Dear Commissioner Cortese-Kolasz:

In review of the staffing levels in the County Clerk's office, and in an effort to improve efficiency and operations, I am requesting the reallocation of the title Deputy County Clerk from its current Grade 21M, Step 4 at \$36,933 to Grade 23M, Step 4, at \$39,879. I request that this reallocation be approved retroactive to January 1, 2023.

I am confident that this change, among others I am proposing will help improve the record management operations, streamline office operations and alleviate the current back up of filing, e-filing and general orders that have been neglected for many years.

Also, forthcoming, will be a staffing and operations plan for the Department of Motor Vehicles. Thank you.

Sincerely,

Mary Finegan  
Oneida County Clerk



**ONEIDA COUNTY  
DEPARTMENT OF PERSONNEL**

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

January 3, 2023

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

FN 20 23 - 030,7

GOVERNMENT OPERATIONS

WAYS & MEANS


**Re: Creation of One (1) Deputy County Clerk Position**

Dear County Executive Picente:

Attached for your review and approval is correspondence from County Clerk, Mary Finegan, requesting the creation of two (2) Deputy County Clerk positions. After consultation with Ms. Finegan, the initial request is being adjusted. Rather than create two (2) Deputy County Clerk positions, Ms. Finegan has reduced this request to one (1) position.

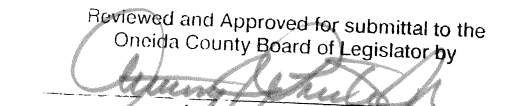
If you concur, please forward this letter to the Board of Legislators and ask that they create one (1) Deputy County Clerk position at Grade 23M, Step 4, starting at \$39879. As always, I am available to address any questions or concerns either you or the Board may have regarding this matter.

Very truly yours,

  
Amanda L. Cortese-Kolasz  
Commissioner of Personnel

Cc: Mary Finegan, County Clerk  
County Attorney  
Budget

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

  
Anthony J. Picente, Jr.  
County Executive

Date 1-5-23

Mary Finegan  
County Clerk

Lisa Weeks  
1st Deputy Clerk



Deputy County Clerks  
Gary Artessa  
Brenda Breen  
Lynarda J. Girmonde  
Mathew Black

## CLERK OF ONEIDA COUNTY

County Office Building ♦ 800 Park Avenue ♦ Utica, New York 13501

Phone: (315) 798-5776 ♦ Fax: (315) 798-6440

January 3, 2023

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

**Re: Creation of Two (2) Deputy County Clerk Positions**

Dear Commissioner Cortese-Kolasz:

In review of the staffing levels in the County Clerk's office, and in an effort to improve efficiency and operations, I am requesting the creation of two (2) Deputy County Clerk positions to be located in the Registrar division of the County Clerk's Office.

I am confident that this change, among others I am proposing will help improve the record management operations, streamline office operations and alleviate the current back up of filing, e-filing and general orders that have been neglected for many years.

Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Mary Finegan".

Mary Finegan  
Oneida County Clerk



**ONEIDA COUNTY  
DEPARTMENT OF PERSONNEL**

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

January 6, 2023

FN 20 23 031

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

GOVERNMENT OPERATIONS

WAYS & MEANS

**Re: Conversation of Part Time Position to Full Time Position as Principal Clerk**

Dear County Executive Picente:

Attached for your review and approval is correspondence from County Clerk, Mary Finegan, requesting creation of four (4) Principal Clerk positions. After consultation with Ms. Finegan and you, the initial request is being adjusted. Rather than create four (4) Principal Clerk positions, the request is now that position number 1410-806 (Senior Clerk – Part Time) be converted from a part time position to a full time position as a Principal Clerk, Grade 19W, Step 4, starting at \$34,306. In order to effectuate this change, I am asking that the Board eliminate the part time position, number 1410-806, and create a full time position in its place, as the Personnel Department uses different numbering to identify and differentiate part time positions and full time positions.

If you concur, please forward this letter to the Board of Legislators and ask that they eliminate position number 1410-806 (Senior Clerk – Part Time) and create a full time position of Principal Clerk at Grade 19W, Step 4, starting at \$34,306. As always, I am available to address any questions or concerns either you or the Board may have regarding this matter.

