COMMUNICATIONS FOR DISTRIBUTION
January 16, 2019

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

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<th>FILE NO.</th>
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<td>20</td>
</tr>
</tbody>
</table>

AVAILABLE ON WEBSITE ONLY
www.ocgov.net
December 13, 2018

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

Dear County Executive Picente,

New York State has awarded Oneida County a Multi-Modal Capital Project grant in the amount of $250,000.00 for improvements to Union Station. Proposed improvements include shore power extension for Adirondack Scenic Railroad locomotives and coaches, structural concrete repairs, lighting upgrades, and window repairs.

When the enclosed Multi-Modal Program Capital Project Agreement is fully executed, Oneida County can be reimbursed up to $250,000.00 as expenditures are made for the aforementioned improvements.

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

Thank you for your continued support.

Sincerely,

Dennis S. Davis
Commissioner

cc: Mark E. Laramie, PE, Deputy Commissioner
New York State has awarded Oneida County a Multi-Modal Capital Project grant in the amount of $250,000.00 for improvements to Union Station. Proposed improvements include shore power extension for Adirondack Scenic Railroad locomotives and coaches, structural concrete repairs, lighting upgrades, and window repairs.

When the enclosed Multi-Modal Program Capital Project Agreement is fully executed, Oneida County can be reimbursed up to $250,000.00 as expenditures are made for the aforementioned improvements.

2) Program/Service Objectives and Outcomes: N/A
3) Program Design and Staffing: N/A

4) Funding

<table>
<thead>
<tr>
<th>Proposed Funding Sources</th>
<th>Federal: $0.00</th>
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</thead>
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<tr>
<td></td>
<td>State: $250,000.00</td>
</tr>
<tr>
<td></td>
<td>County: $0.00</td>
</tr>
<tr>
<td></td>
<td>Other: $0.00</td>
</tr>
</tbody>
</table>

Past Performance Data: N/A
O.C. Department Staff Comments: None
January 10, 2019

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

Dear County Executive Picente:

I have attached the job specification for the title of Confidential Secretary to the District Attorney. I have added the title to the Oneida County Classification Plan, and I am recommending the salary for this title be set at Grade 25M, Step 2 at $37,030.

The Confidential Secretary is a position of special trust and confidence requiring the exchange of sensitive information and confidential material relating to law enforcement matters.

This title will be used to reclassify an existing title in the District Attorney Office. Therefore, I am not requesting an additional position.

Please forward this letter to the Board of Legislators and ask that they only set the salary for the title Confidential Secretary to the District Attorney at Grade 25M, Step 2 at $37,030.

Sincerely,

John P. Talerico
Commissioner of Personnel

Copy: Scott D. McNamara, District Attorney
County Attorney
Budget

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

Anthony J. Picente, Jr.
County Executive

Date 1-11-19
CONFIDENTIAL SECRETARY TO THE DISTRICT ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Oneida County District Attorney's Office and involves responsibility for independently performing varied clerical operations and for relieving the District Attorney of administrative detail. Correspondence duties are distinguished by the fact that many letters and communications of a routine, recurring nature are composed by the incumbent, with correspondence being dictated only when new or unusual situations occur. It is a position of special trust and confidence, requiring the exchange of sensitive and confidential material related to law enforcement matters. This work calls for the frequent exercise of independent judgment and furnishing information to the Oneida County District Attorney and his/her subordinates. The incumbent serves at the pleasure of the District Attorney, because of the exempt classification of this position. The work is performed under general supervision of the District Attorney. Supervision may be exercised over subordinate clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)
Serves as confidential secretary to the District Attorney;
Assembles a variety of confidential and sensitive law enforcement data from office records and outside sources for incorporation in reports;
Composes and types highly confidential correspondence;
Relieves the District Attorney of office detail by making appointments, receiving calls and visitors, and referring them to the proper persons;
Processes and distributes incoming mail according to policy of the department;
Assists with budget preparation and maintains budget accounts;
Processes department payroll;
Processes vouchers;
Processes requisitions for office supplies;
Maintains an appointment book for the District Attorney;
Maintains files;
Upon request of the District Attorney, attends meetings and hearings, and takes notes for preparation of minutes of such meetings;
Arranges travel reservations and special meetings, as requested;
Operates computer, typewriter, copier, and other office equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of general office terminology, procedures and equipment; comprehensive knowledge of business arithmetic and English; good knowledge of the District Attorney's organization, functions, laws, rules, policies and regulations; ability to maintain confidentiality; ability to operate a computer and utilize word processing software; ability to handle routine office details independently, including the composition of reports, letters and memoranda without dictation; ability to plan and direct the work of others; tact and courtesy in dealing with others; initiative and resourcefulness in solution of problems; accuracy.

