

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 FOR THE June 9, 2022 MEETING

Volume #2

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

<u>FILE NO.</u>	<u>COMMITTEE</u>	<u>PAGES</u>
2022-204 . . .	Public Works, Ways & Means	1-2
2022-205 . . .	Airport, Ways & Means.....	3-4
2022-206 . . .	Health & Human Services, Ways & Means	5-7

AVAILABLE ON WEBSITE ONLY
www.ocgov.net



ONEIDA COUNTY
 DEPARTMENT OF PUBLIC WORKS
 George E. Carle Complex
 5999 Judd Road, Oriskany, NY 13424
 Phone: (315) 793-6235 Fax: (315) 768-6299

ANTHONY J. PICENTE, JR.
 County Executive

MARK E. LARAMIE, P.E.
 Commissioner

May 19, 2022

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

FN 20 22 - 204

PUBLIC WORKS

Dear County Executive Picente,

On July 20, 2021, Oneida County entered into an agreement (#138062) with Delta Engineers, Architects, Land Surveyors, & Landscape Architects, D.P.C. for Construction Inspection Services associated with specified bridge and highway construction projects.

WAYS & MEANS

On March 16, 2022, the Oneida County Board of Acquisition & Contract accepted Change Order #1 in the amount of \$54,484.74 to cover the cost of additional services for the following three (3) projects:

- Rehabilitation of BIN 3311140, Hamilton Ave. over Taylor Creek, City of Sherrill (H-615)
- Replacement of BIN 3310480, West Leyden Road over Moose Creek (H-615)
- Replacement of C8-74, Floyd-Steuben Road over Dry Creek, Town of Floyd (H-615)

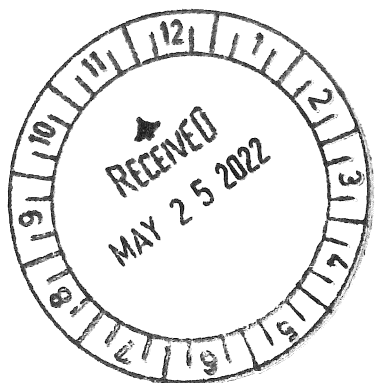
The additional work was required for each project due to increased construction timelines resulting from circumstances outside the control of either Delta or the contractor. The original contract amount for the above projects was \$121,740.00, with the proposed amount to date totaling \$176,224.74. The amount of the original contract will now be \$245,504.74.

Please consider the enclosed contract for the above services. If acceptable, please forward to the Oneida County Board of Legislators for approval.

Thank you for your support.

Sincerely,

Mark E. Laramie, P.E.
 Commissioner



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

Anthony J. Picente, Jr.
 County Executive

Date 5-25-22

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

ONEIDA COUNTY BOARD OF LEGISLATORS

Name & Address of Vendor: Delta Engineers, Architects, Land Surveyors, & Landscape
 Architects, D.P.C.
 860 Hooper Road
 Endwell, NY 13760

Title of Activity or Service: Professional Consulting Services
Proposed Dates of Operation: Start on Execution - 12/31/2022
Client Population/Number to be Served: N/A
Mandated or Non-mandated: Non-mandated

Summary Statements

1) Narrative Description of Proposed Services:

On March 16, 2022, the Oneida County Board of Acquisition & Contract accepted Change Order #1 in the amount of \$54,484.74 to cover the cost of additional services provide for the following three (3) projects.

- Rehabilitation of BIN 3311140, Hamilton Ave. over Taylor Creek, City of Sherrill (H-615)
- Replacement of BIN 3310480, West Leyden Road over Moose Creek (H-615)
- Replacement of C8-74, Floyd-Steuben Road over Dry Creek, Town of Floyd (H-615)

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

3) Program Design and Staffing: N/A

4) Funding:

Account #:	H-615/H-614
Total Funding Requested:	\$210,864.74/\$34,640
Oneida County Dept. Funding Recommendation:	\$210,864.74/34,640
Proposed Funding Sources	
Federal:	\$0.00
New York State:	\$0.00
County:	\$245,504.74

Past Performance Data: N/A

O.C. Department Staff Comments: None



**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 22 - 205

May 25, 2022

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

AIRPORT

WAYS & MEANS

Re: Creation of one (1) Part-Time Airport Maintenance Worker Position

Dear County Executive Picente:

Attached for your review and approval is correspondence from Commissioner of Aviation, Edward Arcuri, requesting the creation of one (1) part-time Airport Maintenance Worker position (Grade 15B, Step 2 at \$14.26 per hour).

As stated in Commissioner Arcuri's letter, Griffiss International Airport is facing staff shortages on the midnight shift and he feels that adding a part-time shift will help fill the shortage.

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

Respectfully submitted,

Amanda L. Cortese-Kolasz
Commissioner of Personnel

Attachment



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

Anthony J. Picente, Jr.
County Executive
Date 5-25-22



Griffiss International Airport

660 Hangar Road, Suite 223

Rome, NY 13441

Telephone: 315-736-4171 / Fax: 315-736-0568

ANTHONY J. PICENTE
County Executive

Edward A. Arcuri
Commissioner of Aviation

05/24/2022

To: Mrs. Amanda Cortese- Kolasz- Director of Personnel
From: Mr. Edward A. Arcuri- Commissioner of Aviation

RE: New part time position for Airport

Dear Amanda,

I would like to request a new part time position for Airport Maintenance Worker at Griffiss International Airport. We are facing staff shortages on our midnight shift, adding a part time shift would fill that absence.

Thank you in advance for your thoughtful consideration of this request.

Sincerely,


Edward A. Arcuri

4



**ONEIDA COUNTY
DEPARTMENT OF PERSONNEL**

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

May 25, 2022

FN 20 22-206

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

HEALTH & HUMAN SERVICES

Re: Reallocation of Youth Bureau Director

WAYS & MEANS

Dear County Executive Picente:

Attached is an update job specification for Youth Bureau Director. I have highlighted the duties that are being added for ease in comparison to the prior job specification. As is evident on the attached, the new job duties require a significant amount of work geared toward at-risk youth, such as youth with mental health needs and other special needs, as well as the prevention of juvenile delinquency.

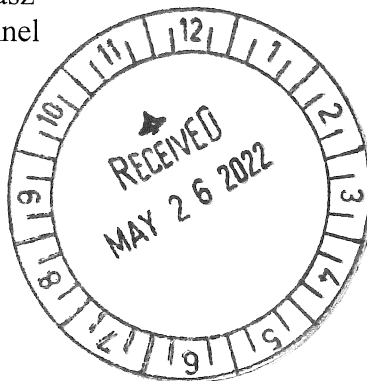
Given the significant increase in duties of the position Youth Bureau Director, I am recommending that the position be reallocated from Grade 35H, Step 4 (\$58,440), to grade 40H, Step 4 (\$70,078).

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

Respectfully submitted,

Amanda L. Cortese-Kolasz
Commissioner of Personnel

Attachment



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

Anthony J. Picente, Jr.
County Executive
Date 5-26-22

Jurisdictional Class: Non-Competitive
EEO Category: Officials/Administrators
Revised: 01/17/2020

YOUTH BUREAU DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position involving responsibilities for the County Youth Bureau and for coordinating youth activities within the County. Administering the County Youth Bureau programs includes directing an extensive grant review process, establishing procedures for assessing and addressing youth needs and problems, establishing and implementing evaluation and monitoring procedures, and developing methods for enhancing countywide delinquency prevention projects and youth service programs. This position is responsible for planning and administering STOP-DWI awareness and education to Oneida County youth. The work is performed under the general direction of the County Executive in accordance with policies and procedures approved by the County Youth Board, the State Office of Children and Family Services, and the County STOP-DWI Committee. Supervision is exercised over subordinate personnel. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Develops and implements the annual County Comprehensive Plan for youth service programs for the purpose of providing youth development and delinquency prevention services, subject to the approval by the Youth Board, Board of Legislators and the NYS Office of Children and Family Services;

Meets with private and public agencies to discuss policies and procedures for treatment and prevention of juvenile delinquency maladjustment and the promotion of youth development;

Active member of the Oneida County Youth Services Council committee meetings related to active and engaged services provided for youth and families;

Serves as the STOP-DWI Youth Educator to enhance the awareness and education program component within all Oneida County high schools and colleges, with expansion into middle and elementary schools where appropriate;

Prepares news and publicity releases, exhibits, displays and other materials;

Prepares or advises in the preparation of applications for State or Federal reimbursements of programs operated or proposed by the Youth Bureau, municipalities, contracted agencies or other public or private groups;

Reviews and approves applications of agencies to participate in youth recreation and/or service projects;

Serves as liaison with local government youth commissions, school officials, advisors, and students in planning and coordinating youth service programs and activities;

Refers youth with special needs or problems to appropriate agencies and individuals;

Assists youth searching for employment through outreach and referrals to local Summer Youth Employment Programs and the College Corp Program;

Active participant in Systems of Care committee meetings related to mental health for youth;

Member of the Oneida County Employee Wellness Steering Committee;

Coordinates the utilization of community service and recreation resource and facilities to further program objectives;

Plans, promotes, initiates and coordinates a variety of special activities to protect the welfare of children and youth;

Supervises and maintains the Friends of the Oneida County Youth Bureau agency fund;

YOUTH BUREAU DIRECTOR

Develops and implements administrative systems in conjunction with the Youth Board for program evaluation and monitoring for OCFS funds;
 Prepares or advises in the preparation of the annual budget and reports for the County Legislature, accounting for monies received and expended for Youth programs;
 Recommends programmatic and budget changes;
 Plans and advises in the preparation of tentative allocation budgets and recommends to the Youth Board appropriations for youth service programs;
 Directs and supervises the work of program staff;
 Establishes and coordinates training programs, conferences, seminars, fairs, meetings and workshops;
 Coordinates the utilization of community services, educational institutions, industries, and facilities to further program objectives;
 Addresses community groups and agencies;
 Meets with lay and professional groups to promote program objectives;
 Supervises and prepares correspondence and reports, as required;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the principles and practices of program management; good knowledge of modern public relations promotional and educational techniques; good knowledge of modern methods of fiscal budget preparation and control; ability to plan, promote and coordinate comprehensive County-wide programs and services; ability to plan and supervise the work of others; ability to speak before groups effectively; ability to interpret Federal, State and local laws, rules and regulations; ability to prepare and present oral and written reports clearly and concisely; ability to perform research and to prepare detailed reports; ability to meet the public and to address groups effectively; ability to secure the cooperation of others.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Master's Degree in social work, community development, guidance, or a closely related field, **AND** two (2) years of experience working with youth in recreation, youth development, character building, delinquency prevention or similar fields; **OR**
- (B) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree **AND** three (3) years of experience working with youth in recreation, youth development, character building, delinquency prevention or similar fields.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

Adopted: 1990's

Revised: 03/21/1996; 07/12/2005; 02/07/2007; 01/17/2020; 5/24/2022

7