



# COUNTY OF OSWEGO OFFICE OF THE COUNTY ADMINISTRATOR

County Office Building • 46 East Bridge Street • Oswego, NY 13126  
Phone 315-349-8235 Fax 315-349-8237  
Philip R. Church, County Administrator

## County-wide Shared Services Panel Report 2019

### Panel Members:

#### City Mayors

Oswego William Barlow  
Fulton Ronald Woodward

#### Town Supervisors

Albion Aaron Walter  
Amboy Kathleen Wilkinson  
Boylston Ann Stacy  
Constantia Ken Mosley  
Granby John Snow  
Hannibal Virginia Wilbur  
Hastings Tony Bush  
Mexico David Anderson  
Minetto David Domicolo  
New Haven Timothy Teifke  
Orwell William Potter  
Oswego Richard Kaulfuss  
Palermo Patricia Redhead  
Parish Mary Ann Phillips  
Redfield Tanya Yerdon  
Richland Daniel Krupke  
Sandy Creek Nancy Ridgeway  
Schroepfel Lynett Greco  
Scriba Robert Ramsey  
Volney Dennis Lockwood  
West Monroe Vern Sundet  
Williamstown John Hamblin

#### Village Mayors

Central Square Kenneth Sherman  
Cleveland Laureen Tackman  
Hannibal Ronald Greenleaf  
Lacona Peggy Manchester  
Mexico Terry Grimshaw  
Parish Kathryn Perkins  
Phoenix Caleb Sweet  
Pulaski Angel Rodriguez  
Sandy Creek Grant Rohrmoser

#### School Districts

Fulton Brian Pulvino  
Mexico Sean Bruno



**Chair:** Philip Church,  
County Administrator

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## Executive Summary

Oswego County and its municipal officials, in compliance with New York State Revenue Budget Bill S2009-C/A3009-C Part BBB “County-wide shared services property tax savings plan,” submit the following three shared service proposals for 2019, which will produce taxpayer savings in 2020.

<b>Proposal</b>	<b>Participants</b>	<b>Description</b>	<b>Savings</b>
1 Pharmacy Benefits	Oswego County Onondaga County City of Syracuse	Joint RFP and contract for Pharmacy Benefits Manager	\$1,693,270
2 Web Service	Oswego County Village of Phoenix, Towns of New Haven, Granby, Sandy Creek, and others TBD	Web site hosting and design services under the County web site umbrella.	\$11,750 plus additional TDB
3 Procurement	Oswego County and all its local governments, Onondaga County, Cayuga County, in various combinations	Joint bidding for large scale items, with local government piggy-backing or participation.	TDB depending on bid results.
4. Tax Software and Credit Card System	Oswego County and its municipalities.	Oswego County will initiate a tax collection and credit card system, which municipalities may join at no cost.	TDB depending on number of municipalities joining. \$4,000 each, plus \$600 annually. Potential \$132,000.
5. Screener	Towns of Richland and Sandy Creek	The towns will jointly purchase and operate a screener.	\$100,000
6. Shared Highway Service Agreements.	Towns of Granby, Hannibal, Oswego, Volney and Minetto.	Intermunicipal agreements for equipment and labor costs associated with municipal road repair and maintenance.	TBD

7. Grant Consulting	Oswego County and participating municipalities	Consulting services to assist the county and its municipalities in preparing grant and reimbursement applications for shared services funds and grants.	TBD
8. Water/Sewer project	Towns of Parish and Hastings and Village of Parish	Pre-development consulting services.	TBD depending on RFP results.
9. REDI grant administration	City of Oswego, Towns of Oswego and Scriba, and potentially others.	The City of Oswego is proposing to coordinate REDI grant administration for neighboring towns at a cost to each town of 1% of the grant total.	TDB depending on labor and engineering costs and number of participating towns.
10. Wastewater Plant and Lines	Towns of Cleveland and Constantia	Pre-development consulting services.	TBD depending on RFP results.

The Panel met twice, sought union input, and three public hearings were conducted. The Panel recognized that Oswego County and its municipalities have a long and successful history of sharing many services, going back decades.