MINIMUM QUALIFICATIONS: Appointed on the basis of secretarial experience, and other such qualifications, as the District Attorney may determine appropriate.
John P. Talerico, Commissioner  
Oneida County Personnel Department  
800 Park Avenue  
Utica, New York 13501

Dear Mr. Talerico:

I am requesting a new title, Confidential Secretary, be created within the Oneida County District Attorney’s Office and the title be added to the Oneida County Salary Classification Plan. It is my understanding this will require the title, Secretary to the District Attorney be deleted from the exempt class. The Confidential Secretary title differs from Secretary in that it is a position of special trust and confidence, requiring the exchange of sensitive and confidential material related to law enforcement matters. This work calls for the frequent exercise of independent judgement and furnishing information to the Oneida County District Attorney and his/her subordinates. Supervision may be exercised over subordinate clerical personnel and this position requires doing related work as required.

If you have any questions or concerns, please contact me.

Thank you.

Very truly yours,

Scott D. McNamara  
Oneida County District Attorney

December 13, 2018
January 2, 2019

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

Re: JAG Grant

Dear Mr. Picente:

Attached is an Agreement proposed by the City of Utica to provide the Probation Department with part of the Utica Police Department's yearly Federal JAG Grant. This Agreement includes reimbursement for salaries and fringe benefits for our probation officers working overtime in participation in the Utica Police Department/Probation Juvenile Ride-Along Program.

For several years we have collaboratively participated in the Ride-Along Program supported by funds from this grant. Under this Program, Utica Police Department officers and Probation officers visit youth sentenced to Domicile Restriction as an alternative to costly and disruptive detention. By conducting home visits in the evening, we are able to meet with parents and significant others. This Program is an integral strategy of our Juvenile Alternative to Detention and Juvenile Delinquency Prevention Plan. Proposed dates of operation are from July 1, 2019 through June 30, 2020.

Funds in the amount of $5,775.00 are spread throughout the year of the agreement. We strongly recommend your approval of this cost effective agreement. If you approve, please forward to the Board of Legislators for their consideration.

Very truly yours,

PATRICK CADY
PROBATION DIRECTOR
ONEIDA COUNTY BOARD OF LEGISLATORS
CONTRACT SUMMARY

Name and Address of Vendor: City of Utica
1 Kennedy Plaza
Utica, New York 13501

Title of Activity or Service: Utica Police Ride-Along Project

Proposed Dates of Operation: July 1, 2019 – June 30, 2020

Client Population/Number to be Served: 250 Juvenile and Adult Offenders

Summary Statements
1) Narrative Description of Proposed Services: Utica Police Department Officers and County Probation Officers ride together to visit and monitor juveniles enrolled in the Domicile Restriction Program as an alternative to detention.

2) Program/Service Objectives and Outcomes: To ensure compliance with court orders and promote public safety.

3) Program Design and Staffing: Domicile staff performing overtime function.

Total Funding Requested: $5,775.00

Oneida County Dept. Funding Recommendation: $5,775.00

Proposed Funding Sources (Federal $/ State $/ County $): NYS JAG Grant Funds awarded to the City of Utica and shared with the Probation Department

Cost Per Client Served: NA

Past Performance Data: 95% completion of the program by juveniles placed on Domicile Restriction.

O.C. Department Staff Comments: This is a highly successful and cost effective way to keep juveniles in their homes as opposed to detention. We strongly support this agreement.
October 11, 2018

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

Dear Mr. Picente,

I am submitting an agreement for your review and approval to establish a set rate for telephone interpretation services for use by all County Departments. This agreement with Corporate Translation Services, Inc., dba CTS Language Link, will enable all County departments to dial in with a unique code and access interpretation services necessary for their department. Each department will be responsible for the cost of the services they utilize.

The agreement is for a period of one (1) year, which will begin upon execution of the contract. The agreement may be renewed for up to four (4) additional one (1) year periods. The cost will be dependent upon usage, at a flat rate of $0.59 per minute for Spanish interpretation, and $0.65 per minute for all other languages.

