



# ONEIDA COUNTY BOARD OF LEGISLATORS

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

Gerald J. Fiorini  
Chairman  
(315) 798-5900

Mikale Billard  
Clerk  
(315) 798-5404

George Joseph  
Majority Leader

Philip M. Sacco  
Minority Leader

## COMMUNICATIONS FOR DISTRIBUTION JANUARY 22, 2021

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

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[www.ocgov.net](http://www.ocgov.net)

Sandra J. DePerno  
County Clerk

Diane B. Abraham  
1st Deputy Clerk



Deputy County Clerks  
Gary Artessa  
Brenda Breen  
Lynarda J. Girmonde  
Stephanie L. Tighe

## CLERK OF ONEIDA COUNTY

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

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

FN 20 20-008

January 11, 2021

GOVERNMENT OPERATIONS

Hon. Anthony J. Picente Jr.  
Oneida County Executive  
Oneida County Office Building  
800 Park Avenue  
Utica NY 13501

WAYS & MEANS

Dear County Executive Picente:

I am respectfully requesting the Board of Legislators consideration and approval of an increase in the expenses necessary to collect the mortgage tax receipts, this is based on Section 262 of the Tax Law. As provided in Tax Law Section 262, the requested reimbursement must be approved by the tax commission and accompanied by a resolution approved and passed by the Board before April 1, 2021. This process was developed to make yearly increases based on the rate of inflation rather than make larger increases at longer intervals. The expenses the Clerk's Office incurs went up this year and the current rate does not adequately reimburse the Clerk's Office for the cost of collecting this tax.

The Clerk's Office is requesting that we be allowed to charge the State of New York the actual cost of annually collecting the mortgage tax proceeds. We are requesting that the current charge be raised based on the yearly cost incurred by the County to \$507,234.41. As stated above, this increase requires Board action and must be to the STATE OF NEW YORK BY APRIL 1, 2021 in order to take effect.

Respectfully submitted,

Sandra J. DePerno  
Oneida County Clerk

Cc: Hon. Gerald J. Fiorini, Chairman of the Board  
Hon. Colin Idzi, Chairman, Government Operations

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

Anthony J. Picente, Jr.  
County Executive

Date 1-19-21

MORTGAGE TAX COLLECTION EXPENSE 2021

Personnel	Name	Percent	A		B		C		D	
			Base Salary	Fringe Benefits E x 42%	Salary plus Fringe B + C	Annual Salary Cost A x D				
County Clerk	Sandra DePerno	9%	\$ 90,484.00	\$ 38,003.28	\$ 128,487.28	\$ 11,563.86				
1st Deputy Clerk	Diane Abraham	36%	\$ 68,766.27	\$ 28,881.83	\$ 97,648.10	\$ 35,153.32				
Deputy County Clerk - #5	Lynarda Gironde	50%	\$ 47,735.97	\$ 20,049.11	\$ 67,785.08	\$ 33,892.54				
Deputy County Clerk - #6	Stephanie Tighe	36%	\$ 33,836.98	\$ 14,211.53	\$ 48,048.51	\$ 17,297.46				
Deputy County Clerk - #22	Gary Artessa	65%	\$ 67,087.06	\$ 28,176.57	\$ 95,263.63	\$ 61,921.36				
Deputy County Clerk - #1N	Brenda Breen	50%	\$ 54,053.15	\$ 22,702.32	\$ 76,755.47	\$ 38,377.74				
Senior Clerk - #23	Elaine Altamuro	45%	\$ 25,624.37	\$ 10,762.24	\$ 36,386.61	\$ 16,373.97				
Senior Clerk - #21	Wendy Ross	50%	\$ 35,047.53	\$ 14,719.96	\$ 49,767.49	\$ 24,883.75				
Senior Clerk - #18	Daniel Mitchell	65%	\$ 48,869.29	\$ 20,525.10	\$ 69,394.39	\$ 45,106.35				
Senior Clerk - #16	Lisa Gatto	36%	\$ 43,563.25	\$ 18,296.57	\$ 61,859.82	\$ 22,269.53				
Map Room Clerk - #8	Joseph Jonquil	50%	\$ 44,353.59	\$ 18,628.51	\$ 62,982.10	\$ 31,491.05				
Senior Clerk - #15	Lee Davis	50%	\$ 30,245.32	\$ 12,703.03	\$ 42,948.35	\$ 21,474.18				
<b>TOTAL</b>			<b>\$ 589,666.76</b>	<b>\$ 247,660.05</b>	<b>\$ 837,326.83</b>	<b>\$ 359,805.10</b>				

