

PUBLIC WORKS COMMITTEE

May 9, 2013 – 10:15 AM

Committee Members: LaBuda (Chair), Benson (Vice Chair),
Samuelson, Rouis, Kurpil Gieger, Edwards, Sorensen

PRESENTATION:

DISCUSSIONS:

RESOLUTIONS:

1. Resolution to authorize legislative approval for award of consultant contract inspection services for Bridge 76 (TUS)
2. Resolution to authorize legislative approval for a supplemental agreement to increase federal and state funding of project administration and management costs for work provided by the DPW Engineering staff for Bridge 45 (FAL)
3. Resolution to authorize the terms of a lease agreement with a third party land owner for property with an existing communication tower which provides emergency service within the County (Town of Neversink – Donald Ackerley)
4. Resolution to authorize the terms of a lease agreement with a third party land owner for property with an existing communication tower which provides emergency service within the County (Town of Fremont – Loves Tee Time, LLC)

REPORTS:

1. Recycling Coordinator

PUBLIC COMMENT:

**COMBINED: LEGISLATIVE MEMORANDUM,
CERTIFICATE OF AVAILABILITY OF FUNDS
AND RESOLUTION COVER MEMO**

To: Sullivan County Legislature

Fr: Edward McAndrew, P.E., Deputy Commissioner of Public Works

Re: Request for Consideration of a Resolution: Bridge 76 (TUS) Inspection Services

Date: May 9, 2013

Purpose of Resolution: [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

Authorize legislative approval for award of consultant contract inspection services.

Is subject of Resolution mandated? Explain:

No

Does Resolution require expenditure of funds? Yes No

If "Yes", provide the following information:

Amount to be authorized by Resolution: \$ 148,000.00

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): D-5110-47-40-4006

If "No", specify proposed source of funds: _____

Estimated Cost Breakdown by Source:

County	\$ _____	Grant(s)	\$ _____
State	\$ <u>148,000.00</u>	Other	\$ _____
Federal Government	\$ _____	(Specify)	_____

Verified by Budget Office: Janet M Gray

Does Resolution request Authority to Enter into a Contract? Yes No

If "Yes", provide information requested on Pages 2 and 3.

Request for Authority to Enter into Contract with [Delta Engineers, P.C.] of
[860 Hooper Rd, Endwell, NY 13760]

Nature of Other Party to Contract: Professional Other:

Duration of Contract: From 05/24/2013 To 03/01/2014

Is this a renewal of a prior Contract? Yes No

If "Yes" provide the following information:

Dates of prior contract(s): From _____ To _____

Amount authorized by prior contract(s): _____

Resolutions authorizing prior contracts (Resolution #s): _____

Future Renewal Options if any:

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes No

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

County does not have sufficient staff in-house to provide services during the
duration of the project.

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$148,000

Efforts made to find Less Costly alternative:

Professional Engineering firms are selected based upon qualifications. Firm is on
our current qualified list of consultants. Costs were negotiated to provide the
lowest reasonable rate for the inspector.

Efforts made to share costs with another agency or governmental entity:

Costs are being charged to the NYS Consolidated Highway Improvement Program
(CHIPS).

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

Land Design Services for Region 9 is provided to DPW every three (3) years and approved by NYS DOT

Person(s) responsible for monitoring contract (Title): Robert L. Trotta, P.E., Br. Engr.

Pre-Legislative Approvals:

- A. Director of Purchasing: Kathy Jones Date 4/30/13
- B. Management and Budget: Janet Myers Date 4/30/13
- C. Law Department: _____ Date _____
- D. County Manager: John P. ... Date 5/3/13
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

Resolution No. _____

RESOLUTION INTRODUCED BY THE PUBLIC WORKS COMMITTEE

RESOLUTION TO AUTHORIZE AN AGREEMENT FOR CONSULTANT INSPECTION SERVICES FOR THE COUNTY BRIDGE 76 REPLACEMENT PROJECT

WHEREAS, County Bridge No. 76 on County Road 23 (CR 23) over the Ten Mile River, located in the Town of Tusten, will be replaced under contract; and

WHEREAS, consultant inspection services are required to make certain the project is constructed by the contractor in accordance with the County's plans and specifications; and

WHEREAS, the project is eligible for 100% State funding through CHIPS funding program; and

WHEREAS, the Division of Public Works recommends the award of an agreement for consultant engineering services to the firm of Delta Engineers, Architects & Land Surveyors, PC on the basis of qualifications.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager is authorized to execute an Agreement for consulting engineering services with Delta Engineers, at a cost not to exceed \$ 148,000.00, said contract to be in such form as the County Attorney shall approve.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2013

**COMBINED: LEGISLATIVE MEMORANDUM,
CERTIFICATE OF AVAILABILITY OF FUNDS
AND RESOLUTION COVER MEMO**

To: Sullivan County Legislature

Fr: Edward McAndrew, P.E., Deputy Commissioner of Public Works

Re: Request for Consideration of a Resolution: Bridge 45 (FAL) Admin. Services

Date: May 9, 2013

Purpose of Resolution: [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

Authorize legislative approval for a supplemental agreement to increase federal and state funding of project administration and management costs, for work provided by the Division of Public Works engineering staff.

Is subject of Resolution mandated? Explain:

No

Does Resolution require expenditure of funds? Yes No

If "Yes", provide the following information:

Amount to be authorized by Resolution: \$8,500.00

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): D 5020-40-4006

If "No", specify proposed source of funds: _____

Estimated Cost Breakdown by Source:

County	<u>\$1,000.00</u>	Grant(s)	\$ _____
State	<u>\$700.00</u>	Other	\$ _____
Federal Government	<u>\$6,800.00</u>	(Specify)	_____

Verified by Budget Office: 

Does Resolution request Authority to Enter into a Contract? Yes No

If "Yes", provide information requested on Pages 2 and 3.

Request for Authority to Enter into Contract with [NYS Dept. of Transportation] of
150 Wolf Road, Albany, NY 12232

Nature of Other Party to Contract: Professional

Other:

Duration of Contract: From 04/10/2013 To 12/31/2017

Is this a renewal of a prior Contract? Yes ___ No

If "Yes" provide the following information:

Dates of prior contract(s): From _____ To _____

Amount authorized by prior contract(s): _____

Resolutions authorizing prior contracts (Resolution #s): _____

Future Renewal Options if any:

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes ___ No

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

Contract decreases the cost of the project to the County by providing increased funding for the Division of Public Works staff to administer and manage work being provided by the consulting engineering firm retained for design services.

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$8500

Efforts made to find Less Costly alternative:

The administration and management of the project by Division of Public Works engineering staff, is the most cost effective means for implementing the work.

Efforts made to share costs with another agency or governmental entity:

Contract allows for the cost to be 80% shared by the Federal government and 8% shared by the States Marchiselli Program.

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

N/A

Person(s) responsible for monitoring contract (Title): Robert L. Trotta, P.E., Br. Engr.

Pre-Legislative Approvals:

- A. Director of Purchasing: *Dorey Jones* Date 4/30/13
- B. Management and Budget: *Janet Kelly* Date 4/30/13
- C. Law Department: _____ Date _____
- D. County Manager: *John Bond* Date 5/3/13
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

Resolution No. _____

RESOLUTION INTRODUCED BY PUBLIC WORKS COMMITTEE

RESOLUTION TO AUTHORIZE SUPPLEMENTAL AGREEMENT NO. 6 TO MUNICIPAL CONTRACT D017888.

WHEREAS, a Project for County Road 53 over the Neversink River, BIN 3355530, Town of Fallsburg, Sullivan County, P.I.N. 9752.57 (the "Project") is eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the costs of such program at the ratio of 80% Federal and 20% non-Federal; and

WHEREAS, Sullivan County has previously executed a Master Federal Aid and Marchiselli Aid Project Agreement D017888, Supplemental Agreements 1, 2,3,4 and 5; and

WHEREAS; Sullivan County desires to advance the Project by making a commitment of 100% of the Federal and non-Federal share of the Preliminary Engineering, Right-of-Way Incidentals and Right-of-Way Acquisitions work.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby approves of the Project and authorizes the County Treasurer to pay in the first instance 100% of the Federal and non-Federal share of the cost of the Preliminary Engineering, Right-of-Way Incidentals and Right-of-Way Acquisitions work or portions thereof; and

BE IT FURTHER RESOLVED, that the sum of \$ 8,500 is hereby appropriated in budget item D 5020-40-4006 and made available to cover the increase of participation in the project; and

BE IT FURTHER RESOLVED, that in the event the costs exceeds the amount appropriated above, the Sullivan County Legislature shall timely convene to appropriate said excess amount upon notification by the New York State Department of Transportation thereof; and

BE IT FURTHER RESOLVED, that the County Manager be hereby authorized to execute all necessary Agreements, Supplemental Agreements, certifications or reimbursement requests for Federal-Aid and/or Marchiselli Aid on behalf of the County in such forms as approved by the County Attorney, to advance, approve, and administer the Project; and

BE IT FURTHER RESOLVED, this Resolution shall take effect immediately.

Moved by _____,

Seconded by _____,

and adopted on motion _____, 2013.

**COMBINED: LEGISLATIVE MEMORANDUM,
CERTIFICATE OF AVAILABILITY OF FUNDS
AND RESOLUTION COVER MEMO**

To: Sullivan County Legislature

Fr: Edward McAndrew, P.E., Deputy Commissioner of Public Works

Re: Request for Consideration of a Resolution: Marcia J. Fink

Date: May 9, 2013

Purpose of Resolution: [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

Authorize a property lease agreement for a parcel of land on which a communication tower is located.

Is subject of Resolution mandated? Explain:

Required in order to maintain emergency communication.

Does Resolution require expenditure of funds? Yes No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$3,000.00

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): A-1620-20-47-4701

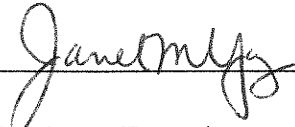
If "No", specify proposed source of funds: _____

Estimated Cost Breakdown by Source:

County	<u>\$3,000.00</u>	Grant(s)	\$ _____
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State	\$ _____	Other	\$ _____
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Federal Government	\$ _____	(Specify)	_____
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Verified by Budget Office: 

Does Resolution request Authority to Enter into a Contract? Yes No

If "Yes", provide information requested on Pages 2 and 3.

Request for Authority to Enter into Contract with [Donald Ackerley] of
[Ackerley Farms, PO Box 360, Grahamsville, NY 12740]

Nature of Other Party to Contract: .

Other:

Duration of Contract: From 09/19/2012 To 09/18/2017

Is this a renewal of a prior Contract? Yes No

If "Yes" provide the following information:

Dates of prior contract(s): From 09/19/2007 To 09/18/2012

Amount authorized by prior contract(s): 2,000.00

Resolutions authorizing prior contracts (Resolution #s): 600-00, 458-02 and 157-12

Future Renewal Options if any:

Four additional five year terms

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes No

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

Location required to maintain emergency communications.

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$3,000 first year, 2% increase per year for term of contract.

Efforts made to find Less Costly alternative:

Explored other locations- not cost effective.

Efforts made to share costs with another agency or governmental entity:

N/A

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)
Renewal N/A

Person(s) responsible for monitoring contract (Title): Marcia J. Fink

Pre-Legislative Approvals:

- A. Director of Purchasing: Darry Jones Date 4/30/13
- B. Management and Budget: Janet Myers Date 4/30/13
- C. Law Department: _____ Date _____
- D. County Manager: John Bond Date 5/8/13
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

Resolution No. _____

RESOLUTION INTRODUCED BY THE PUBLIC WORKS COMMITTEE

RESOLUTION TO AUTHORIZE THE TERMS OF LEASE AGREEMENT WITH A THIRD PARTY LAND OWNER FOR PROPERTY WITH AN EXISTING COMMUNICATION TOWER WHICH PROVIDES EMERGENCY SERVICE WITHIN THE COUNTY

WHEREAS, Resolution No. 157-12 authorizes the negotiation for the renewal of agreements with third party land owners for the use of parcels of property for communication towers; and

WHEREAS, in order to provide continued communication service for the County, the Thunderhill tower lease must be renewed; and

WHEREAS, the lease is for a portion of a parcel of land, situate in the Town of Neversink, identified on the Real Property Tax Map Section 31, Block 1 and Lot 11, record owner being Donald Ackerley.

WHEREAS, it is in the best interest of the County to enter into a new lease agreement to ensure continued communication capabilities; and

NOW, THEREFORE, BE IT RESOLVED, that the Chair of the County Legislature shall be authorized to execute a new lease with the property owner, with terms as agreed with the owner in such a form as the County Attorney shall provide.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2013

**RESOLUTION NO. 157-12 INTRODUCED BY THE PUBLIC WORKS COMMITTEE
TO AUTHORIZE THE NEGOTIATION OF TERMS OF AGREEMENTS WITH THIRD PARTY
LAND OWNERS FOR PROPERTY NECESSARY FOR COMMUNICATION TOWERS TO
PROVIDE SERVICE THROUGHOUT THE COUNTY**

WHEREAS, Resolution No. 600-00 and Resolution No. 458-02 authorized the renewal of agreements for the use of parcels of property for communication towers; and

WHEREAS, in order to provide communication service for the entire County, renewal of certain existing leases and additional leased parcels will be needed on which to construct communication towers; and

WHEREAS, it is in the best interest of the County to renew certain of the existing lease agreements and enter into lease agreements for the additional parcels to ensure continued communication capabilities; and

WHEREAS, the Commissioner of the Division of Public Safety will determine which parcels will best suit the County's needs; and

WHEREAS, the Commissioners of the Divisions of Public Safety and Public Works will negotiate the terms of these leases including price and duration, and submit a report to the County Manager and County Attorney.

NOW, THEREFORE, BE IT RESOLVED:

1. The County's Commissioner of the Division of Public Safety is directed and authorized to determine the best locations for the continuation of existing communication towers and the location of additional communication towers, and
2. The County's Commissioners of the Divisions of Public Safety and Public Works are directed and authorized to negotiate with third parties for the continued lease of property on which existing communication towers are located and with third parties for leases for additional property on which additional communication towers will be located, and
3. Such negotiated renewals and new leases shall be submitted to the County Manager and the County Attorney, with action required by the County Legislature for approval.

Moved by Mr. Rouis, seconded by Mrs. LaBuda, put to a vote, unanimously carried and declared duly adopted on motion April 26, 2012.

**COMBINED: LEGISLATIVE MEMORANDUM,
CERTIFICATE OF AVAILABILITY OF FUNDS
AND RESOLUTION COVER MEMO**

To: Sullivan County Legislature

Fr: Edward McAndrew, P.E., Deputy Commissioner of Public Works

Re: Request for Consideration of a Resolution: Marcia J. Fink

Date: May 9, 2013

Purpose of Resolution: [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

Authorize a property lease agreement for a parcel of land on which a communication tower is located.

Is subject of Resolution mandated? Explain:

Required in order to maintain emergency communication.

Does Resolution require expenditure of funds? Yes No

If "Yes", provide the following information:

Amount to be authorized by Resolution: \$3,500.00

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): A3020-47-4701

If "No", specify proposed source of funds: _____

Estimated Cost Breakdown by Source:

County	<u>\$3,500.00</u>	Grant(s)	\$ _____
State	\$ _____	Other	\$ _____
Federal Government	\$ _____	(Specify)	_____

Verified by Budget Office: 

Does Resolution request Authority to Enter into a Contract? Yes No

If "Yes", provide information requested on Pages 2 and 3.

Request for Authority to Enter into Contract with [Loves Tee Time, LLC] of
[Attn: Burton Handelsman, 18 Hotel Drive, White Plains, New York, NY]

Nature of Other Party to Contract: .

Other:

Duration of Contract: From 04/24/2013 To 04/23/2018

Is this a renewal of a prior Contract? Yes No

If "Yes" provide the following information:

Dates of prior contract(s): From 04/24/2008 To 04/23/2013

Amount authorized by prior contract(s): 3,000.00

Resolutions authorizing prior contracts (Resolution #s): 600-00 and 157-12

Future Renewal Options if any:

Five additional five year terms

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes No

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

Location required to maintain emergency communications.

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$3,500 first year, 3% increase per year for term of contract.

Efforts made to find Less Costly alternative:

Explored other locations- not cost effective.

Efforts made to share costs with another agency or governmental entity:

N/A

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

Renewal N/A

Person(s) responsible for monitoring contract (Title): Marcia J. Fink

Pre-Legislative Approvals:

A. Director of Purchasing: Nancy Jones Date 4/30/13

B. Management and Budget: Janet Myers Date 4/30/13

C. Law Department: _____ Date _____

D. County Manager: John Bond Date 5/3/13

E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

Resolution No. _____

RESOLUTION INTRODUCED BY THE PUBLIC WORKS COMMITTEE

RESOLUTION TO AUTHORIZE THE TERMS OF LEASE AGREEMENT WITH A THIRD PARTY LAND OWNER FOR PROPERTY WITH AN EXISTING COMMUNICATION TOWER WHICH PROVIDES EMERGENCY SERVICE WITHIN THE COUNTY

WHEREAS, Resolution No. 157-12 authorizes the negotiation for the renewal of agreements with third party land owners for the use of parcels of property for communication towers; and

WHEREAS, in order to provide continued communication service for the County, the Tennanah Lake tower lease must be renewed; and

WHEREAS, the lease is for a portion of a parcel of land, situate in the Town of Fremont, identified on the Real Property Tax Map Section 8, Block 1 and Lot 6.2, record owner being Loves Tee Time, LLC.

WHEREAS, it is in the best interest of the County to enter into a new lease agreement to ensure continued communication capabilities; and

NOW, THEREFORE, BE IT RESOLVED, that the Chair of the County Legislature shall be authorized to execute a new lease with the property owner, for the sum of \$3,500 for 2013 and during each April from April 2014 through the end of the lease, a sum equal to the payment made the previous year plus and additional amount equal to three percent of the total amount paid as rent the previous year and in such a form as the County Attorney shall provide.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2013

**RESOLUTION NO. 157-12 INTRODUCED BY THE PUBLIC WORKS COMMITTEE
TO AUTHORIZE THE NEGOTIATION OF TERMS OF AGREEMENTS WITH THIRD PARTY
LAND OWNERS FOR PROPERTY NECESSARY FOR COMMUNICATION TOWERS TO
PROVIDE SERVICE THROUGHOUT THE COUNTY**

WHEREAS, Resolution No. 600-00 and Resolution No. 458-02 authorized the renewal of agreements for the use of parcels of property for communication towers; and

WHEREAS, in order to provide communication service for the entire County, renewal of certain existing leases and additional leased parcels will be needed on which to construct communication towers; and

WHEREAS, it is in the best interest of the County to renew certain of the existing lease agreements and enter into lease agreements for the additional parcels to ensure continued communication capabilities; and

WHEREAS, the Commissioner of the Division of Public Safety will determine which parcels will best suit the County's needs; and

WHEREAS, the Commissioners of the Divisions of Public Safety and Public Works will negotiate the terms of these leases including price and duration, and submit a report to the County Manager and County Attorney.

NOW, THEREFORE, BE IT RESOLVED:

1. The County's Commissioner of the Division of Public Safety is directed and authorized to determine the best locations for the continuation of existing communication towers and the location of additional communication towers, and
2. The County's Commissioners of the Divisions of Public Safety and Public Works are directed and authorized to negotiate with third parties for the continued lease of property on which existing communication towers are located and with third parties for leases for additional property on which additional communication towers will be located, and
3. Such negotiated renewals and new leases shall be submitted to the County Manager and the County Attorney, with action required by the County Legislature for approval.

Moved by Mr. Rouis, seconded by Mrs. LaBuda, put to a vote, unanimously carried and declared duly adopted on motion April 26, 2012.

PUBLIC WORKS COMMITTEE
Monthly Report – May 9, 2013

ACCOMPLISHMENTS (April 11 – May 9, 2013)

BRIDGES & FACILITIES

- Continued installing cooling tower at the Government Center Annex
- Continued painting project and steel repairs at the Highland Transfer Station
- Bridge #359 – poured concrete
- Completed DI repairs at the Government Center and County Road 149
- Continued various steel repairs at the Jail
- Prepared Fort Delaware to open for the season
- Made repairs to the baler and roof at the Landfill
- Electric work and roofing repairs were made at Maplewood
- Continued grounds maintenance and spring clean up at the Veterans' Cemetery
- Replaced various cabinets and counters at the Liberty Complex

PARKS & RECREATION

Fort Delaware

- Continued planning 2013 season events & demonstrations
- Continued seasonal hiring process
- Continued working with Renaissance acquiring items for the garden interpretation
- Attended and presented at meeting about Upper Delaware Scenic Byway Visitor Center
- Conducted on site orientation & started staff prepping museum for opening day
- Continued booking Student Day reservations for school groups

Lake Superior

- Continued seasonal hiring process
- Continued working with Half Iron-man event planner
- Continued working with Risk Management & County Attorney to draft agreement for Half Iron-Man event use of Lake Superior
- Attend Half Iron Man event at Lake Superior
- Continued reviewing and approving group picnic permits & pavilion rental applications
- Began selling Lake Superior season passes

D & H Canal Linear Park & Interpretive Center

- Continued to work with NYSDEC concerning lead contamination issue
- Continued seasonal hiring process
- Continued planning 2013 season

Minisink Battleground Park

- Continued Upper Delaware Counsel (UDC) TAG work with Historians and Eagle Scout
- Attended UDC Awards dinner/ceremony for Minisink Battleground Ceremony work

Sullivan County Museum

- Responded to building issues
- Reviewed facility use requests
- Completed time cards

General Parks

- Held Park & Recreation Commission meeting
- Distributed Litter Pluck bags and materials county wide
- Conducted Litter Pluck event from April 27 – May 5, 2013
- Continued issuing picnic and pavilion rental permits
- Attended Emerald Ash Borer education seminars
- Conducted various site visits to HEAL project
- Conducted construction meeting with Architect, CM, & Prime Contractors for HEAL Grant project
- Continued to meet with Office of Sustainable Energy consultants weekly to discuss potential County projects
- Attended Health and Family Services Committee and Sustainability Committee meetings
- Continued to oversee buildings department

SHOP STAFF

- Misc. repairs to solid waste, public health, family service, sheriff's and DPW vehicles
- PM services and New York State inspections on all necessary vehicles
- Repaired accident damage to vehicles
- Made necessary repairs at work sites to keep road and bridge crews working
- Repaired landfill containers
- Installed accessories on new Sheriff's cars
- Made changes to New Holland tractor to accommodate bat wing mower
- Prepared sweepers and brooms for spring clean up
- Continued to repair chain saws and small equipment
- Continued to prepare mowers for summer season
- Completed removing sanders and installing dump bodies
- Removed sander and prepared truck 169 chassis to sand blast and paint
- Sandblasted and painted heater covers for the Jail
- Cleaned and painted the cab and misc items on Loader 189
- Sandblasted and painted wheel rims
- Serviced and prepared cement mixers and tampers for the summer season

SIGN SHOP

- Fabricated 219 signs for Division of Public Works and Towns
- Repaired 69 signs on county roads and bridges
- Inventoried signs on 49 roads

AIRPORT

- Completed monthly Airport Rescue and Fire Fighting training (ARFF)
- Completed required monthly weather observations
- Continued management coordination of the ARFF Building Construction project; the potable water system design project and the design of the County "T" Hangar project

