

## **PUBLIC WORKS COMMITTEE**

**July 11, 2013 – 10:15 AM**

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

### **PRESENTATION:**

### **DISCUSSIONS:**

1. County Road Striping Costs
2. Corrective Action Plan for the Jail

### **RESOLUTIONS:**

1. Resolution to authorize the terms of lease agreement with a third party land owner for additional property conducive to construct a communication tower which will provide emergency service within the County.
2. Resolution to approve a Corrective Action Plan for the County Jail Operations Report of Examination for the period January 1, 2011 to October 5, 2012 performed by the New York State Comptroller's Office.

### **REPORTS:**

### **PUBLIC COMMENT:**

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

To: Sullivan County Legislature

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

Re: Request for Consideration of a Resolution: Delaware Radio Tower Agreement

Date: July 11, 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.]

Enter into an agreement for property to construct an emergency communications tower.

*a lease (S.Y.)*

Is subject of Resolution mandated? Explain:

Required in order to expand 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): A-1620-20-47-4701 } will be budgeted in the 2014 Budget

If "No", specify proposed source of funds: \_\_\_\_\_

Estimated Cost Breakdown by Source:

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

Verified by Budget Office: *Janet Mytz*

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

If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.

Request for Authority to Enter into Contract with [ Carol Herbert ] of  
[ 473 Peters Road, Callicoon, New York, 12723 ]

Nature of Other Party to Contract: ·

Other:

Duration of Contract: From 06/17/2014 To 06/16/2019

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:

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 expand and maintain emergency communications throughout the County.

\_\_\_\_\_

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

Best cost and location. Procurement is not applicable #f

Person(s) responsible for monitoring contract (Title): Marcia Fink, Land & Claims Adjuster

Pre-Legislative Approvals:

- A. Director of Purchasing: Kathy Jones Date 7/2/13
- B. Management and Budget: Janet Myer Date 7/2/13
- C. Law Department: S. Yasgur Date 7/3/13
- D. County Manager: John Bond Date 7/3/13
- 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 ADDITIONAL PROPERTY CONDUCIVE TO CONSTRUCT A COMMUNICATION TOWER WHICH WILL PROVIDE EMERGENCY SERVICE WITHIN THE COUNTY**

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

**WHEREAS**, in order to provide communication service for the County, the Delaware tower lease must be commenced; and

**WHEREAS**, the lease is for a portion of a parcel of land, situate in the Town of Delaware, identified on the Real Property Tax Map Section 3, Block 1 and Lot 7, record owner being Carol Herbert.

**WHEREAS**, it is in the best interest of the County to enter into a lease agreement to ensure additional communication capabilities.

**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 2014 and during each June from June 2015 through the end of the lease, a sum equal to the payment made the previous year plus and additional amount equal to two 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.

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

To: Sullivan County Legislature

Fr: Joshua Potosek

Re: Request for Consideration of a Resolution: To adopt a Corrective Action Plan concerning the  
NYS Comptroller's Jail Audit

Date: July 11th, 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.]

The New York State Comptroller issued a report concerning Sullivan County Jail operations, which recommends that the County consider building a new Jail. Section 35 of the General Municipal Law suggests that a written corrective action plan be adopted to address the findings in the audit report. [Note: Section 35 (4) (b) (1) & (2) authorizes such a response to be filed within 90 days after receipt of the Comptroller's report. While not mandated, if not done there will be no record of the County's response.]

Is subject of Resolution mandated? Explain:

No, but it is suggested to be adopted in accordance with section 35 of the General Municipal Law.

Does Resolution require expenditure of funds? Yes \_\_\_ No

If "Yes", provide the following information:

Amount to be authorized by Resolution: \$ \_\_\_\_\_

Are funds already budgeted? Yes \_\_\_ No \_\_\_

If "Yes" specify appropriation code(s): \_\_\_\_\_

If "No", specify proposed source of funds: \_\_\_\_\_

Estimated Cost Breakdown by Source:

County	\$ _____	Grant(s)	\$ _____
State	\$ _____	Other	\$ _____
Federal Government	\$ _____	(Specify)	_____

Verified by Budget Office: Janet Mygale

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

If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.