OTHER COSTS	A		B		C		Annual Cost	
	Percentage	Monthly Fee	No. of Months	Annual Cost A x B x C				
Computer Support Costs	27%	\$ 15,000.00	12	\$ 48,600.00				
Postage	100%	\$ 3,000.00	12	\$ 36,000.00				
General Office Supplies	12%	\$ 2,000.00	12	\$ 2,880.00				
Copy Costs	100%	\$ 350.00	12	\$ 4,200.00				
<b>TOTAL</b>				<b>\$ 91,680.00</b>				

STORAGE SPACE	A		B		C		Annual Cost	
	No. of Cubic Feet	Cost Per Foot	No. of Months	Annual Cost A x B x C				
Storage Space (Inactive)	35	\$ 6.00	12	\$ 2,520.00				
<b>TOTAL</b>				<b>\$ 2,520.00</b>				

OFFICE SPACE/LIGHT/HEAT	A		B		C		Annual Cost	
	Percentage	No. of Square Feet	Cost Per Foot	No. of Months	Annual Cost A x B x C x D			
General Office Area	40%	500	\$ 18.12	12	\$ 43,488.00			
Mortgage Tax Clerk Office	80%	56	\$ 18.12	12	\$ 9,741.31			
<b>TOTAL</b>				<b>\$ 53,229.31</b>				

TOTAL OTHER COSTS \$ 147,429.31

TOTAL ALL COSTS TO ONEIDA COUNTY \$ 507,234.41

2

ONEIDA COUNTY  
OFFICE OF THE DISTRICT ATTORNEY

Scott D. McNamara  
District Attorney

Michael A. Coluzza  
Chief Assistant

Laurie Lisi  
Matthew P. Worth  
Joseph A. Saba  
Steven G. Cox  
Stacey L. Scotti  
Todd C. Carville  
Michael R. Nolan  
Joshua L. Bauer  
Steven P. Feiner

Grant J. Garramone  
Executive Administrative Assistant

Sarah F. DeMellier  
Luke C. Davignon  
William J. Barry III  
Stephanie N. Singe  
Paul S. Kelly  
Travis J. Yoxall  
Maria Murad Blais  
Rebecca G. Kelleher  
Kimberly R. Sudakow  
Evan A. Esswein

November 30, 2020

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

FN 20 21 - 000 018  
PUBLIC SAFETY

WAYS & MEANS

Dear Mr. Picente:

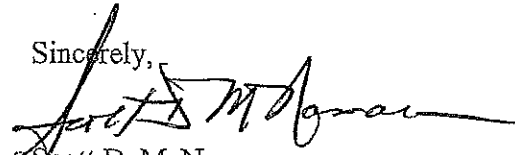
Enclosed is an agreement between Oneida County and the John F. Finn Institute for Public Safety, Inc., an independent contractor that will operate as a planning group and will work together with our office to implement and coordinate strategies with the goal of reducing gun violence in Oneida County. The Institute will provide a researcher that is needed to assist the DA's Office with crime intelligence analysis. This position is fully funded through the GIVE grant award to the DA's Office from the New York State Division of Criminal Justice Services.

If this meets with your approval, I am requesting that you forward this contract to the Board of Legislators for their action at your earliest convenience.

Should you have any questions or concerns, please notify me.

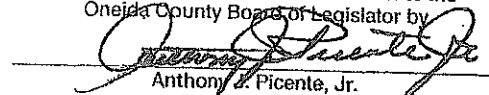
Thank you for your time and assistance in this matter.

Sincerely,

  
Scott D. McNamara  
Oneida County District Attorney

SDM/kn  
Enc.