BRIDGES

- Addressed NYSDOT bridge flags for Bridges 55 (FOR) and for Bridge 191 (FOR) debris removal
- Continued project administration, management and submission of reimbursement requests for contract services being provided for Bridge 45 (FAL). Procured additional funding for County project management work
- Started the review of the Bridge 45 (FAL) Advanced Detailed Plans
- Continued expediting the procurement of the grit tank and manhole needed for the Maplewood Rinse Rack Pretreatment System
- Completed contract management, administration and inspection work for the video inspection of the Sullivan County Community College storm sewer system. Continued coordination of right-of-way work for Cook Road
- Assisted a meeting with Sullivan County Community College staff for the finalization of planning efforts for the SCCC Road Improvement Project construction work
- Continued administration and project management close out work for the Bridge 224 (DEL) rehabilitation project construction and inspection contracts
- Continued project management, administration and inspection work for the Bridge 192C (NEV) Pier Replacement Project
- Continued preliminary engineering work for the replacement of the superstructure and north abutment of Bridge 298 (LIB) and abutment work for Bridge 186 (DEL)
- Continued engineering work for the replacement of Bridge 76 (TUS), completed the review of bid documents and coordinated the relocation of a utility line
- Developed a scope of services and prepared an agreement for consultant inspection services for the replacement of Bridge 76 (TUS)
- Continued follow-up work with NYSOEM/FEMA to appeal the denial of funding for the Bridge 191 (FOR) Hurricane Irene damages
- Continued monitoring Bridge 250 (ROC)
- Provided assistance to the Strategic National Stockpile Subcommittee for estimating the cost of traffic signage needed for several Points of Dispensing (PODs)
- Continued follow up work with FEMA/NYSOEM for the correction of the Bridge 192c (NEV) funding documents
- Completed the preparation of plans for the maintenance and protection of traffic for the Bridge 5 (LUM) expansion joint replacement project and assisted Operations for procuring rental traffic lights
- Coordinated response to a complaint for Bridge 444 (ROC)
- Inspected County Road 55 (MAM) near Bridge 39 with respect to stream movement that impacts the road
- Coordinated with the Highway Unit for survey work needed for future bridge work

BUILDINGS

- Completed six (6) foster care home inspections and reports as requested by the Department of Family Services
- Conducted Adult Care Center HEAL Grant Interior Renovation Project building inspections
- Completed the Sullivan County International Airport Terminal building exterior stone restoration specifications
- Continued with the Department of State (DOS) mandated 2013 Building Code Inspections program and Triennial Building Inspection summary chart
- Ongoing Tower Construction Notification System (TCNS) coordination for State Historic Preservation Office (SHPO) notification on six (6) proposed tower sites
- Prepared Federal Communications Commission (FCC) radio license extension of time forms prior to one year slow growth construction notification submittal online
- Updated radio license data chart
- Completed a mandated Chemical Bulk Storage (CBS) Two-Year Renewal application package for conformance with NYSDEC regulations at the Sullivan County Landfill
- Reviewed and processed water testing lab invoices and vouchers
- Completed and documented weekly water testing on the Human Service Complex water chlorination system
- Prepared and submitted Sullivan County International Airport mandated monthly & Human Service Complex mandated quarterly water bacteriological reports and letters to the New York State Department of Health (NYSDOH)
- Reviewed Human Service Complex mandated monthly water chlorination system Operation Report calculations and prepared letter for submittal to the New York State Department of Health (NYSDOH)
- Submitted Mandated Hazardous Waste Manifest forms to NYSDEC and Environmental Protection Agency (EPA)
- Provided technical support for County facility operations and maintenance

HIGHWAYS

- Provided ROW information to the public
- Continued to work on the flood event of August, 2011; FEMA declared 4020 (Hurricane Irene); obtained authorization from NYSDEC for the second phase (stream bank armoring below a Geo-synthetically Reinforced Soil System wall) of an embankment project on County Road 49 (location B) - completed additional field as-built survey for access road, rip-rap wall alignment and construction planning
- Continued to coordinate and meet with NYSOEM representatives on the wind event of October, 2012; FEMA declared 4085 (Hurricane Sandy); provided additional Category A and B photo and permitting documentation for various sites - assigned operators to all tracked equipment - submitted a completed P-4 for Category E work
- Continued to progress the County Road 173 reconstruction project - coordinated public comment into the final draft design report - reviewed abstract request and draft right-of-way acquisition mapping prepared by the design consultant
- Reviewed the following for potential impacts to and conflicts with the County's right-of-

way, infrastructure and drainage: County Roads 85 and 176 Parksville bypass - review of revised maintenance jurisdiction responsibilities from NYSDOT; County Roads 161 and 173 "Excellent Bus" development - access restrictions and sight distance review; County Road 173A - maintenance jurisdiction responsibilities related to the proposed realignment of 173A and possible abandonment to the Town of Thompson for the EPT Concord project and County Road 175 - Exit 100 of NYS Route 17 meeting with NYSDOT representatives related to closing of Exit 100 for construction

- Presented preliminary design layouts and construction estimates to NYSDOT and college representatives for the Sullivan County Community College infrastructure upgrade project - revised scope and schedule
- Compiled responses from the Towns and Villages related to their annual striping needs in advance of the County's 2013 road striping paint order
- Prepared bid documents, analyzed results and recommended award for the 2013 contract paving of 14.5 miles of County Roads
- Established horizontal and vertical survey control using GPS equipment in advance of topographic field surveys at County Bridges 128 and 359

LAND & CLAIMS

- Incident – reimbursement for damages: received check for CR 175 guiderail damages, CR 104 sign, request for reimbursement CR 61, CR 164 guiderail
- Accident – Truck 187
- Complaints – CR 64 - drainage
- Releases – follow up on CB 76 and CB 298
- Continued correspondence – CR 14 easement
- Misc – Radio Tower meeting & agreements, correspondence for Thunderhill, Tennanah Lake, received approval TRP for Mamakating
- Claims – Levy correspondence
- FOIL – None

PERMITS:

TYPE	NUM	YEAR	NAME	CR
M	3014	2013	881 BBR Realty	61
M	3015	2013	Vasapoli	102
U	1669	2013	NYSE&G	71
O	1458	2013	Sullivan County Transportation, Inc.	174

Subdivision/development review/correspondence: CR23 (TUS) Dragan, CR 173 Excellent Bus, CR 103 (THO) Forest Park Estates, CR 175 (LIB) Granite, CR 104 (FAL) Post Office, CR 15 (LIB) Katz, CR 179 (ROC) Campground

Inspections: CR 166, CR 56

PROJECTIONS (May 9 – June 13, 2013)

BRIDGES & FACILITIES

- Bridges #5 and #369 – deck repairs
- Secure County foreclosure properties
- Repair siding at the Ferndale Transfer Station
- Install dryer at the Jail

PARKS

- Continue work on Minisink Battleground & Fort Delaware grant projects
- Continue processing time cards & use permits at SC Museum
- Continue issuing picnic and pavilion rental permits at various parks
- Continue to supervise Buildings Department
- Continue various work on HEAL Grant project
- Continue weekly meetings with OSE consultants
- Continue attending Sustainability/Agricultural & Health & Family Services meetings
- Continue seasonal hiring process
- Open Fort Delaware, Lake Superior, & D&H Canal Museum for season
- Report on Litter Pluck tallies
- Continue selling Lake Superior season passes

SHOP STAFF

- Prepare new equipment for service
- Continue services & New York State Inspections
- Continue repairs on solid waste roll-off trucks and containers
- Complete road mower repairs
- Sandblast and paint truck chassis
- Repair container for the Liberty Complex
- Clean and lubricate sander bodies for storage
- Replace worn center pin in Cat loader
- Disassemble a second tandem truck to repaint
- Repair body damage on vehicles
- Service and repair summer use equipment
- Continue to inspect plows and wings for repairs
- Continue to build a rock body dump truck
- Service and prepare rollers

SIGN SHOP

- Fabricate signs
- Sign installation and repair
- Complete sign inventory
- Paint stops and bars
- Begin bridge sign inventory

Engineering:

AIRPORT

- Complete monthly Airport Fire Fighting training (ARFF)
- Complete required monthly weather observations
- Continue coordination of the potable water system design project; the security perimeter roadway project and the design of the County “T” Hangar Rehabilitation Project

BRIDGES

- Provide follow up work with respect to NYSDOT flags
- Continue project management for engineering services being provided for the Bridge 45 (FAL) replacement project
- Continue the review of the Bridge 45 (FAL) Advanced Detailed Plans
- Update the project management plan schedule and coordinated work scheduling with NYSDOT for the SCCC Road Improvement Project
- Complete follow up work for the procurement of materials and equipment for the Maplewood Facility vehicle rinse rack treatment system
- Complete close out of the contract for the video inspection of the Sullivan County Community College storm sewer system
- Complete administration, project management and close out work for the Bridge 224 (DEL) rehabilitation project construction and inspection contracts
- Continue follow-up work with NYSOEM/FEMA to appeal the denial of funding for the Bridge 191 (FOR) Hurricane Irene damages
- Continue to monitor CB 250 (ROC) stringers and floor beams
- Continue preparing requests for reimbursements from the HBRR & CHIPS programs
- Complete engineering work for the preparation of bid documents for the Bridge 76 (TUS) replacement project, solicit bids and recommend award of the construction contract
- Execute an agreement for consultant inspection services for the Bridge 76 (TUS) replacement project and begin construction administration work
- Continue preliminary engineering work for 186 (DEL) and 298 (LIB)
- Continue project management and administration work for the Bridge 192c (NEV) pier replacement project. Submit a reimbursement request to NYSOEM
- Follow up on the Bridge 192c appeal to FEMA

BUILDINGS

- Foster care home inspections and reports for Department of Family Services
- Human Service Complex weekly water testing on chlorination system
- Department of State (DOS) mandated 2013 Building Code Inspections Program
- Prepare 2012 Annual Water Quality Report (AWQR) Certification form for submittal to the New York State Department of Health (NYSDOH)
- Prepare mandated test reports, documents, forms and letters for submittal to New York State Department of Health (NYSDOH)
- Continue with mandated Federal Communications Commission radio license renewal and modification forms for EMS, sheriff, fire service, highway maintenance, microwave and local government

- Provide technical support for county facility operations and maintenance

HIGHWAYS

- Provide ROW and general information for the public as requested
- Field surveys and related research as required
- Investigate and respond to drainage and road complaints
- Assist with review of 'D' and 'M' permits as requested
- Review requests for new signs, speed zones and updates to the local highway inventory
- Continue to work with FEMA, SOEM, NYSDOT (for FHWA) and NYSDEC on the recovery from damage related to Hurricane Irene and Hurricane Sandy
- Continue to provide survey support services as needed for the 2013/2014 bridge and highway improvement programs
- Continue with mark-out of passing zones and full-depth repair sections on 14.5 miles of contract paving roads
- Continue with preliminary design coordination and planning for the reconstruction of the County Road 173 project
- Continue with design phase for proposed improvements at the Sullivan County Community College
- Layout additional plot markers at the Veterans' Cemetery
- Continue with design options and construction planning for several drainage improvement and embankment repair projects on various county roads
- Continue work as needed for DPW maintenance facilities, the Sullivan County Airport and the Sullivan County Landfill

LAND AND CLAIMS

- Continue subdivision reviews & deed dedication
- Accident reports
- Incident reports
- Complaints
- Claims
- Permits
- FOIL requests

PERMITS

- Will process D, M, O and U permits as they are applied for
- Will inspect permits for compliance and return bonds when warranted

SOLID WASTE & RECYCLING - MONTHLY REPORT

Month	2012 tonnage (T)	2013 tonnage (T)
January	2,977	3113
February	2,740	2602
March	3,732	3178
April	3,829	
May	5,655	
June	5,740	
July	8,467	
August	8,370	
September	4,251	
October	4,304	
November	3,712	
December	3,124	
TOTAL	56,901	

(T) - Total New Monticello Transfer Station

ACCOMPLISHMENTS (April 11 – May 9, 2013)

- Continued tracking of the Monticello Transfer Station tonnage for invoice review and reporting
- Prepared and submitted monthly SPDES reports in accordance with NYSDEC permit conditions
- Worked on Solid Waste Management Plan required by NYSDEC
- Continued work on annual reports for submittal to NYSDEC
- Submitted Title V Air reports to NYSDEC

PROJECTIONS (May 9 – June 13, 2013)

- Ongoing monitoring of Landfill Phase I project
- Coordinate maintenance work and repairs on the flare at SCSL
- Continuation of a public awareness program regarding single-stream recycling in Sullivan County
- Filing of required monitoring reports to NYSDEC for SCSL
- Continue work on the Solid Waste Management Plan required by the NYSDEC
- Coordinate work to closeout Landfill capping project
- Continue work on annual reports required by NYSDEC
- Issue RFP for required groundwater monitoring report

Recycling Program

ACCOMPLISHMENTS (April 11 – May 9, 2013)

- Attended Leadership Sullivan recycling & materials management seminar & facilities tour
- Conducted recycling presentations for Liberty Belles/Cornell Cooperative Extension with Karen Mariner, Youngsville Firecrackers/Cornell Cooperative Extension with June Krum, SC BOCES/White Sulphur Spring School Environmental Health Program and the Town of Lumberland Earth Day event
- Continued preparation & submitted NYSDEC Annual Facilities and Recycling Operations Annual Reports
- Public Works Committee recycling & composting updates
- Sullivan Co. Community College SEEDS Program Earth Day recycling & composting table
- Provided materials management documentation for Climate Action Plan development
- Reviewed recycling program vouchers
- Updated recycling handouts
- Additional documentation provided for HHW, Recycling Coordinator Grant funding applications
- Prepared propane tank recycling collection quotes for transfer stations
- Coordinated 2013 HHW Collection Event Program
- Single Stream Recycling Program ongoing education/program promotion
- Ongoing Solid Waste Management Plan preparation
- Continue marketing coordination with Treasurers' Department and Office of General Services for marketing, sale and tracking of recyclables

PROJECTIONS (May 9 – June 13, 2013)

- Took tours of the Ulster Co. Resource Recovery Agency Food Waste Compost Facility with Legislative representation, the Town of New Paltz Yard Waste Compost Facility and the Frost Valley YMCA of Sullivan Co. recycling facilities
- Conduct Town of Lumberland Environmental Council Compost & Recycling Workshops
- Storm Water Management Program educational materials for 2013
- Review recycling program vouchers
- Roscoe Central School recycling & composting seminars for 5th & 6th Grade Science classes
- Continue to update Recycling handouts
- Format Refurbish Recycling Newsletter
- HHW, Recycling Coordinator Grant funding documentation
- 2013 HHW Collection Event Program Coordination/specifications revision
- Single Stream Recycling Program ongoing education/program promotion
- Ongoing Solid Waste Management Plan preparation
- Continue marketing coordination with Treasurers Department and Office of General Services for marketing, sale and tracking of recyclables