If you find the enclosed contract acceptable, I am requesting that you forward the same to the Board of Legislators for consideration at their next meeting. If you have any questions or seek additional information in order to help you make a decision regarding this agreement, please do not hesitate to contact me at any point in time.

Sincerely,

Alison Stanulevich

Enclosure
ONEIDA COUNTY BOARD
OF LEGISLATORS

Name & Address of Vendor: Corporate Translation Services, Inc.
dba CTS Language Link
701 NE 136th Ave, Suite 200
Vancouver, Washington 98684

Title of Activity or Service: Agreement for County-Wide Interpreter Services

Proposed Dates of Operation: Upon execution for 1 year (with renewal options)

Client Population/Number to be Served: County Departments

Summary Statements

1) Narrative Description of Proposed Services: This Agreement allows multiple departments the ability to utilize Language Link’s telephone interpreter services under one agreement and set fee rate. Language Link offers interpretation in a wide array of languages, which will be able to service the County’s diverse population.

2) Program/Service Objectives and Outcomes: Obtain telephone interpreter services for all County Departments requiring interpretation for a flat rate under one agreement.

3) Program Design and Staffing: County departments can utilize their own unique dial-in number to access telephone interpretation services, and will be charged accordingly.

Total Funding Requested: NA

Account #: Per department

Oneida County Dept. Funding Recommendation: NA

Proposed Funding Sources (Federal $/ State $/County $): County – To be paid by the County Department utilizing the services.

Cost Per Client Served: Cost will be $0.59 per minute for Spanish interpretation, and $0.65 per minute for all other languages.

Past Performance Data: NA

O.C. Department Staff Comments: NA
January 3, 2019

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

Dear County Executive Picente:

I am requesting the Board of Legislators consideration and approval of an increase in the expenses necessary to collect the mortgage tax receipt, 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, 2019. 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 Clerks’ 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 $488,483. As stated above, this increase requires Board action and must be to the STATE OF NEW YORK BY APRIL 1, 2019 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
## MORTGAGE TAX COLLECTION EXPENSE 2019

<table>
<thead>
<tr>
<th>Personnel</th>
<th>Percent</th>
<th>Base Salary</th>
<th>Fringe Benefits</th>
<th>Salary plus Fringe</th>
<th>Annual Salary Cost</th>
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<tbody>
<tr>
<td>County Clerk</td>
<td>9%</td>
<td>$86,819</td>
<td>$36,464</td>
<td>$123,283</td>
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<tr>
<td>1st Deputy Clerk</td>
<td>36%</td>
<td>$55,300</td>
<td>$23,226</td>
<td>$78,526</td>
<td>$28,269</td>
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<tr>
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<td>36%</td>
<td>$42,333</td>
<td>$17,776</td>
<td>$60,099</td>
<td>$21,636</td>
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<tr>
<td>Deputy County Clerk - #6</td>
<td>36%</td>
<td>$42,333</td>
<td>$17,776</td>
<td>$60,099</td>
<td>$21,636</td>
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<tr>
<td>2nd Deputy Clerk - #22</td>
<td>36%</td>
<td>$62,000</td>
<td>$26,040</td>
<td>$88,040</td>
<td>$31,694</td>
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<td>Deputy Clerk - #1N</td>
<td>36%</td>
<td>$49,826</td>
<td>$20,927</td>
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<td>Senior Clerk - #14</td>
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<td>$44,101</td>
<td>$18,522</td>
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<td>Clerk - #23</td>
<td>36%</td>
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<td>$12,876</td>
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<td>Senior Clerk - #21</td>
<td>45%</td>
<td>$30,658</td>
<td>$12,876</td>
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**EMPLOYEE SUB-TOTAL**

$341,054

## OTHER COSTS

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<tr>
<th>Percentage</th>
<th>Monthly Fee</th>
<th>No. of Months</th>
<th>Annual Cost</th>
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<tbody>
<tr>
<td>Computer Support Costs</td>
<td>27%</td>
<td>$15,000</td>
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<tr>
<td>Postage</td>
<td>100%</td>
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<tr>
<td>General Office Supplies</td>
<td>12%</td>
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<tr>
<td>Copy Costs</td>
<td>100%</td>
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**TOTAL**

$91,680

## Storage Space (Inactive)

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<tr>
<th>No. of Cubic Feet</th>
<th>Cost Per Foot</th>
<th>No. of Months</th>
<th>Annual Cost</th>
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<tbody>
<tr>
<td>35</td>
<td>$6</td>
<td>12</td>
<td><strong>$2,520</strong></td>
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</tbody>
</table>