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

  
Anthony J. Picente, Jr.  
County Executive

Date 1/12/21

Oneida County District Attorney

Competing Proposal:  
Only Respondent:  
Sole Source: X – Received Sole Source Declaration  
Other:

**ONEIDA COUNTY BOARD  
OF LEGISLATORS**

**Name of Proposing Organization:** The John F. Finn Institute for Public Safety, Inc.  
421 New Karner Road  
Albany, New York 12205

**Title of Activity or Service:** Consultant Services

**Proposed Dates of Operation:** 07/01/2020 – 06/30/2021

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

**Summary Statements:**

- 1) **Narrative Description of Proposed Services:** The John F. Finn Institute, Inc. will operate as a planning group and will work together with the DA’s Office and Utica PD to implement and coordinate strategies with the goal to reduce crime throughout Oneida County. The Institute will provide a crime analyst that is needed to assist the DA’s Office with crime intelligence analysis. This position is fully funded through the Project GIVE II grant awarded to the DA’s Office from the NYS Division of Criminal Justice Services.
- 2) **Program/Service Objectives and Outcomes:** Assist the DA’s Office with improved quality of gun and gang-related data, prepare briefings for the DA, and support law enforcement efforts in furtherance of GIVE initiatives.
- 3) **Program Design and Staffing:** John F. Finn Institute provides the crime analyst who will work on-site at the Utica Police Department.

**Total Funding Requested:** \$ 99,118.00 **Account #** A3038 (Revenue)  
A1165.495124

**Oneida County Dept. Funding Recommendation:** \$99,118.00

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

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

**Past Performance Data:** The DA’s Office has worked with the John F. Finn Institute in past years with excellent results.

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

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

No additional County costs beyond the cost of this contract. The GIVE grant covers the cost of the crime analyst- Sections 3, 4, and 5 of the GIVE contract (no. 117982) equal \$99,118.00.



**Oneida County Department of Purchasing**

800 Park Ave 6<sup>th</sup> Floor Utica, NY 13501  
Phone (315) 798-5880 Fax (315) 798-4042  
[purchasing@ocgov.net](mailto:purchasing@ocgov.net)

Anthony J. Picente Jr.  
County Executive

Mello J. Testa  
Director

MEMORANDUM

TO: County Attorney  
FROM: Shelley Nowak Assistant Director  
RE: Sole Source/John F Finn Institute for Public Safety  
DATE: November 24, 2020

The Oneida County Purchasing Department has reviewed the attached documents in reference to the current contract with, John F Finn Institute for Public Safety , and has determined that John F Finn Institute for Public Safety has meet the qualifications to be deemed a sole source provider.

John Finn is the only vendor who is able to provide this type of analysist services to the County, as they are intimately familiar with the County's statistics and serve this Mohawk Valley area. They have obtained knowledge and data in past years specific to Oneida County, and have knowledge as to Oneida County's law enforcement needs. It would be futile to attempt to find another provider of these services, as another does not exist that has the intimate familiarity with Oneida County.

The District Attorney's Office pays for this contract with John Finn through a NYS grant that was awarded to the District Attorney's Office, specifying that John Finn is to provide these services.

Therefore the Purchasing Director concurs with Alison Stanulevich, and the District Attorney that the above-mentioned vendor has met the qualifications to be deemed a sole source provider, as requested.

Please see the attached sole source letter provided by the John F. Finn Institute for Public Safety Inc.

Thank you

ONEIDA COUNTY

DEPARTMENT OF EMERGENCY SERVICES

Anthony J. Picente, Jr.  
County Executive

FIRE COORDINATOR

911 CENTER

STOP-DWI PROGRAM

Edward T. Stevens  
Director

120 Base Road \* Oriskany, New York 13424  
Phone: 315-765-2526 \* Fax: 315-765-2529



November 5, 2020

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

FN 20 21-019  
**PUBLIC SAFETY**

**WAYS & MEANS**

Dear County Executive Picente:

Attached, please find an agreement that requires both Board of Legislators action and your signature between the Oneida County Stop-DWI Program and the Town of Whitestown through its Whitestown Police Department. This agreement provides funding for police agencies within Oneida County to conduct Selective Stop-DWI Crackdown Patrols during the holidays. This funding is 100% reimbursable to Oneida County from a grant received from the New York State Stop-DWI Foundation. No County dollars are needed for this contract. The total funds for Selective Stop-DWI Crackdown Patrols amount to \$25,000.00.