Request for Authority to Enter into Contract with [ \_\_\_\_\_ ] of [ \_\_\_\_\_ ]

Nature of Other Party to Contract: .

Other:

Duration of Contract: From \_\_\_\_\_ To \_\_\_\_\_

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.]:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Efforts made to find Less Costly alternative:

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Procurement is not applicable

Person(s) responsible for monitoring contract (Title): Edward w/ Andrew



**Pre-Legislative Approvals:**

- A. Director of Purchasing: *Daphy Jones* Date *7/2/13*
- B. Management and Budget: *Janet My* Date *7/2/13*
- C. Law Department: *S. Yassur* Date *7/3/13*
- D. County Manager: *John P. ...* Date *7/3/13*
- E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

Vetted in \_\_\_\_\_ Committee on \_\_\_\_\_

**RESOLUTION INTRODUCED BY PUBLIC WORKS COMMITTEE TO APPROVE A CORRECTIVE ACTION PLAN FOR THE COUNTY JAIL OPERATIONS REPORT OF EXAMINATION FOR THE PERIOD JANUARY 1, 2011 TO OCTOBER 5, 2012 PERFORMED BY THE NEW YORK STATE COMPTROLLER'S OFFICE**

**WHEREAS**, the New York State Comptroller issued a report of examination for the period of January 1, 2011 to October 5, 2012 concerning County Jail Operations, and

**WHEREAS**, the objective of the audit was to examine County jail operations and related costs, specifically asking, "Have County officials monitored inmate housing costs and taken steps to address the insufficiencies of the jail?", and

**WHEREAS**, the New York State Comptroller recommends that County officials should consider the advantages of replacing their jail sooner rather than later, and

**WHEREAS**, in accordance with Section 35 of the General Municipal Law a written corrective action plan that addresses the findings and recommendations in the report should be prepared and sent to the New York State Comptroller.

**NOW THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature hereby approves the attached corrective action plan.

## **Corrective Action Plan**

**Audit Report Title:** Sullivan County, County Jail Operations, Report of Examination for the period January 1, 2011 – October 5, 2012

**Audit Report Number:** 2013M-33

***Recommendation:*** County officials should consider the advantages of replacing their jail sooner than later.

***Implementation Plan of Action:*** The County will form a committee to evaluate all relevant information including prior studies, current status and next steps with regard to the jail project and weigh its available options.

***Implementation Date:*** Committee to be formed in the summer of 2013.

***Person Responsible for Implementation:*** Sullivan County Manager (Currently Acting County Manager Joshua Potosek)

**PUBLIC WORKS COMMITTEE**  
**Monthly Report – July 11, 2013**

**ACCOMPLISHMENTS (June 13 – July 11, 2013)**

**PARKS & RECREATION**

**Fort Delaware**

- Completed Student Days
- Continued seasonal hiring process
- Opened full time, Fridays through Mondays
- Ordered additional inventory for gift shop
- Continued working with Renaissance acquiring items for the garden interpretation
- Completed time and attendance reports
- Completed and submitted revenue reports to Treasurer's office

**Lake Superior**

- Continued seasonal hiring process
- Conducted orientation for new lifeguards
- Conducted emergency action plan drill and in-service
- Reported attendance figures to New York State Parks
- Discussed forestry issues with NYS DEC
- Continued reviewing and approving group picnic permits & pavilion rental applications
- Continued selling Lake Superior season passes
- Completed and submitted revenue reports to Treasurer's office

**D & H Canal Linear Park & Interpretive Center**

- Continued to work with NYSDEC concerning lead contamination issue
- Hired Director for interpretive center
- Worked with new Director to get site open for season
- Continued planning 2013 season

**Minisink Battleground Park**

- Continued Upper Delaware Counsel (UDC) TAG work with Historians and Eagle Scout

