

ONEIDA COUNTY BOARD OF LEGISLATORS

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

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George Joseph
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Timothy Julian
Minority Leader

EXPEDITED COMMUNICATIONS FOR DISTRIBUTION FOR THE JUNE 14, 2023 MEETING

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

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ONEIDA COUNTY
OFFICE OF THE COUNTY EXECUTIVE

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

June 1, 2023

FN 20 23 - 189

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

PUBLIC WORKS

WAYS & MEANS

Dear Chairman:

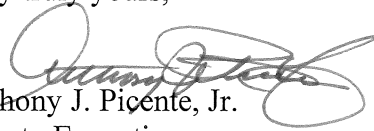
In the Commissioner of Department of Public Works letter, dated May 24, 2023, he respectfully requests to accept a Federally Funded bridge structural replacement project for a local municipality in Oneida County. The Commissioner also discusses how New York State Department of Transportation rules and regulations for Locally Administered Federal Aid Projects apply. As such, with your Boards approval it necessary to amend the Capital Project to include the new project at the Gridley Paige Road Bridge which will not include any Oneida County funding.

I therefore request your Board's approval to amend **Capital Project H-DPW – 045 – 89892 – Capital Outlay – Home and Community:**

| | <u>Current</u> | <u>Change</u> | <u>Proposed</u> |
|--|------------------------|----------------------|------------------------|
| Federal Aid DPW 045-4597 | \$ 5,499,200.00 | \$ 689,700.00 | \$ 6,188,900.00 |
| Bonding DPW 045- | \$ 396,000.00 | \$ 00.00 | \$ 396,000.00 |
| Other Unclassified – DPW 045-2770-500 | \$ 978,000.00 | \$ 36,300.00 | \$ 1,015,100.00 |
| Totals | <u>\$ 6,874,000.00</u> | <u>\$ 726,000.00</u> | <u>\$ 7,600,000.00</u> |

Thank you for kind attention to this request.

Very truly yours,


Anthony J. Picente, Jr.
County Executive

CC: Comptroller
County Attorney
Commissioner DPW



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

NICHOLAS P. DIGENNARO, P.E., CFM
Interim Commissioner

May 24, 2023

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

Dear County Executive Picente,

The following bridge maintenance, rehabilitation, and reconstruction project has been added to the State Transportation Improvement Plan.

| PIN | BIN | Road/Feature | Municipality | Funding | |
|---------|---------|---|--------------------|---------|----------------|
| | | | | Fed/NYS | |
| 2754.76 | 2205850 | Gridley Paige Rd Bridge over Big Creek | Town of Marshal | Fed/NYS | \$1,111,120.00 |
| | | | | Local | \$58,480.00 |
| | | | | Total | \$1,169,600.00 |

New York State Department of Transportation rules and regulations for Locally Administered Federal Aid Projects apply. Due to the complexity of these rules and regulations, it is very difficult for local municipalities to complete projects within budget and schedule constraints. Oneida County has the experience, expertise, and financial flexibility required to successfully complete Locally Administered Federal Aid Projects. Therefore, Oneida County typically offers project sponsor assistance.

Oneida County has agreed to provide assistance to the Town of Marshall regarding PIN 2754.76. NYSDOT would designate Oneida County as Project Sponsor. Oneida County could then coordinate design, construction inspection, and construction contracts and services. Oneida County would execute State/Federal aid agreements, consultant agreements, and construction contracts. Capital Project H-DPW-045 (H-569) was created for this purpose. In addition, Oneida County would make first-instance payments and secure state and/or federal reimbursement of up to 100% of eligible expenditures. The Town of Marshall would be responsible for 100% of all ineligible and/or non-reimbursable project expenditures thereby insuring zero cost for Oneida County.

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If providing the aforementioned assistance is acceptable, please forward a request to the Oneida County Board of Legislators to increase the budget for Capital Project H-DPW-045 (H-569), HOCTC Bridge Program, as follows.

| | FEDERAL/STATE AID | LOCAL MUNICIPALITY | TOTAL |
|-------------------|--------------------------|---------------------------|-----------------------|
| Current | \$6,530,300.00 | \$343,700.00 | \$6,874,000.00 |
| Proposed Increase | \$689,700.00 | \$36,300.00 | \$726,000.00 |
| Proposed Totals | \$7,220,000.00 | \$380,000.00 | \$7,600,000.00 |

The proposed increase in the budget is less than the total funding amount for the Gridley Paige Road project, as there is sufficient unencumbered balance to cover the remainder.

Thank you for your continued support.

Sincerely,

Nicholas DiGennaro

Nicholas P. DiGennaro, P.E., CFM
Interim Commissioner – Department of Public Works
Deputy Commissioner – Division of Engineering

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

June 1, 2023

FN 20 23 - 190

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

GOVERNMENT OPERATIONS
WAYS & MEANS

Re: Addition of Records Retention Coordinator to the Oneida County Classification Plan and Creation of One (1) Full-Time Record Retention Coordinator Position

Dear County Executive Picente:

I have attached a job specification for the title Records Retention Coordinator. This is a current title in the Oneida County Civil Service Classification Plan, used at this time in our BOCES jurisdictions. County Clerk, Mary Finegan, has requested use of this title within the County Clerk's Office. I am requesting that the County adopt this title and recommend that the salary be set at Grade 24W, Step 4 with a starting salary of \$41,427.

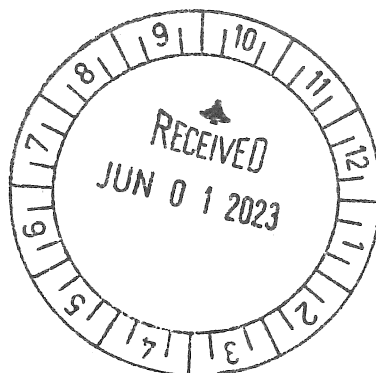
In addition to this request, County Clerk Finegan requests that an additional position for this title be created in cost center 1410. A copy of County Clerk Finegan's letter detailing the need for this position is attached herewith.

If you concur, I respectfully request that you forward this recommendation to the Board of Legislators for consideration at their June 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

Attachments



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

Anthony J. Picente, Jr.
County Executive

Date 6-1-23



Mary E. Finegan
Oneida County Clerk
CLERK OF ONEIDA COUNTY

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

May 25, 2023

Amanda Cortese-Kolasz
Oneida County Commissioner of Personnel
800 Park Avenue
Utica, NY 13501

Mrs. Cortese-Kolasz,

Please allow this letter to serve as my formal request to create three new positions within the Oneida County Clerk's office. These positions would be an addition to our current cost center -1410, within the County Clerk budget for the fiscal year 2023 and going forward.

I am requesting that two positions have the same title, Principal Clerk and be added to the County Clerk –Registrar departmental listing as 19W, step 4 with a salary of \$34,306 per annum. I am requesting that the third position be Record Retention Coordinator and be added to the same cost center as as Grade 24W, Step 4 with a starting salary of \$41,427. These positions would be utilized within the County Clerk's Civil Department to coordinate, process, digitize, file and maintain the vast amount of Civil and Criminal documentation, in addition to customer service of those in need of the documentation.

I understand that this is an addition to the County Clerk's fiscal budget. The vacated and unfunded positions within the County Clerk's office have created an excessive accumulation of work needed to be completed. The volume of both civil and criminal documentation within Oneida County is expansive and these two positions would aid in not only the documentation need, but also the customer service area, in which I am seeking to improve as soon as possible.

Regards,

Mary Finegan
Oneida County Clerk

Jurisdictional Class: Competitive
EEO Category: Professionals
Revised: 05/15/2023

RECORDS RETENTION COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This technical position involving responsibility for administering the records management program for the County Clerk or BOCES and its component districts. The work involves surveyance and examination of all records series kept, made, filed, or received by the offices and departments of Oneida County or the BOCES and its districts to determine their value, use and most suitable method of preservation, storage, and disposition. Additionally, the incumbent works with staff to assist and educate in following correct records management practices regarding retention and disposal of records. Duties are performed in accordance with local, State, and Federal laws and guidelines. The incumbent works under the general supervision of the Director of Records Management in Oneida County, or an Assistant Superintendent at the BOCES. Supervision is exercised over subordinate clerical employees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Establishes procedures and standards regarding proper records management in accordance with appropriate laws and guidelines;
Prepares and monitors the records management program budget;
Develops and monitors a comprehensive regional micrographic/information retrieval and storage system, by making improvements and conducting research and development for the computer-assisted records retrieval system;
Assists and educates staff in the establishment of sound records management practices by providing workshops, written program policy, and publications;
Works in storage areas physically surveying, inventorying and disposing of records;
Disposes of obsolete records with cooperation from each school district records management officer and in accordance with legal requirements, through the use of records retention and disposition schedule;
Supervises, and participates in, the microfilming portion of the program;
Supervises employees involved in the microfilming of records;
Prepares special and annual reports on the records management program and its cost effectiveness;
Consults with other local governments and/or BOCES regarding the supervision of a records program;
Recommends the purchase of supplies and equipment within the department;
Attends meetings and workshops to keep up-to-date knowledge of records management practices.

continued...

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of record-keeping systems, procedures and related terminology; good knowledge of indexing procedures and methods used to organize records; good knowledge of office terminology, procedures and equipment; working knowledge of the various types of records utilized and maintained in public offices; working knowledge of State laws, rules and regulations governing the retention and disposition of records; ability to organize work effectively; ability to file and index documents rapidly and accurately; ability to organize and maintain filing systems; ability to develop and maintain a budget, including the appropriation of funds; ability to plan, direct, coordinate and supervise the work of others; ability to bend, lift, climb, stand, and walk for long periods of time; ability to prepare written reports; ability to deal with a wide variety of people with tact and courtesy.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or a New York State registered college or university with a Bachelor's Degree **AND** one (1) year of experience which involved acquiring, referencing, filing, refiling, and disposing of records; **OR**
- (B) Successful completion of sixty (60) semester credit hours at a regionally accredited or a New York State registered college or university **AND** three (3) years of experience which involved acquiring, referencing, filing, refiling, and disposing of records; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** five (5) years of experience which involved acquiring, referencing, filing, refiling, and disposing of records.

NOTES:

- 1. One (1) year of full-time education at the graduate level in library science may be substituted for the required experience for (A) above.
- 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.
- 3. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

Adopted: 08/10/1990
Revised: 04/056/1991, 06/09/1997, 05/15/2023

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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

June 1, 2023

FN 20 23-191

GOVERNMENT OPERATIONS

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

WAYS & MEANS

Re: Creation of Two (2) Full-Time Principal Clerk Positions

Dear County Executive Picente:

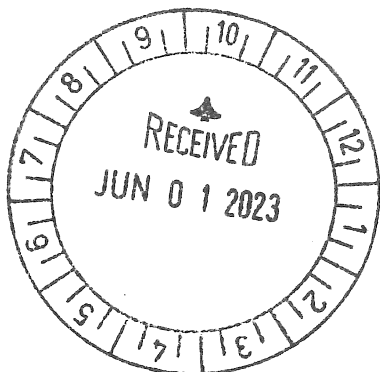
Attached for your review and approval is correspondence from County Clerk, Mary Finegan, requesting creation of two (2) full-time Principal Clerk positions at Grade 19W, Step4, with a starting salary of \$34,306 to cost center 1410. County Clerk Finegan's request is in accordance with her plans regarding County records management.

If you concur, I respectfully request that you forward this recommendation to the Board of Legislators for consideration at their June 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

Attachment



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

Anthony J. Picente, Jr.
County Executive
Date 6-1-23



Mary E. Finegan
Oneida County Clerk

CLERK OF ONEIDA COUNTY

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

May 25, 2023

Amanda Cortese-Kolasz
Oneida County Commissioner of Personnel
800 Park Avenue
Utica, NY 13501

Mrs. Cortese-Kolasz,

Please allow this letter to serve as my formal request to create three new positions within the Oneida County Clerk's office. These positions would be an addition to our current cost center –1410, within the County Clerk budget for the fiscal year 2023 and going forward.

I am requesting that two positions have the same title, Principal Clerk and be added to the County Clerk –Registrar departmental listing as 19W, step 4 with a salary of \$34,306 per annum. I am requesting that the third position be Record Retention Coordinator and be added to the same cost center as as Grade 24W, Step 4 with a starting salary of \$41,427. These positions would be utilized within the County Clerk's Civil Department to coordinate, process, digitize, file and maintain the vast amount of Civil and Criminal documentation, in addition to customer service of those in need of the documentation.

I understand that this is an addition to the County Clerk's fiscal budget. The vacated and unfunded positions within the County Clerk's office have created an excessive accumulation of work needed to be completed. The volume of both civil and criminal documentation within Oneida County is expansive and these two positions would aid in not only the documentation need, but also the customer service area, in which I am seeking to improve as soon as possible.

Regards, -

Mary Finegan
Oneida County Clerk



ONEIDA COUNTY
OFFICE OF THE COUNTY EXECUTIVE

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

June 1, 2023

FN 20 23-192

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

GOVERNMENT OPERATIONS WAYS & MEANS

Dear County Chairman:

The County Clerk has proposed to create three new job titles in the Clerk's Registrar Office. I anticipate these additions will be approved by the Board of Legislature, as such, with the approval of creating three positions for the County Clerk, it is necessary to fund those positions for the rest of the year.

I therefore request your Board's approval for the following 2023 Funds Transfer:

TO:

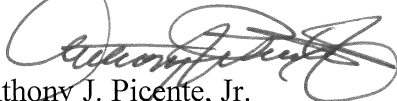
| | | |
|--------------------|--------------------------------|------------------|
| A1410 1410.101.000 | County Clerk /Salaries..... | \$55,020.00 |
| A1410 1410.830.000 | County Clerk/Social Sec..... | 4,209.00 |
| A1410.1410.850.000 | County Clerk/Unemployment..... | 138.00 |
| A1410.1410.860.000 | County Clerk/Health Ins..... | <u>22,500.00</u> |
| | Total..... | \$81,867.00 |

FROM:

| | | |
|---------------------|---|-------------|
| A1340 1911.910.000- | Budget Special Items / Contingent | \$81,867.00 |
|---------------------|---|-------------|

Thank you for kind attention to this request.

Very truly yours,


Anthony J. Picente, Jr.
County Executive

CC: Comptroller
 County Attorney
 Commissioner of Personnel