I am respectfully requesting that this contract with the Town of Whitestown, through its Whitestown Police Department, be approved as a template agreement by the Board of Legislators for all listed police agency Selective Stop-DWI Crackdown Patrol contracts, which are all of the same content, with the exception of agency name, locality, and dollar amount.

The Police Agencies are:

New Hartford Police Department, 32 Kellogg Road, New Hartford, NY 13413	\$3,750.00
New York Mills Police Department, 3 Maple Street, New York Mills, NY 13417	\$1,900.00
Oneida County Sheriff's Office, 6065 Judd Road, Oriskany, NY 13424	\$3,750.00
Rome Police Department, 301 North James Street, Rome, NY 13440	\$3,750.00
City of Utica Police Department, 413 Oriskany St W, Utica, NY 13502	\$3,750.00
Whitesboro Police Department, 46 Roosevelt Drive, Whitesboro, NY 13492	\$2,800.00
Whitestown Police Department, 8539 Clark Mills Road, Whitesboro, NY 13492	\$2,800.00
Yorkville Police Department, 30 Sixth Street, Yorkville, NY 13495	\$2,500.00

Thank you for your personal attention to this matter. Should you have any further questions, please contact my office.

Sincerely,

Edward T. Stevens  
STOP DWI Coordinator

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

Anthony J. Picente, Jr.  
County Executive

Date 1/12/21







# Griffiss International Airport

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

EDWARD A. ARCURI  
Interim Commissioner

ANTHONY J. PICENTE, JR.  
County Executive

January 4, 2021

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

FN 20 21 - 020

**AIRPORT**

**WAYS & MEANS**

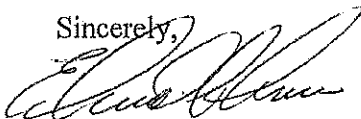
Dear Mr. Picente:

This letter is regarding the Revocable Permit for Access and Use of the New York State Preparedness Training Center between the New York State Division of Homeland Security and Emergency Services and Oneida County. This permit would allow the UAS Test Site the opportunity to conduct UAS testing and Research and Development at the SPTC location and take advantage of their infrastructure while building relationships with other state agencies.

This permit is for one year, the term of which is from February 1, 2021 to January 31, 2022, and is a renewal of the permit that was in effect from February 1, 2020 to January 31, 2021.

I respectfully request that if you approve of the permit, that it be forwarded to the Board of Legislators for consideration.

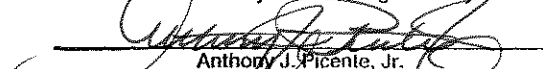
Sincerely,



Edward A. Arcuri

EAA/rae

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



Anthony J. Picente, Jr.  
County Executive

Date 1-4-21

Oneida Co. Department:  
Aviation

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

## ONEIDA COUNTY BOARD OF LEGISLATORS

**Name & Address of Vendor:**

NY State Division of Homeland Security  
and Emergency Services  
1220 Washington Ave  
Bldg 7A, 7<sup>th</sup> Floor  
Albany, NY 12242

**Title of Activity or Service:**

Use Permit for the SPTC

**Proposed Dates of Operation:**

February 1, 2021 to January 31, 2022

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

**Summary Statements**

1) Narrative Description of Proposed Services:

**Use Permit between NYS DHS and Oneida County (UAS Test Site) for the use of the SPTC located at the old airport for a period of 1 year.**

2) Program/Service Objectives and Outcomes:

**FAA UAS data collection, testing and R&D for the Griffiss UAS Test site.**

3) Program Design and Staffing: N/A

**Total Funding Requested: \$0.00**

**Account #: A5620**

**Oneida County Dept. Funding Recommendation:**

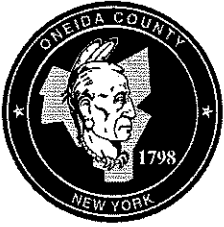
**Mandated/Not Mandated: Not Mandated**

**Proposed Funding Sources (Federal \$/ State \$/County \$): This is a no cost Nor revenue Permit**

**Cost Per Client Served: \$0.00**

**Past Performance Data: N/A**

**O.C. Department Staff Comments:**



**ONEIDA COUNTY  
DEPARTMENT OF MENTAL HEALTH**  
120 Airline Street, Suite 200  
Oriskany, NY 13424  
Phone: (315) 768-3660 Fax: (315) 768-3670

ANTHONY J. PICENTE, JR.  
County Executive

Ashlee Thompson  
Commissioner

December 21, 2020

FN 20 21-021

HEALTH & HUMAN SERVICES

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

Dear Mr. Picente:

**WAYS & MEANS**

The Department of Mental Health was awarded additional funds from New York State Delivery System Reform Incentive Payment (DSRIP) Project. The purpose of these funds is to fundamentally restructure the Mental Health Care delivery system by reinvesting in the Medicaid program, with the primary goal of reducing hospital use by twenty-five percent over a five year period, ending December 2020.