**Sullivan County Museum**

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

**General Parks**

- Prepared 2014 budgets for parks & buildings
- Completed quarterly performance measures for parks
- Participated in Park & Recreation Commission meeting
- Tallied litter pluck results
- Started Clean Team & DPW Seasonal Employees for the season

- Continued issuing picnic and pavilion rental permits
- Reviewed and approved vouchers and purchase requisitions for DPW
- Participated in meeting about space relocation with Acting County Manager
- Worked with Jr. Buildings Engineer on specification preparation for SCIA project
- Prepared resolution for ACC shower renovation architectural design contract
- Worked with the Department of Grants on the CON for the ACC shower renovation
- Conducted various site visits to HEAL project
- Participated in HEAL Grant meeting with County staff
- Conducted construction meetings with Architect, CM, & Prime Contractors for HEAL Grant project
- Continued to meet with Office of Sustainable Energy consultants to discuss potential County projects
- Attended Health and Family Services Committee and Ag & 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
- Rebuilt truck to convert to a rock body dump truck
- Replaced cross members and frame rails on Liberty compactor
- Repaired chain saws and small equipment
- Repaired mowers as needed
- Removed sanders and install dump bodies
- Completed sand blasting & painting Truck 169
- Prepared Truck 171 to sand blast and paint
- Serviced and prepared small rollers for patching

#### **SIGN SHOP**

- Fabricated 179 signs for Division of Public Works and Towns
- Repaired 79 signs on county roads and bridges
- Striped 25.9 miles of County and Town roads
- Painted stops and bars

#### **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 112 (CAL), 186, 264, 273, 279 (DEL), 431 (FRE), 71 (MAM) and 340 (NEV), 85, 200 (THO)
- Prepared submittals to NYSDEC to obtain stream disturbance permits for Bridges 22 (CAL), 239 (DEL), 432 (HIG), 340, 411 (NEV), 105 (ROC) and 96 (THO)
- Continued project administration, management and submission of reimbursement requests for contract services being provided for Bridge 45 (FAL)
- Completed the review of the Bridge 45 (FAL) Advanced Detailed Plans
- Coordinated with the Town of Fallsburg Water & Wastewater Department to obtain comments on the Bridge 45 (FAL) Advanced Detail Plans
- Provided follow-up for the delivery of the grit tank and manhole needed for the Maplewood Rinse Rack Pretreatment System
- Completed close out work for the Sullivan County Community College storm sewer system video inspection contract and assisted with respect to right-of-way acquisition coordination with NYSDOT
- Continued close out work for the Bridge 192C (NEV) Pier Replacement project construction and inspection contracts
- Continued preliminary engineering for the replacement of the superstructure and abutment work for Bridge 186 (DEL). Issued plans and specification for the procurement of bearings, beams and bridge railing system. Reviewed quotations/bids and recommended award of fabrication work to procure the bearings, beams and bridge railing system
- Completed a pre-construction meeting for the replacement of Bridge 76 (TUS) and started construction management and administration work
- Completed coordination for the relocation of utilities for the Bridge 76 (TUS) replacement project
- Continued follow-up work with NYSOEM/FEMA to appeal the denial of funding for the Bridge 191 (FOR) Hurricane Irene damages
- Continued follow-up work with FEMA/NYSOEM for the correction of the Bridge 192c (NEV) funding documents
- Provided follow up work for the delivery of the new floor beams, stringers and decking for the Bridge 250 (ROC) rehabilitation project. Procured a coating system to extend the life of the truss lower chord
- Completed assistance to the Strategic National Stockpile Subcommittee for the procurement of traffic signage needed for several Points of Dispensing (PODs)
- Completed inspection and technical engineering assistance work for the replacement of the Bridge 5 (LUM) expansion and fixed joints by our forces
- Provided inspection and technical assistance for the repair of the bridge railing system for Bridge 200 (THO)
- Provided inter-municipal agreement administrative work to progress interim repairs needed for Bridge 304 (ROC)
- Inspected Town of Tusten Bridge 9 at the request of the Town Superintendent of Highways and provided recommendations for the future repair and or replacement of the bridge
- Provided engineering assistance, inspection and concrete quality assurance testing for the