**Background**

The 2017-18 adopted New York State Budget included a new mandate for all counties, cities, towns and villages, with voluntary participation by school districts, if invited. The mandate required that the chief executive officer (CEO) of each county develop a “county-wide shared services property tax savings plan” by forming and chairing a “shared services panel.” It also mandated that the CEO of every city, town, and village within the county serve on the Panel. In Oswego County’s case, the CEOs are the county administrator, every town supervisor and the mayors of every city and village. Participating school districts designated a representative from their governing board to be a member of the Panel. Due to time constraints, the panel opted to forgo plan development in 2017. The Panel submitted a plan in 2018.

The 2019-20 New York State Budget made certain amendments to the shared services panel law, which relaxed plan development timelines, allowed for expanded membership, allowed for annual plan submissions, and required panels to meet at least twice per year. This document is the Oswego County panel’s 2019 plan submission.

# Shared Service Plans & Projects

Implementation of the projects and goals within this plan are subject to the approval of each individual government's elected body.

## **Proposal 1: PHARMACEUTICALS - Oswego County, Onondaga County and the City of Syracuse**

The County of Onondaga, the City of Syracuse and the County of Oswego issued a joint Request for Proposals for Pharmacy Benefit Manager services to manage prescription drug benefits for all organizations beginning January 1, 2020. Each entity has compared the proposals received and selected a joint manager.

*SAVINGS:* This new contract is saving Oswego County taxpayers \$1,693,270 in 2020 costs, compare to 2019.

As stated in our 2018 Plan, health insurance remains one of the highest costs for local governments, and the ability to share health plans would create a potential for significant savings. For example, health insurance costs for the County are 10% of its operating budget, over 12% for the Town of Oswego, and over 18% for the Town of Amboy. However, legal barriers in New York State prevent small local governments from sharing health plans to lower costs, such as the 100-employee minimum required to share health plans, and the 2,000 covered lives minimum to join a health insurance consortium. Although identified as a significant barrier to shared services for the past two years, the State has made no meaningful reform to remove such barriers. **The Panel wishes to AGAIN re-iterate to the State the imperative need to reform insurance law to remove barriers and allow large and small municipalities to potentially save significant taxpayer dollars.**

## **Proposal 2: WEB SITE SERVICES – Oswego County, Village of Phoenix, Town of New Haven, Town of Granby, and Town of Sandy Creek and additional participating municipalities to be determined**

The County of Oswego contracted this year to redesign and overhaul the county's outdated web site. The fully modernized new web site includes enhanced online interaction between the County and its constituents, online bill pay, document access, and promotes government transparency and citizen participation.

Each municipality within Oswego County maintains and pays for its own web site. During planning and development of the County's new web site. During the 2019 development phase, the County explored with the vendor and the municipalities the concept of shared web hosting, whereby the municipalities' web presence could become part of the overall county web presence in 2020, while maintaining their unique identities, and enhancing municipal web site services at potentially lower cost than going it alone. This was determined to be feasible.

*SAVINGS:* In 2020, the County will enter IMAs with municipalities for this purpose. To date, the following municipalities have expressed interest, and more may join: Village of Phoenix, Town of New Haven, Town of Granby, and Town of Sandy Creek for a savings of \$11,750. If more join in 2020, the savings will increase.

**Proposal 3: PROCUREMENT – Oswego County, Cayuga County, Onondaga County and participating local municipalities.**

Oswego County, Cayuga County and Onondaga County are exploring going out to bid/RFP together on certain large-scale purchases, such as road salt, to achieve savings due to higher purchasing volume. The counties would sign an MOU for 2020. Savings would be documented by comparing per unit prices for single bids with those of joint bids.

In a like manner Oswego County is exploring joint bids/RFPs with its local municipalities, as well, to produce volume savings.

*SAVINGS:* To be determined by bid/RFP results and number of local governments piggy-backing or participating.