**There will be no additional cost to the County required in support of this request.**

I therefore request approval for the following 2021 supplemental appropriations:

AA# A4310.495147 - Mental Health Administration – DSRIP Expenses..... \$ 466,935.11.

These supplemental appropriations will be fully supported by unanticipated revenue in:

RA# A2714 - - - Miscellaneous Revenue..... \$466,935.11.

I also respectfully request to have this acted on by the Board of Legislators at their next meeting.

Respectfully,

Ashlee Thompson, MHA, MEd, Master CASAC  
Commissioner of Mental Health

CC: County Attorney  
Comptroller  
Budget

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

Anthony J. Picente, Jr.  
County Executive

Date 12-29-20

# Account Audit Trail

December 21, 2020

Audit of selected accounts, for dates from 01/01/20 to 12/21/20 for fiscal year 2020

Fund: A - General Fund  
Account: A2714 - Miscellaneous Revenue - Mental Health - Revenue  
Department: 4310 - Mental Health Administration

Date	Type	Journal	Posted	Description	Details	Est. Revenues	Received	Revenue Remaining
03/11/20	Adj	2387616	03/11/20	Reversing : (Defer receipts from CNY Care Collaborative through 2019 - balances to be expended for programs in 2020 - suppl approp req to BOL 3/9/20; sab 3/11/20) - P#: 2267927	2019 2019		\$315,357.83	\$(315,357.83)
03/16/20	Rec	2389511	03/18/20	(A2714) 2019 MH CNY CARE COLLAB DEC INV	201615 OFA		\$4,000.00	\$(319,357.83)
04/03/20	Rec	2399330	04/06/20	MH - CENTRAL NY CARE COLLAB - Q1 2020	201855 OFA		\$8,955.98	\$(328,313.81)
04/08/20	Bud	2395178	04/09/20	SUPPLEMENTAL APPROPRIATION OF \$315,567 TO A4310.495147 - DSRIP PROJECT EXPENSES (MENTAL HEALTH). TEM 4/9/2020	137	\$315,567.00		\$(12,746.81)
04/16/20	Rec	2396522	04/20/20	MH CENTRAL NY CARE COLLABORATIVE 2020	202104 OFA		\$36,148.00	\$(48,894.81)
05/22/20	Rec	2405483	06/08/20	5/20 MH MISC DONATION	202698 OFA		\$200.00	\$(49,094.81)
06/08/20	Rec	2406900	06/12/20	MH CENTRAL NY CARE COLLAB PHASE 3 YR 5	202947 OFA		\$22,978.64	\$(72,073.45)
07/13/20	Rec	2412762	07/15/20	6/20 MH CENTRAL NY CARE COLLABORATIVE	203530 OFA		\$800.00	\$(72,873.45)
09/28/20	Rec	2426561	09/30/20	8/20 MH NY CARE COLLABORATIVE	204723 OFA		\$61,374.00	\$(134,247.45)
10/05/20	Rec	2427701	10/06/20	7/20 MH CENTRAL NY CARE COLLAB	205017 OFA		\$28,600.00	\$(140,783.11)
10/13/20	Rec	2429264	10/14/20	MH - CENTRAL NY CARE COLLAB ADVANCE	205507 OFA		\$226,903.00	\$(169,383.11)
11/09/20	Rec	2435096	11/12/20	RTN				\$(396,286.11)
11/23/20	Rec	2437227	12/01/20	10/20 MH- CENTRAL NY CARE COLLAB	205775 OFA		\$3,323.00	\$(399,609.11)
12/14/20	Rec	2440528	12/15/20	11/30/20 MH - CENTRAL NY CARE COLLAB	206171 OFA		\$67,326.00	\$(466,935.11)
						\$315,567.00	\$0.00	\$(466,935.11)
							\$782,502.11	\$(3466,935.11)