Very truly yours,

Amanda L. Cortese-Kolasz  
Commissioner of Personnel

Cc: Mary Finegan, County Clerk  
County Attorney  
Budget

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

Anthony J. Picente, Jr.  
County Executive

Date 1-6-23



Mary Finegan  
County Clerk

Lisa Weeks  
1st Deputy Clerk



Deputy County Clerks  
Gary Artessa  
Brenda Breen  
Lynarda J. Girmonde  
Mathew Black

## CLERK OF ONEIDA COUNTY

County Office Building ♦ 800 Park Avenue ♦ Utica, New York 13501

Phone: (315) 798-5776 ♦ Fax: (315) 798-6440

January 3, 2023

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

**Re: Creation of Four (4) Principal Clerk Positions**

Dear Commissioner Cortese-Kolasz:

In review of the staffing levels in the County Clerk's office, and in an effort to improve efficiency and operations, I am requesting the creation of four (4) Principal Clerk positions to be located in the Civil Action, Real Property and Records divisions of the County Clerk's Office.

I am confident that this change, among others I am proposing will help improve the record management operations, streamline office operations and alleviate the current back up of filing, e-filing and general orders that have been neglected for many years.

Thank you.

Sincerely,

A handwritten signature in cursive script that reads 'Mary Finegan'.

Mary Finegan  
Oneida County Clerk

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

January 6, 2023

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

FN 20 23 - 032

GOVERNMENT OPERATIONS

**Re: Reallocation of First Deputy County Clerk**

WAYS & MEANS

Dear County Executive Picente:

Attached for your review and approval is correspondence from County Clerk, Mary Finegan, requesting the reallocation of the title First Deputy County Clerk. After consultation with Ms. Finegan and you, and after careful review and comparison to salary grades for Deputy positions in other departments, I am recommending that the salary for the title First Deputy County Clerk be reallocated from Grade 31M, Step 4, starting at \$53,329 to Grade 38M, Step 4, starting at \$68,243.

If you concur, please forward this letter to the Board of Legislators and ask that they reallocate the title First Deputy County Clerk from Grade 31M, Step 4, starting at \$53,329 to Grade 38M, Step 4, starting at \$68,243. As always, I am available to address any questions or concerns either you or the Board may have regarding this matter.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Amanda L. Cortese-Kolasz", written in black ink.

Amanda L. Cortese-Kolasz  
Commissioner of Personnel

Cc: Mary Finegan, County Clerk  
County Attorney  
Budget

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

A handwritten signature in cursive script, appearing to read "Anthony J. Picente, Jr.", written in black ink, positioned above a horizontal line.

Anthony J. Picente, Jr.  
County Executive

Date 1-6-23

Mary Finegan  
County Clerk

Lisa Weeks  
1st Deputy Clerk



Deputy County Clerks  
Gary Artessa  
Brenda Breen  
Lynarda J. Girmonde  
Mathew Black

## CLERK OF ONEIDA COUNTY

County Office Building ♦ 800 Park Avenue ♦ Utica, New York 13501

Phone: (315) 798-5776 ♦ Fax: (315) 798-6440

January 3, 2023

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

**Re: Reallocation of First Deputy County Clerk**

Dear Commissioner Cortese-Kolasz:

In review of the staffing levels in the County Clerk's office, and in an effort to improve efficiency and operations, I am requesting the reallocation of the title First Deputy County Clerk from its current Grade 31M, Step 4 at \$53,329 to Grade 40M, Step 4, at \$73,445. I request that this reallocation be approved retroactive to January 1, 2023.

I am confident that this change, among others I am proposing will help improve the record management operations, streamline office operations and alleviate the current back up of filing, e-filing and general orders that have been neglected for many years.

Also, forthcoming, will be a staffing and operations plan for the Department of Motor Vehicles. Thank you.

Sincerely,

Mary Finegan  
Oneida County Clerk

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

January 6, 2023

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

FN 20 23-033

GOVERNMENT OPERATIONS  
WAYS & MEANS

**Re: Creation of Title First Deputy County Clerk – Motor Vehicles and Addition of Position**

Dear County Executive Picente:

Attached for your review and approval is correspondence from County Clerk, Mary Finegan, requesting addition of the title First Deputy County Clerk – Motor Vehicles to the Oneida County Classification Plan. Also attached is the job specification for the title that outlines the responsibilities and duties for the position.

The County Clerk has expressed a need for this title to assist with oversight of the Department of Motor Vehicles. I recommend that the salary for First Deputy County Clerk – Motor Vehicles be set at Grade 38M, Step 4, starting at \$68,243.

If you concur, please forward this letter to the Board of Legislators and ask that they set the salary for the title First Deputy County Clerk – Motor Vehicles at Grade 38M, Step 4, starting at \$68,243 and create a position in said title. As always, I am available to address any questions or concerns either you or the Board may have regarding this matter.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Amanda L. Cortese-Kolasz".

Amanda L. Cortese-Kolasz  
Commissioner of Personnel

Cc: Mary Finegan, County Clerk  
County Attorney  
Budget

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

A handwritten signature in cursive script, appearing to read "Anthony J. Picente, Jr.". Below the signature is a horizontal line.