**Proposal 4: TSC Tax Software and Credit Card System – Oswego County and its municipalities.**

Oswego County will initiate a tax collection and credit card system, which municipalities may join. Municipalities will not be charged any start up or maintenance fee. Credits cards and E-checks will be billed to the taxpayer. The municipality tax collection process remains the same. TCS will assist throughout the process, including retrieval, interest calculation, payments, reporting. The system will manage multi-year receivables, like property tax delinquencies. The process for every effected parcel will be monitored. The system prints reports (custom), letters, legal documents and certified mail tickets. Payments can be accepted online when offices are closed.

*SAVINGS:* Each municipality will save \$4,000 in start up costs and \$600 annually thereafter.

**Proposal 5: Screener – Town of Richland and Town of Sandy Creek**

The Towns of Richland and Sandy Creek will purchase and jointly own and operate a screener.

*SAVINGS:* The cost of a screener is \$100,000 each. By purchasing one screener together, each town will save \$50,000, for a savings of \$100,000. Rental avoidance and shared labor will save approximately \$6,000 per year per town.

**Proposal 6: Shared Highway Service Agreements. Towns of Granby, Hannibal, Oswego, Volney and Minetto.**

The towns will enter intermunicipal agreements for equipment and labor costs associated with municipal road repair and maintenance.

*SAVINGS:* TBD.

**Proposal 7: Grant Consulting – Oswego County and participating municipalities**

Oswego County has acquired the services of Strategic Development Services to assist the county and its municipalities in preparing grant and reimbursement applications for shared services funds and grants awarded through the Lake Ontario Regional Economic Development Initiative.

*SAVINGS:* TBD labor and consulting costs that would otherwise be incurred by each government individually.

**Proposal 8: Pre-development consulting services. Towns of Parish and Hastings and Village of Parish.**

The towns are joining with the village to secure the services of engineering consulting for pre-development services regarding the establishment of water service to the Town of Hastings and the Village of Parish and Town of Parish. The services will be acquired through a joint request for proposals.

*SAVINGS:* The municipalities will save taxpayers' dollars through the joint RFP process and sharing the costs of the resulting contract. The amount saved will be determined by the proposals received.

**Proposal 9: REDI Grant Administration.** City of Oswego, Towns of Oswego, Scriba, and potentially others.

The City of Oswego is proposing to coordinate REDI grant administration for neighboring towns at a cost to each town of 1% of the grant total.

*SAVINGS:* TDB depending on labor and engineering costs and number of participating towns.

**Proposal 10: Predevelopment consulting services. Towns of Cleveland & Constantia.**

The towns are securing the services of engineering consulting for pre-development services regarding the creation of wastewater infrastructure including a plant upgrade and new sewage lines.

*SAVINGS:* The municipalities will save taxpayers' dollars through the joint RFP process and sharing the costs of the resulting contract. The amount saved will be determined by the proposals received.

# Appendix A

## County-Wide Shared Services Property Tax Savings Plan Summary

County of: Oswego  
County Contact: Philip Church  
Contact Telephone: 315-349-8235  
Contact E-Mail: [phil.church@oswegocounty.com](mailto:phil.church@oswegocounty.com)

# Appendix A

## County-Wide Shared Services Property Tax Savings Plan Summary

County CEO	Vote Cast (Yes or No)*
Philip Church	Y

\* The written justification provided by each Panel Representative is support of his of her vote on the Plan is attached hereo, as Exhibit 1.

### Row 1: # of cities (total # of) Cities in Oswego County

	Participating Cities	Panel Representative	Vote Cast (Yes or No)*
1	Oswego	Billy Barlow	Y
2	Fulton	Ron Woodward	A
3			
4			
5			
6			

Add additional lines if necessary

\* The written justification provided by each Panel Representative is support of his of her vote on the Plan is attached hereo, as Exhibit 1.

### Row 2: # of towns (total # of) Towns in Oswego County

	Participating Towns	Panel Representative	Vote Cast (Yes or No)*
1	Albion	Aaron Walter	A
2	Amboy	Kathleen Wilkinson	Y
3	Boylston	Ann Stacy	Y
4	Constantia	Ken Mosley	Y
5	Granby	John Snow	Y
6	Hannibal	Virginia Wilbur	Y
7	Hastings	Tony Bush	A
8	Mexico	David Anderson	A
9	Minetto	David Domicolo	A
10	New Haven	Timothy Teifke	Y
11	Orwell	William Potter	A
12	Oswego	Richard Kaulfuss	Y
13	Palermo	Patricia Redhead	A
14	Parish	Mary Ann Phillips	Y
15	Redfield	Tanya Yerdon	A
16	Richland	Daniel Krupke	Y
17	Sandy Creek	Nancy Ridgeway	Y
18	Schroepel	Lynett Greco	Y
19	Scriba	Robert Ramsey	A
20	Volney	Dennis Lockwood	A
21	West Monroe	Vern Sundet	A
22	Williamstown	John Hamblin	A

Add additional lines if necessary

\* The written justification provided by each Panel Representative is support of his of her vote on the Plan is attached hereo, as Exhibit 1.

### Row 3: # of villages (total # of) Villages in Oswego County

Participating Villages	Panel Representative	Vote Cast (Yes or No)*
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1	Central Square	Kenneth Sherman	A
2	Cleveland	Laureen Tackman	A
3	Hannibal	Ronald Greenleaf	Y
4	Lacona	Peggy Manchester	A
5	Mexico	Terry Grimshaw	Y
6	Parish	Kathryn Perkins	Y
7	Phoenix	Caleb Sweet	A
8	Pulaski	Angel Rodriguez	A
9	Sandy Creek	Grant Rohmoser	Y
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Add additional lines if necessary

\* The written justification provided by each Panel Representative is support of his of her vote on the Plan is attached hereo, as Exhibit 1.

Row 4: ## (total # of) School Districts, ## BOCES, ## Fire Districts, ## Fire Protection Districts and ## Special Improvement Districts in *county name* County

	Participating Others	Panel Representative	Vote Cast (Yes or No)*
1	Fulton SD	Brian Pulvino	Y
2	Mexico SD	Sean Bruno	A
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Add additional lines if necessary

\* The written justification provided by each Panel Representative is support of his of her vote on the Plan is attached hereo, as Exhibit 1.

# Appendix A

## County-Wide Shared Services Property Tax Savings Plan Summary

Row 5	2020	2021	Annually Thereafter
2019 Local Government Property Taxes	\$ 220,843,554	\$ 225,260,425	\$ 229,765,634
Row 6			
2019 Participating Entities Property Taxes	\$ 118,467,354	\$ 120,836,701	\$ 123,253,435
Row 7			
Total Anticipated Savings	\$1,937,020	\$1,730,820	\$1,730,820
Row 8			
Anticipated Savings as a Percentage of Participating Entities Property Taxes	1.6%	1.4%	1.4%
Row 9			
Anticipated Savings to the Average Taxpayer	\$32.42	\$28.97	\$28.97
Row 10			
Anticipated Costs/Savings to the Average Homeowner	1.6%	1.4%	1.4%
Row 11			
Anticipated Costs/Savings to the Average Business	1.6%	1.4%	1.4%

## Appendix A

### County-Wide Shared Services Property Tax Savings Plan Summary

Project Title:	Project Partners:	Project Description:	Project Category:	Total Anticipated Savings		
				2020	2021	Annually Thereafter
1 Pharmacy Benefits	Oswego County, Onondaga County, Syracuse Oswego County, Village of Phoenix, Towns of New Haven, Granby, Sandy Creek, and others	Joint RFP and contract for Pharmacy Benefits Manager Web site hosting and design services under the County web site umbrella.	General Government - Purchasing	\$1,693,270	\$1,693,270	\$1,693,270
2 Web Service	TBD Oswego County and all its local governments, Onondaga County, Cayuga County, in various combinations	Joint bidding for large scale items, with local government piggy-backing or participation.	General Government - Information Technology	\$11,750	\$11,750	\$11,750
3 Procurement	Oswego County and its municipalities Towns of Richland and Sandy Creek	Oswego County will initiate a tax collection and credit card system, which municipalities may join at no cost. The towns will jointly purchase and operate a screener.	General Government - Purchasing	TBD	TBD	TBD
4 Tax Software and Credit Card System	Oswego County and its municipalities	Oswego County will initiate a tax collection and credit card system, which municipalities may join at no cost.	General Government - Tax Administration	\$132,000	\$19,800	\$19,800
5 Screener	Towns of Richland and Sandy Creek	The towns will jointly purchase and operate a screener.	General Government - Purchasing	\$100,000	\$6,000	\$6,000
6 Shared Highway Service Agreements	Towns of Granby, Hannibal, Oswego, Volney and Minetto	Intermunicipal agreements for equipment and labor costs associated with municipal road repair and maintenance.	Transportation - Highway Service to other Gov.	TBD	TBD	TBD
7 Grant Consulting	Oswego County and participating municipalities Towns of Parish and Hastings and Village of Parish	Consulting services to assist the county and its municipalities in preparing grant and reimbursement applications for shared services funds and grants.	General Government - General Government Administrator	TBD	TBD	TBD
8 Water/Sewer project	City of Oswego, Towns of Oswego and Scriba, and potentially others.	Pre-development consulting services. The City of Oswego is proposing to coordinate REDI grant administration for neighboring towns at a cost to each town of 1% of the grant total.	Utilities - Water	TBD	TBD	TBD
9 REDI grant administration	City of Oswego, Towns of Oswego and Scriba, and potentially others.	Pre-development consulting services.	General Government - General Government Administrator	TBD	TBD	TBD
10 Wastewater Plant and Lines	Towns of Cleveland and Constantia	Pre-development consulting services.	Sanitation - Sewer	TBD	TBD	TBD
<b>Totals</b>				\$1,937,020	\$1,730,820	\$1,730,820

**Oswego County Shared Services Panel  
Explanation of Voting**

We, the undersigned, as members of the Oswego County Shared Services Panel, have voted in the affirmative to approved the 2019 Shared Services Plan. We will continue to meet to assess the feasibility of the ideas discussed in the Plan and develop implementation strategies for 2020 and beyond.

As local government officials responsible to our constituents for providing public services, and for developing and managing local operating budgets, we are keenly aware of the benefits of sharing services among governments where appropriate. The municipalities of Oswego County have a long history of sharing services that predates this current initiative.

NAME	TITLE	MUNICIPALITY
<i>Paul V. ...</i>	County Administrator	Oswego County
<i>John ...</i>	Town Supervisor	Town of Oswego
<i>Don C. Krupke</i>	Town Supervisor	Town of Richland
<i>Mary Ann Phillips</i>	Town Supervisor	Town of Parish
<i>Kathryn E. Perkins</i>	Mayor - Village of Parish	Village of Parish
<i>Brian P. ...</i>	Superintendent of Schools	Fulton City School Dist.
<i>Billy Berlin</i>	MAYOR	City of Oswego
<i>Dyrene ...</i>	Town Supervisor	Town of Schroepfel
<i>Terry E. ...</i>	MAYOR VEEVA	VILLAGE OF MEXICO
<i>John ...</i>	Town Supervisor	Town of Granby
<i>Virginia Wilbur</i>	Town Supervisor	Town of Hannibal
<i>Ronald ...</i>	Village Mayor	Village of Hannibal
<i>Kenneth C. ...</i>	Town SUPERVISOR	CONSTANTIA
<i>Kathleen ...</i>	Town Supervisor	Town of Amboy
<i>Terry M. ...</i>	Town Supervisor	New Haven



APPENDIX B: Certification

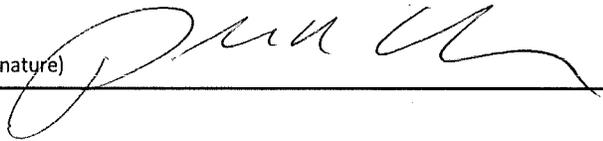
CERTIFICATION OF PLAN AND PROPERTY TAX SAVINGS TO THE SECRETARY OF STATE

By my signature below, I hereby certify that the County-Wide Shared Services Property Tax Savings Plan submitted herewith is final, that it was completed in accordance with the requirements of Article 12-1 of the General Municipal Law, and that the savings identified and contained herein are true and accurate to the best of my knowledge and belief.

Philip Church

County Chief Executive Officer (Print Name)

(Signature)



(Date)

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