**TOTAL**

$2,520

## OFFICE SPACE/LIGHT/HEAT

<table>
<thead>
<tr>
<th>Percentage</th>
<th>No. of Square Feet</th>
<th>Cost Per Foot</th>
<th>No. of Months</th>
<th>Annual Cost</th>
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<tbody>
<tr>
<td>General Office Area</td>
<td>40%</td>
<td>500</td>
<td>$18.12</td>
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<td>Mortgage Tax Clerk Office</td>
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<td>56</td>
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**TOTAL**

$53,229

**TOTAL OTHER COSTS**

$147,429

**TOTAL ALL COSTS TO ONEIDA COUNTY**

$488,483
December 20, 2018

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

Dear Mr. Picente:

I am submitting the following Purchase of Services Agreement for review and approval by the Board of Legislators.

Parent Aide Services are defined by New York State Office of Children and Family Services as those services provided in the home and community that focus on the need of the parent for instruction and guidance. These services improve parental and family functioning to avoid out-of-home placements for children.

The Department has contracted with Mohawk Valley Community Action Agency, Inc. for several years for Parent Aide services. The Parent Aide program provides intensive in-home services to families in need of guidance, instruction, and education whose children are at serious risk of foster care or institutional placement through Family Court. Parent Aide services includes instruction or mentoring in areas related to child care and home management such as child development, home safety and maintenance, appropriate discipline technique and family budgeting and other such related issues. The goal is to provide Preventive Services and re-direct the families to avoid child abuse, neglect, and foster care placement.

This Agreement is for the term January 1, 2019 through June 30, 2019 and has a maximum total cost of $232,668.50 for the duration of this agreement. This is an interim agreement as the Department will be sending out an RFP for this program. The local cost to support this effort is 27.18 % or $63,239.30. This service is a vital element in our Preventive Services Program.

I am respectfully requesting that this matter be submitted to the Board of Legislators for their consideration.

Thank you for your attention to this matter.

Sincerely,

Colleen Fahy-Box
Commissioner

CFB/vlc attachment.
Oneida Co. Department Social Services

Competing Proposal
Only Respondent
Sole Source RFP
Other  X

Oneida County Board of Legislators
Contract Summary

Name of Proposing Organization: Mohawk Valley Community Action Agency, Inc.
9882 River Road
Utica, New York 13502

Title of Activity or Services: Parent Aide Services

Proposed Dates of Operations: January 1, 2019 through June 30, 2019

Client Population/Number to be Served:

Parent Aides will provide community-based services to 145 families at any given time in order to prevent foster care and to return children from foster care. The purpose of this program is to decrease the number of children being placed into foster care and to return children to a permanent living arrangement. The agency will pursue an aggressive policy regarding permanency planning for children at-risk of being placed into care and children already in care.

SUMMARY STATEMENTS

1). Narrative Description of Proposed Services

Parent Aide service is defined as those services provided in the home and community that focus on the need of the parent for instruction and guidance and are designated to maintain and enhance parental functioning and family/parent role performance. Parent Aide Service includes instruction or mentoring in areas related to child care and home management such as child development, home safety and maintenance, appropriate discipline technique and family budgeting and other such related issues.

2). Program/Service Objectives and Outcomes

Parents will demonstrate an improved ability to appropriately parent their children through an increased knowledge of child development, as well as, improved skills in regards to issues related to child care such as discipline, nurturing and role modeling.

3). Program Design and Staffing Level -

1 Program Manager
10 Family Specialists
Total Funding Requested: January 2019-June 2019 $232,668.50

Oneida County Dept. Funding Recommendation: Account # A6070.49547

Mandated or Non-mandated: Preventive Mandated service

Proposed Funding Source (Federal $ /State $ / County $):

- FEDERAL 38.39 % - $89,321.44
- STATE 34.43 % - $80,107.76
- COUNTY 27.18 % - $63,239.30

Cost Per Client Served:

Past performance Served: Mohawk Valley Community Action has contracted with Oneida County Department of Social services for Parent Aides since 1985. The total cost of this contract in 2018 was $465,337.

O.C. Department Staff Comments: The Department will be sending this service out to RFP.
December 27, 2018

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

Dear County Executive Picente:

Oneida County established an agricultural business incubator in 2017 to assist current and future agriculture related businesses with educational workshops, business mentoring and networking events. There remains an unspent amount that Cornell Cooperative Extension Association of Oneida County has requested to be reprogrammed to continue the work that has begun with the Agribusiness Incubator. In order to process these funds, we need your signature to finalize the contract execution between Oneida County and Cornell Cooperative Extension Association of Oneida County.

The funding of $22,565.52 will be utilized for personnel costs and equipment to further the goals of the agricultural business incubator.

Thank you for your assistance in this matter.

Sincerely,

Regina Venettozzi
Interim Commissioner
Oneida Co. Department: Planning

Competing Proposal
Only Respondent
Sole Source RFP
Other

ONEIDA COUNTY BOARD
OF LEGISLATORS

Name & Address of Vendor: Cornell Cooperative Extension Association of Oneida County
121 Second Street
Oriskany, New York 13424

Title of Activity or Service: Funding agreement to continue assistance to the Oneida County
Agricultural Business incubator.

Proposed Dates of Operation: Effective Upon Execution – December 31, 2019

Client Population/Number to be Served: Local farmers/agricultural businesses and those
interested in establishing agricultural businesses in Oneida County.

Summary Statements

1) Narrative Description of Proposed Services: The Cornell Cooperative Extension
Association of Oneida County will utilize the $22,565.52 to fund personnel costs and
equipment to further the goals of the agricultural business incubator.

2) Program/Service Objectives and Outcomes: To continue an Agricultural Business
incubator.

3) Program Design and Staffing: To be staffed by a program coordinator and
supporting staff through Cornell Cooperative Extension Association of Oneida
County.

Total Funding Requested: $22,565.52

Account #: A2495.49510

Oneida County Dept. Funding Recommendation: $22,565.52

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

Cost Per Client Served: N/A

Past Performance Data: N/A

O.C. Department Staff Comments: None
November 7, 2018

The Honorable Gerald J. Fiorini, Chairman
Oneida County Board of Legislators
Oneida County Office Building
800 Park Avenue, 10th Floor
Utica, New York 13501

Dear Chairman Fiorini:

Please find enclosed for your review and consideration, an agreement between Oneida County and the Camden Central School District.

The agreement proposes to provide $10,000.00 in funding to the Camden Central School District to assist with the demolition of a derelict building located at 40 Union Street in Camden. The building is abandoned, derelict, believed to contain hazardous materials, and is close to Camden Middle School. In its current state, the aforementioned building presents a hazard to residents and students alike.

If the enclosed meets with your approval, kindly forward the same to the full Board of Legislators for consideration. Should you have any questions or concerns, or should you require any additional information, please do not hesitate to contact me.

Very truly yours,

Michael B. Waterman
Oneida Co. Department: **Board of Legislators**

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

**ONEIDA COUNTY BOARD OF LEGISLATORS**

**Name & Address of Vendor:** Camden Central School District
51 Third Street
Camden, New York 13316

**Title of Activity or Service:** Funds for demolition of derelict building

**Proposed Dates of Operation:** N/A

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

**Summary Statements**

1) **Narrative Description of Proposed Services:** County will provide funds toward demolition of a derelict building at 40 Union Street in Camden, in order to abate the hazard presented thereby.

2) **Program/Service Objectives and Outcomes:** To promote the safety of all persons in the vicinity of the building at issue.

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

**Total Funding Requested:** $10,000.00

Account # A6414.495

Oneida County Dept. Funding Recommendation: $10,000.00

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

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

**Past Performance Data:** N/A

**O.C. Department Staff Comments:** None
STATE OF NEW YORK  
STATE BOARD OF ELECTIONS

ELECTION COMMISSIONER CERTIFICATION

WAYS & MEANS

To the Clerk of the County Legislature, County of Oneida

I certify that:

At a meeting of the Democratic County Committee of the County of Oneida, or a duly constituted subcommittee thereof, as prescribed under NY State Election Law 3-204 paragraph 2, held on the 14th day of January 2019, at 2011 Genesee St., Utica, New York, under the provisions of the Election Law and rules of the County Committee, a quorum being present, CarolAnn Cardone, residing at 614 Plymouth Place, Utica, New York, 13501, was recommended by a majority of said committee as a suitable and qualified person for appointment to the office of Commissioner of Elections,

___ for the term beginning January 1, ___

___X___ to fill an existing vacancy in said office for the remainder of the current term

and that said designee is a registered voter of the County of Oneida and a duly enrolled member of the Democratic Party.

Dated at __Utica___, New York

January 14, 2019

(date)

(Chairman or Secretary)