End of report

Anthony J. Picente, Jr  
Oneida County Executive



Joseph M. Johnson  
Commissioner of Personnel

**ONEIDA COUNTY DEPARTMENT OF PERSONNEL**

County Office Building 800 Park Avenue Utica, New York 13501-2986  
Phone: (315) 798-5725 Fax: (315) 798-6490 Email: personnel@ocgov.net  
Web site: www.ocgov.net

January 4, 2021

FN 20 21-022

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

HEALTH & HUMAN C...

Dear County Executive Picente:

WAYS & MEANS

Attached for your review and approval is a request from Daniel W. Gilmore, Oneida County Public Health Director requesting the salary reallocation of the title of Environmental Health Director to the Oneida County Allocation Plan.

The title of Environmental Health Director has not been reallocated since prior to 2000 and has had significant changes to the duties as well as the role of the Environmental Health Director. The Environmental Health program is the largest and most complex program within the Health Department with an approximate \$2.25 million budget managed by the Environmental Health Director. The Director is also responsible for supervising 20 Oneida County employees, oversees 7 Oneida County Public Health Programs as well as supervising staff who regulate approximately 2,500 facilities. The Environmental Health Director acts on behalf of the Public Health Director as necessary.

Upon review of this information, I request that the Salary Allocation for the title of Environmental Health Director be reallocated from 38M to 46M.

If you concur with this request, please forward this letter to the Board of Legislators.

Sincerely,

Joseph M. Johnson  
Commissioner of Personnel

Attachments

Copy: Public Health Director  
County Attorney  
Budget

Reviewed and Approved for submittal to the  
Oneida County Board of Legislator by  
  
Anthony J. Picente, Jr.  
County Executive  
Date 1-4-21

Jurisdictional Class: Competitive  
EEO Category: Officials/Administrators  
Revised: 01/05/2021

## **ENVIRONMENTAL HEALTH DIRECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this class is responsible for supervising, directing, planning and administering the work of an environmental unit in applying the principles needed for managing the environmental factors that influence health. The incumbent's responsibilities also include directing Department policy, with regard to Environmental Division activities. The work is performed under the general supervision of the Director of Public Health, in accordance with established policies and procedures. Supervision is exercised over Environmental Division staff. The incumbent performs related work as required.

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

Assists the Public Health Director and Deputy Public Health Director in planning, organizing and directing a local public health program, including the identification, influence and treatment of disease and disease trends throughout the County;

Acts on behalf of the Public Health Director and Deputy Public Health Director in their absence and assumes all administrative, operating and reporting functions normally performed by the Public Health Director and Deputy Public Health Director as necessary;

Directs environmental health programs concerned with the education and inspection of food service establishments, private and public water supplies, private sewage disposal, housing hygiene/property maintenance, bathing beaches and swimming pools, children's camps, campgrounds, mobile home parks and temporary residence to ensure compliance with State and local Sanitary Codes;

Directs the review of plans for realty subdivisions;

Directs the investigation of residences and the dissemination of health education pertaining to childhood lead poisoning prevention;

Directs the conduct of Environmental Health assessments;

Directs the conduct of pollution studies and soil percolation tests;

Directs investigations of facility operators and prepares reports, recommendations and deficiencies;

Prepares and manages Environmental Health program budget;

Testifies at code enforcement hearings;

Serves as consultant to local jurisdictions involving discussions, instructions and demonstrations;

Proposes local regulations to provide conformity with the State Sanitary Codes and confers with local officials regarding their impact;

Arranges inspection schedules and distributes work assignments to Environmental staff;

Oversees training and supervision of Environmental staff;

Reviews inspection activities and reports for problems, deficiencies and completeness;

Conducts office and field conferences concerning environmental problems and issues;

Conducts code enforcement pre-hearing proceedings.

continued...