Anthony J. Picente, Jr.  
County Executive

Date 1-6-23

Mary Finegan  
County Clerk

Lisa Weeks  
1st Deputy Clerk



Deputy County Clerks  
Gary Artessa  
Brenda Breen  
Lynarda J. Girmonde  
Mathew Black

## CLERK OF ONEIDA COUNTY

County Office Building ♦ 800 Park Avenue ♦ Utica, New York 13501

Phone: (315) 798-5776 ♦ Fax: (315) 798-6440

January 3, 2023

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

**Re: Creation of First Deputy County Clerk**

Dear Commissioner Cortese-Kolasz:

In review of the staffing levels in the County Clerk's office, and in an effort to improve efficiency and operations, I am requesting creation of the title First Deputy County Clerk – Motor Vehicles. I request that this position be allocated to Grade 40M, Step 4, \$73,445

I am confident that this change, among others that will be forthcoming, will improve the Department of Motor Vehicle operations for Oneida County.

Thank you.

Sincerely,

Mary Finegan  
Oneida County Clerk

Jurisdiction: Oneida County  
Jurisdictional Class: Pending Jurisdictional Classification  
Adopted:

### **FIRST DEPUTY COUNTY CLERK - MOTOR VEHICLES**

**DISTINGUISHING FEATURES OF THE CLASS:** This position performs administrative and supervisory duties related to providing required services and activities in the Orange County Clerk's Office. Because of the types of services performed, the accuracy of the work and attention to detail is of major significance and utmost importance. Consultations are held with the County Clerk for the purpose of formulating policies and procedures. Supervision is exercised over the work of the employees in the County Clerk's office. The employee acts in the absence of the County Clerk. The work is performed under the general supervision of the County Clerk, with leeway permitted for the exercise of independent initiative judgement. Does related work as required.

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

Plans, organizes, and supervises the employees in the County Clerk's office;  
Acts in the absence of the County Clerk;  
meets with the public and provides timely, appropriate responses to inquiries;  
Prepares purchase requisitions and develops budget requests;  
Keeps daily attendance records and makes necessary payroll changes;  
Checks and posts bills before forwarding to Finance Office;  
Attends conferences and meetings pertaining to work methods and procedures;  
Directs the management and operations of branch offices;  
Assures that licensing of drivers and motor vehicles and registration of vehicles is accomplished in an efficient manner;  
Oversees receipt, accounting and depositing of fees paid;  
Maintains up-to-date knowledge of New York State Vehicle and Traffic Laws, procedures and reporting responsibilities;  
Attends to division correspondence and classifies provisions of laws applicable to motor vehicles;  
Assures staff awareness of current laws and regulations through continuing education and training;  
Inspects operations in branch offices to insure compliance with established policies and procedures;  
Addresses customer complaints and offers resolutions in accordance with state DMV procedures and laws;  
Testifies in court for the Department of Motor Vehicles.

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

**CHARACTERISTICS:** Thorough knowledge of services and responsibilities of a County Clerk's office; thorough knowledge of the information needed for the preparation of a variety of mandated legal reports and records; thorough knowledge of acceptable methods of maintaining financial reports and records; thorough knowledge of consequences for error in filing legal documents; good knowledge of modern public administration principles, practices and techniques; ability to plan and supervise the work of others; ability to present a positive image for the County Clerk's Office; ability to deal effectively with others; ability to prepare and submit accurate reports within established deadlines; good

continued...

21

judgment; initiative; integrity; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Appointed on the basis of administrative experience, and other such qualifications, as the County Clerk may determine appropriate.

**SPECIAL REQUIREMENTS:**

1. Possess and maintain a valid New York State driver's license.
2. At time of appointment, per compliance with Section 7209 of the Intelligence Reform and Terrorism Prevention Act of Two Thousand Four, Public Law 108-458, and procedures promulgated thereto by the Department of Homeland Security for issuance of Enhanced Drivers Licenses (EDLs) or identification cards, candidates must be a citizen of the United States and will be required to undergo a State and Federal criminal background check which includes fingerprinting prior to completion of their probationary period. Failure to meet the standards of the HAZMAT criteria for the background investigation set forth in Title 49 Code of Federal Regulations (CFR) Section 1572.103, standards for CDL examiner training and record checks set forth in Title 49 Code of Federal Regulations (CFR) Section 348.228 and standards for REAL ID background check for covered employees set forth in Title 6 Code of Federal Regulations (CFR) Section 37.45, may result in disqualification. A full list of disqualifying criminal offenses is available by request.

Adopted:

Revised: