

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

EXPEDITED COMMUNICATIONS FOR DISTRIBUTION AUGUST 9, 2019

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

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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

July 22, 2019

Anthony J. Picente, Jr. Oneida County Executive 800 Park Avenue Utica, New York 13501 FN 20 19 230

GOVERNMENT OPERATIONS

Dear County Executive Picente:

VVAYS & MEANS

I have attached the job specification for the title of Deputy Director of Information Technology and the letter from Director Ambrose concerning the need for this position. I have added the title to the Oneida County Classification Plan, and I am recommending the salary for this title be set at Grade 44M Step 2 at \$74,069. I am not requesting any positions be created at this time.

Additionally, Director Ambrose is requesting the salary for Information Technology Project Manager be reduced by 4 grades from Grade 40M Step 2 at \$63,553 to Grade 36M Step 2 at \$54,956 due to the shift in duties and structure of the department though the creation of a Deputy Director, and I concur with this recommendation. The Information Technology Project Manager position is currently vacant.

If you concur, I respectfully request that this recommendation be forwarded to the Board of Legislators for their consideration.

Sincerely,

John P. Talerico

Commissioner of Personnel

Copy: AnneMarie Ambrose, Director of Information Technology

County Attorney

Budget

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

> Anthony J. Picente, Jr. County Executive

Date 7-22-19



Oneida County Department of Information Technology

ANNEMARIE AMBROSE Director

Oneida County Office Building ◆800 Park Avenue ◆ Utica, New York 13501

John P. Talerico Commissioner Oneida County Department of Personnel 800 Park Avenue Utica, New York 13501

Re: Deputy Director of Information Technology

July 15, 2019

Commissioner Talerico,

The Oneida County Information Technology department has overarching responsibilities ensuring the computing resources are accessible to all Oneida County departments. It is imperative that there be an authority figure available at all times to properly manage technical initiatives and the staff that support these initiatives. The Oneida County Information Technology department currently does not have a job description that properly fits the capacity of Deputy Director of Information Technology in our staffing model. I am respectfully requesting the addition of Deputy Director of Information Technology be added to our classifications.

The position of Information Technology would be responsible for the following:

- 1. Acts on behalf of the Director of Information Technology in his or her absence and assumes all administrative, operating and reporting functions normally performed by the Director of Information Technology;
- 2. Implements Countywide IT policy and initiatives as determined by the Director of Information Technology;
- 3. Coordinates the implementation of new projects from conception through implementation;
- 4. Makes detailed analysis of the County's infrastructure including but not limited to network servers, data storage, systems redundancies, data backup systems, security appliances, workstations and printing options;
- 5. Responsible for the management of all IT projects and initiatives;
- 6. Works closely with the Director to determine the objectives of the department;
- 7. Coaches, mentors and supervises team members to influence them to take positive action and accountability for their assigned work;
- 8. Reports departmental activities to the Director of Information Technology;

The position will be a hands-on management position intimately familiar with the infrastructure and projects that comprise the Information Technology department. The incumbent will work closely with the Department Head setting policy as well as taking part in strategic planning. The creation of a position is not being requested at this time, and no additional funding will be required for this position. Based on the duties of the position and where it fits in the department organizational chart, it is being requested that the salary be set at Grade M44, an increase by 4 grades.

Received ONEIDA COUNTY

JUL 22 2019
PERSONNEL
DEPARTMENT

In addition to this request, I am also respectfully requesting the current, vacant title of Information Technology Project Manager be reduced by 4 grades from M40 to M36. This position will continue to be a key support position for the Information Technology department. Key characteristics of this position include supporting, managing, organizing and documenting Information Technology projects. The project management position is important to the execution of the County's Information Technology department's overall objectives. The position will report to the Deputy Director of Information Technology and will work closely with the Information Technology staff and all County departments to support technology projects throughout.

Thank you for your consideration in this matter.

Sincerely,

AnneMarie Ambrose

Director, Information Technology

ABCBIVER ONEIDA COUNTY JUL 2 2 2019 PERSONNEL UEBASTEMENT Personnel



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

July 18, 2019

FN 20 15-212

Board of Legislators Oneida County 800 Park Avenue Utica, New York, 13501

WAYS & MEANS

RE: Appointment to the Oneida County Ethics Board

Honorable Members:

In accordance with Local Law No. 2 of 2017, I submit to you the name of a recommended appointment to the Oneida County Ethics Board.

Matthew Shannon 8090 Halsey Rd. Whitesboro, NY 13492

I request that this be placed on your Agenda for consideration at your next meeting.

Thank you for the Board's kind attention to this matter.

Very truly yours,

Anthony J. Picente, Jr. Oneida County Executive



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

July 18, 2019

Board of Legislators Oneida County 800 Park Avenue Utica, New York, 13501 FN 20 19 -243

WAYS & MEANS

RE: Appointment to the Oneida County Ethics Board

Honorable Members:

In accordance with Local Law No. 2 of 2017, I submit to you the name of a recommended appointment to the Oneida County Ethics Board.

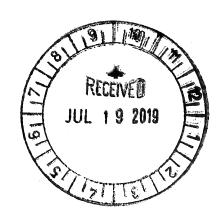
Jon Paul Kidwell 716 Pleasant St. Utica, NY 13501

I request that this be placed on your Agenda for consideration at your next meeting.

Thank you for the Board's kind attention to this matter.

Very truly yours,

Anthony J. Picente, Jr. Oneida County Executive





ONEIDA COUNTY DIVISION OF BUDGET

ANTHONY J. PICENTE, JR. County Executive

Thomas B. Keeler Budget Director TKeeler@ocgov.net

July 17, 2019

FN 20 19-244

Anthony J. Picente, Jr. Oneida County Executive 800 Park Avenue Utica, NY 13501 ECONOMIC DEVELOPMENT & TOURISM

WAYS & MEANS

Dear County Executive Picente,

The attached agreement is for the Cornell Cooperative Extension Association (the "Association") to provide agriculture education in Oneida County schools.

This agreement is a product of the Dairy Steering Committee created as a part of the Oneida County Dairy Farmer Sustainability Action Plan. It will expand access to agricultural education to all school-aged children in the County. (Currently only four of the fifteen school districts in Oneida County have agriculture programs.) The Association will provide Agriculture in the Classroom curriculum, which is aligned with the New York State Learning Standards, through an educator that will be its employee. Upon request by the school, the educator would visit any Kindergarten through 12th Grade classroom in the County and provide direct instruction. The educator would also act as a point of contact for those interested in expanding afterschool agriculture programing and for information on agricultural career development. This program model is already in use by cooperative extensions in other counties.

Pursuant to the attached agreement, the Association shall provide the services beginning upon execution and ending December 31, 2019 for a sum of \$24,003.96. Starting January 1, 2020 it is anticipated that the annual appropriation for the Association will include funding to continue its provision of these services to our schools.

Please consider the enclosed contract with Cornell Cooperative Extension Association for the above-mentioned services. If it meets with your satisfaction, please forward the same to the Board of Legislators.

Thank you for your continued support.

Sincerely

Thomas B. Keeler Director of Budget JUL 22 2019

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

Anthony J. Picente, Jr

Date 7-22-19

Oneida Co. Department: Budget – Cooperative Extension

Competing Proposal	
Only Respondent	
Sole Source RFP	
Other	Χ

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:

Agriculture in the Classroom Program

Proposed Dates of Operation:

Execution -12/31/2019

Client Population/Number to be Served: All school-aged children in Oneida County

Summary Statements

1) Narrative Description of Proposed Services: The Cornell Cooperative Extension Association of Oneida County will provide Agriculture in the Classroom instruction, and agriculture education consulting services, to benefit Oneida County students.

2) Program/Service Objectives and Outcomes: Improve access to agriculture education in Oneida County school districts.

3) Program Design and Staffing: Program design replicates successful Cornell Cooperative Extension programming utilized in other counties. Staffed by the Cooperative Extension.

Total Funding Requested: \$24,003.96

Account #:

A8752,495150

Oneida County Dept. Funding Recommendation: \$24,003.96

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

Cost Per Client Served: N/A

Past Performance Data: N/A

O.C. Department Staff Comments: None



ONEIDA COUNTY YOUTH BUREAU

Oneida County Office Building 1st floor 800 Park Avenue • Utica, New York 13501 Phone: (315) 798-5027 • Fax: (315) 798-6438



KEVIN M. GREEN Director

ANTHONY J. PICENTE, JR. County Executive

July 24, 2019

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

FN 20 19 - 245

HEALTH & HUMAN SERVICES

WAYS & MEANS

Re: 2019 Resource Allocation Plan

Dear Mr. Picente:

We are submitting the attached Resource Allocation Plan for the year 2019 for review and approval by the Board of Legislators.

The Plan allocates funding from the New York State Office of Children and Family Services to the entities contracting with the Oneida County Youth Bureau. The allocation of state funding is in the amount of \$304,485.00 which provides support to 25 different agency programs and 18 different programs provided by localities in Oneida County.

I am respectfully requesting your approval and that this matter be forwarded to the Board of Legislators for action as soon as possible. Thank you for your consideration.

Very truly yours,

Kevin M. Green

Director, Oneida County Youth Bureau

Attachment

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

Anthony J. Picente, Jr. County Executive

Date 7/29/19

		_	
Oneida Co. Department	Youth Bureau	Competing Proposal	
· •		Only Respondent	
		Sole Source RFP	
		Other	X

ONEIDA COUNTY BOARD OF LEGISLATORS

Name of Proposing Organization:

NYS Office of Children & Family Services

Title of Activity or Service:

Resource Allocation Plan (RAP)

Proposed Dates of Operation:

January 1, 2019 to December 31, 2019

Client Population/Number to be Served:

49,501 youth throughout Oneida County

Summary Statements:

Narrative Description of Proposed Services

The Resource Allocation Plan (RAP) for 2019 outlines the distribution of state funds received from the New York State Office of Children and Family Services to provide youth services, delinquency prevention, recreation and runaway/homeless youth programs to the young people, whose ages include birth to 24 years, in Oneida County. In 2019 these funds are to be distributed to 25 agency programs and 18 locality programs, which are responsible for the design and delivery of youth services at their level. All programs are monitored annually by Youth Bureau administrative staff and Advisory Board members appointed by the County Executive.

Total Funding:

\$304,485.00

Account # A3820, A3822, A3902

Oneida County Dept. Funding Recommendation: \$304,485.00

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

New York State Office of Children and Family Services (NYSOCFS)

Cost Per Client Served: Varies by program

Past Performance Data: Entities are reviewed annually to assure they meet NYSOCFS performance standards. Entities which do not meet standards may receive a reduction in, or elimination of fund allocations.



ONEIDA COUNTY DEPARTMENT OF LAW

Oneida County Office Building 800 Park Avenue • Utica, New York 13501-2975 (315) 798-5910 • Fax (315) 798-5603

> PETER M. RAYHILL **COUNTY ATTORNEY**

July 23, 2019

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

Re: Taxiway "E" Connector Grant – Design only

Dear County Executive Picente,

Please consider acceptance of a grant offer for Airport Improvement Program (AIP) in the amount of \$140,400 for Taxiway "E" Connector design, Federal Aviation Administration Grant # 3-36-0119-49-2019. The total cost of the design is \$156,000. Federal share 90% \$140,400, State share 5% \$7,800, and County share 5% \$7,800.

Please consider establishing a new Capital Account for Taxiway "E" Connector and funding the same as noted above.

The offer was received this week and must be returned to the FAA no later than August 11, 2019.

If you concur, please forward to the Board of Legislators for consideration at their next meeting.

JUL 2 6 2019

Very truly yours,

Amanda Lynn Cortese Special Assistant County A Reviewed and Approved for submittal to the Oneida County Board of Legislator by

> Anthony J. Picente, Jr. County Executive

EN 20 19-246

WAYS & MEANS

Oneida	Co.	Department: Aviation
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	Competing Proposal
	Only Respondent
	Sole Source RFP
Χ	Other

ONEIDA COUNTY BOARD OF LEGISLATORS

Name & Address of Vendor:

FAA NYC ADO 1 Aviation Plaza Room 111 Jamaica, NY 11434

Title of Activity or Service:

Grant Agreement for design of Taxiway Connector "E"

Proposed Dates of Operation:

Client Population/Number to be

N/A

Served:

Summary Statements

1) Narrative Description of Proposed Services:

This is a Grant Agreement from the FAA for the design of Taxiway "E" connector at Griffiss International Airport. The Grant is in the amount of \$140,400.

2) Program/Service Objectives and Outcomes:

To meet the new taxiway connector design located between Taxiway "E" and "F" and extending to Apron #4 at Griffiss International Airport.

3) Program Design and Staffing: N/A

Total Funding Requested: \$156,000

Account #: H-XXX

Oneida County Dept. Funding Recommendation:

Proposed Funding Sources (Federal \$/ State \$/County \$): Federal \$140,400/State \$7,800/County \$7,800

O.C. Department Staff Comments:



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

July 30, 2019

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

Dear Chairman Fiorini:

Griffiss International Airport was notified on July 23, 2019 that it was the receipient of grant funds out of the Airport Improvement Program (AIP). The County has to respond to the Federal Aviation Administration no later than August 11, 2019 if they would like the funds.

Commissioner, Chad Lawrence, has notified this office that they do want to accept the grant. The grant FAA Grant #3-36-0119-49-2019 will be used to do the design work needed to access and establish what improvements are needed on Taxiway "E" Connector. This grant does have a local share cost of five percent and a state cost of five percent with the federal government picking up ninety percent of the cost.

A capital project was established, H-593 Griffiss – Taxiway "E" Connector which requires a transfer from the General Fund to cover the local share for the grant.

I therefore request your Board's approval for the following 2019 Transfer of Funds:

TO:

FROM:

Thank you for kind attention to this request.

Very truly yours,

Anthony J. Picente, Jr. Oneida County Executive

CC: Comptroller

County Attorney Comm. Of Aviation

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

July 30, 2019

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

Dear Chairman Fiorini:

Griffiss International Airport was notified on July 23, 2019 that it was the receipient of grant funds out of the Airport Improvement Program (AIP). The County has to respond to the Federal Aviation Administration no later than August 11, 2019 if they would like the funds.

Commissioner, Chad Lawrence, has notified this office that they do want to accept the grant. The grant FAA Grant #3-36-0119-49-2019 will be used to do the design work needed to access and establish what improvements are needed on Taxiway "E" Connector. This grant does have a local share cost of five percent and a state cost of five percent with the federal government picking up ninety percent of the cost.

Acceptance of this grant will necessitate the creation of a new capital project.

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

- A.) Establishment of Capital Project H-593 Griffiss Taxiway "E" Connector
- B.) Funding for Capital Project H 593 as follows:

H - 593 - 4597	Federal – FAA\$	140,400	
H - 593 - 3597	State Aid –\$	7,800	
H - 593 - 5031	Transfer From General	<u>\$</u>	<u> 7,800</u>
	m . 177 - 19	Φ.	176.000

Total Funding \$ 156,000

Thank you for kind attention to this request.

Very truly yours,

Anthony J. Picente, Jr. Oneida County Executive

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CC: Comptroller / County Attorney / Budget



ONEIDA COUNTY DEPARTMENT OF WATER QUALITY & WATER POLLUTION CONTROL

51 Leland Ave, PO Box 442, Utica, NY 13503-0442 (315) 798-5656 wpc@ocgov.net

FAX 724-9812

Anthony J. Picente, Jr. County Executive

Steven P. Devan, P.E. Commissioner

July 30, 2019

The Honorable Anthony J. Picente, Jr. Oneida County Executive 800 Park Ave. Utica, NY 13501

PUBLIC WORKS

WAYS & MEANS

Re:

Granting of Easement

Niagara Mohawk Power Corporation

Oneida County Water Pollution Control Plant Upgrades

Dear County Executive Picente:

Part of the ongoing upgrades at the Oneida County Water Pollution Control Plant involves constructing a new substation for the facility. The new substation will replace the existing facility substation that is approximately fifty (50) years old.

In order for Niagara Mohawk Power Corporation to install their equipment and power up the new substation, they need an easement from Oneida County so they can do work and install their equipment in the substation area. A copy of the proposed easement, which I received today, is attached to this letter.

Time is of the essence in this matter. Contractors have been delayed in their work progress because of the delay that Niagara Mohawk Power Corporation has imposed on the project. Unless Niagara Mohawk Power Corporation gets done with their work so that contractors can continue their work, the County may be subject to delay claims from the contractors.

I am available to meet with you at your convenience to discuss this request and explain it in more detail. I respectfully request that this item be considered by the Board of Legislators at their August 14th meeting. Thank you for your consideration in this matter.

Sincerely,

Steven P. Devan, P.E.

Commissioner

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

> Anthony J. Picente, Jr. County Executive

8-1-19 Date

Oneida Co. Department: Water Quality & Water Pollution Control

Competing Proposal	
Only Respondent	
Sole Source RFP	
Other	X

ONEIDA COUNTY BOARD OF LEGISLATORS **CONTRACT SUMMARY**

Name & Address of Vendor:

Niagara Mohawk Power Corp.

300 Erie Blvd. W. Syracuse, NY 13202

<u>Title of Activity or Service:</u>

Easement to electrify a substation

Proposed Dates of Operation:

Upon execution then forever

<u>Client Population/Number to be Served:</u> 110,000 people

Summary Statements

1) Narrative Description of Proposed Services: Granting an easement to Niagara Mohawk Power Corp. at the Oneida County Water Pollution Control Plant. In order for Niagara Mohawk Power Corp. to power up the new substation, it needs an easement from Oneida County so it can do work and install its equipment in the substation area.

2) Program/Service Objectives and Outcomes: Construct the new substation at the Oneida County Water Pollution Control Plant.

3) Program Design and Staffing: Department staff will oversee this easement.

Total Funding Requested: N/A

Account #: N/A

Oneida County Dept. Funding Recommendation: N/A

Proposed Funding Sources (Federal \$/ State \$/County \$): N/A

Cost Per Client Served: N/A

Past Performance Data: N/A

O.C. Department Staff Comments: Contractors have been delayed in their work progress because of the delays that Niagara Mohawk Power Corp. has imposed on the project. Unless it gets done with its work so that contractors can continue their work, the County may be subject to delay claims from the contractors.



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

DENNIS S. DAVIS Commissioner

August 1, 2019

Anthony J. Picente, Jr. Oneida County Executive 800 Park Avenue Utica. NY 13501 FN 20 19 145

PUBLIC WORKS

WAYS & MEANS

Dear County Executive Picente,

Oneida County was awarded a \$200,000 incentive from Empire State Development for reconstruction of the Railway Express Agency Building. Work is complete and the enclosed Grant Disbursement Agreement Amendment must be executed prior to submitting a request for disbursement.

The amendment will adjust obligatory renovation and construction costs to equal actual expenditures.

All disbursement requests must be submitted no later than October 1, 2019. Therefore, if the enclosed documents are acceptable, I respectfully request consideration by the Oneida County Board of Legislators no later than September 11, 2019.

Thank you for your continued support.

Sincerely,

Dennis S. Davis Commissioner

c. Mar

Mark E. Laramie, PE, Deputy Commissioner

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

nthony J. Picente, Jr.

Date 8-2-19

Oneida Coun	ty Department:	Public	Works
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Only Respondent Sole Source RFP Competing Proposal Other X

ONEIDA COUNTY BOARD OF LEGISLATORS

Name & Address of Vendor: Empire State Development

> 633 Third Avenue New York, NY 10017

Title of Activity of Service:

Grant Disbursement Agreement Amendment

Proposed Dates of Operation:

Start on Execution -10/01/2019

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

Summary Statements

1) Narrative Description of Proposed Services:

The amendment to a grant from Empire State Development for reconstruction of the Railway Express Agency Building will adjust obligatory renovation and construction costs to equal actual expenditures.

All disbursement requests must be submitted no later than October 1, 2019. Therefore, we respectfully request consideration by the Oneida County Board of Legislators no later than September 11, 2019.

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

3) Program Design and Staffing: N/A

4)Funding Account #: H-505

> Total Funding Requested: \$200,000.00

Oneida County Dept. Funding Recommendation: \$200,000.00

\$0.00 Proposed Funding Sources Federal:

> \$200,000.00 State: \$0.00 County:

Other: \$0.00

Past Performance Data: N/A

O.C. Department Staff Comments: None



ONEIDA COUNTY DEPARTMENT OF WATER OUALITY & WATER POLLUTION CONTROL

Anthony J. Picente, Jr. County Executive

Steven P. Devan, P.E. Commissioner

51 Leland Ave, PO Box 442, Utica, NY 13503-0442

Phone: (315) 798-5656

Email: wpc@ocgov.net

Fax: (315) 724-9812

July 18, 2019

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

FN 20 ______ = 0

Re:

HG-567 Funding

North Utica Interceptor Phase II-Canal Crossing

WAYS & MEANS

Dear County Executive Picente:

On November 8, 2017, the Board of Legislators approved Resolution #317 which established Capital Project HG-567, North Utica Interceptor Phase II-Canal Crossing for \$5 million. It was originally thought this project would come in under budget so only \$4.5 million was borrowed. Bids have now been received for the project and the project is coming in more than \$4.5 million. Consequently, the project needs to be fully funded at \$5 million.

Rather than bond for the additional funds, it was though that a better approach would be to appropriate money from the Department fund balance to fully fund the project. I therefore request your Board's approval of the following 2019 transfer:

TO:

HG-567 – 5031 Transfer from Water Pollution.....

\$500,000

FROM:

HG-567 – 5710 Bonded Funds.....

\$500,000

I am also requesting the following supplemental appropriation:

TO:

G-9950.9 Transfer to Sewer Capital Fund.....

\$500,000

This supplemental appropriation will be fully supported by:

G599

Unappropriated Fund Balance.....

\$500,000

I would appreciate consideration of this request by you and Board of Legislators at I am available to meet with you or the Board at your convenience to discuss this reques

Sincerely,

THE ONEIDA COUNTY DEPARTMENT OF

WATER QUALITY AND WATER POLLUTION CONTROL

Steven P. Devan, P.E. Commissioner

cc:

Comptroller County Attorney

Budget

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

> Anthony J. Picente, J. County Executive