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Comprehensive knowledge of environmental health principles, sanitation laws, regulations and modern inspection methods; ability to inspect for, and detect, evaluate and abate environmental health problems and hazards; ability to develop and maintain good public relations; ability to secure the interest and cooperation of public officials, civic groups and the general public in environmental sanitation inspection activities; ability to plan and supervise the work of staff; ability to communicate effectively both orally and in writing; good professional judgment.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's Degree in sanitary, environmental, chemical, civil or public health engineering or a related engineering field; **AND** five (5) years of full time administrative or supervisory experience in the field of environmental health that demonstrate that the candidate has the technical and administrative skills necessary to manage programs that can anticipate, recognize and respond to environmental health challenges; **OR**
- (B) Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's Degree including 30 credit hours in the natural sciences\*, of which not more than 12 credit hours may be in the applied sciences\*\*, **AND** five (5) years of full time administrative or supervisory experience in the field of environmental health that demonstrate that the candidate has the technical and administrative skills necessary to manage programs that can anticipate, recognize and respond to environmental health challenges.

\*The term natural science shall mean a science such as biology, chemistry or physics that deals with the objects, phenomena, or laws of nature and the physical world. It shall include all physical and biological sciences.

\*\*The term applied science shall mean science based courses in environmental technology, sanitation technology, medical technology, public health, infection control or food science.

**NOTES:**

- 1. A Master's Degree in public or environmental health or a related field that demonstrates the five core competencies of a public health education (Biostatistics, Environmental Health Services, Epidemiology, Health Policy and Management and Social and Behavior Sciences) will be accepted in lieu of one (1) year of required experience.
- 2. A Doctoral Degree in in public or environmental health or a related field that demonstrates the five core competencies of a public health education (Biostatistics, Environmental Health Services, Epidemiology, Health Policy and Management and Social and Behavior Sciences) will be accepted in lieu of two (2) years of required experience.

Adopted: 03/29/1974

Revised: 10/03/1997; 12/11/2006; 02/09/2010; 09/20/2018; 01/05/2021.



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

January 20, 2021

FN 20 21-023

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

## PUBLIC WORKS

### WAYS & MEANS

Dear County Executive Picente,

The County intends to reconstruct Middle Settlement Road (County Route 30) in the Town of New Hartford and all work must comply with current design standards. Additional highway right-of-way is required to comply with design standards associated with travel lane and shoulder widths, pedestrian access, and other safety considerations.

If you concur, please forward a request to the Oneida County Board of Legislators for a resolution authorizing the County Attorney to perform any and all tasks necessary and appropriate to acquire said real property, including, but not limited to, the use of eminent domain proceedings to acquire title to the properties in question.

Thank you for your continued support.

Sincerely,

Mark E. Laramie, P.E.  
Commissioner

cc: File

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

Anthony J. Picente, Jr.  
County Executive

Date 1-20-21





**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

January 13, 2021

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

FN 20 21-023

**PUBLIC WORKS**

**WAYS & MEANS**

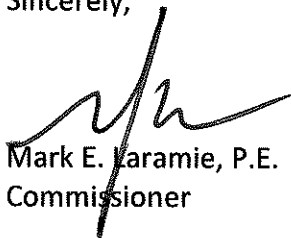
Dear County Executive Picente,

Reconstruction of Middle Settlement Road (County Route 30) in the Town of New Hartford is classified under the State Environmental Quality Review Act (SEQR) as a Type II action and requires completion of a Short Environmental Assessment Form (SEAF). The Oneida County Department of Public Works completed the enclosed SEAF and recommends a negative declaration.

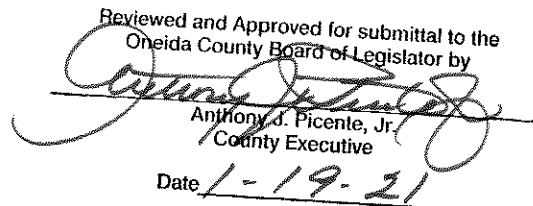
Please review the enclosed SEAF and if acceptable forward to the Oneida County Board of Legislators for their consideration. If the Board resolves that a negative declaration is warranted please request execution of the SEAF by the Chairman of the Board.

Thank you for your continued support.

Sincerely,

  
 Mark E. Laramie, P.E.  
 Commissioner

cc: File

Reviewed and Approved for submittal to the  
 Oneida County Board of Legislators by  
  
 Anthony J. Picente, Jr.  
 County Executive  
 Date 1-19-21