repair of the Bridge 369 (ROC) structural deck

## **BUILDINGS**

- Completed ten (10) foster care home inspections and reports as requested by the Department of Family Services
- Completed Sullivan County International Airport exterior stone restoration specifications & exterior vinyl siding installation specifications for contract bidding
- Prepared Adult Care Center Re-roofing of Upper & Lower EPDM Roof specification for contract bidding
- 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
- Ongoing Federal Communications Commission (FCC) radio license renewals online
- Updated radio license data chart
- Reviewed and processed water testing lab invoices and vouchers
- Completed weekly testing at 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)
- Prepared and submitted the Sullivan County International Airport & Human Service Complex mandated nitrate water reports and letter 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)
- Continued to prepare application for three year renewal of mandated Water Distribution System Operator Certification for the Human Service Complex
- 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); monitored progress for the second phase (armoring below a Geo-synthetically Reinforced Soil System wall) of an embankment project on County Road 49 (location B)
  - collected as-built alignment and elevation data and provided grading layout in addition to preparing for a significant wall repair project on County Road 55 (FHWA road) – discussed construction schedule with NYSDOT
- Continued to coordinate with NYSOEM representatives on the wind event of October, 2012; FEMA declared 4085 (Hurricane Sandy); updated operator hours for Category A work – final processing by NYSOEM completed – P-4 received by County
- Continued to progress the County Road 173 reconstruction project and the Sullivan County Community College infrastructure upgrade project

- Reviewed the following for potential impacts to and conflicts with the County's right-of-way, infrastructure and drainage: County Road 24 (TUS) – traffic light removal and storage at Narrowsburg bridge; County Bridge 45 (NEV) – reviewed advanced design plans relative to pavement and traffic light design; County Road 61 (MAM) – site plan and subdivision; County Road 178 (ROC) – old state highway right-of-way and drainage research at County Road 146 intersection and County Road 173A (THO) – highway work permit plan set
- Assisted operations with milling and paving contractor coordination in addition to tracking material quantities for full depth repairs on County Roads 75 and 105 in advance of contract paving
- Held pre-construction meeting with the contractor for the 2013 contract paving of 14.5 miles of County Roads – coordinated and inspected the signing of County Road 164
- Completed a planimetric and topographic field survey of the upstream portion of County Bridge 105 (ROC) and an as-built pavement survey of County Bridge 338 (ROC)
- Completed a field survey of the entrances to the Sullivan County Government Center to determine each accesses percent grade
- Prepared Cadd mapping of a pavement failure in the access road around the MRF/TS and attended a final site walk-through cap meeting at the Sullivan County sanitary landfill
- Completed the annual MS4 inspection of County Roads 64 and 65
- Reviewed multiple speed zone and sign requests
- Prepared zone maps and revised vendor zone distances to be incorporated into a revised stone and gravel bid
- Attended a public information meeting for the proposed replacement of a large culvert on State Route 42 in Forestburgh hosted by the NYSDOT

#### **LAND & CLAIMS**

- Incident – CR 113 guide rail damages
- Complaints – CR 64 drainage
- Claims – Torres (FAL), Victor (THO)
- Releases – Follow up – CB 186 (DEL), CB 76 (TUS)
- Continued correspondence – CR 14 easement
- Misc. – Radio Tower meeting & agreements, Delaware Tower agreement, resolution for Delaware Radio Tower Lease agreement
- ROW – CR 11, CR 24
- Research landowners – CB 186
- FOIL – None



**PERMITS:**

TYPE	NUM	YEAR	NAME	CR
M	3016	2013	Robin-Ann Realty	175
M	3017	2013	Sullivan Farms II	62
M	3018	2013	Boris Aronox	71
M	3019	2013	Sullivan Farms II	62
M	3020	2013	Excellent Bus Service Inc.	173
M	3021	2013	Excellent Bus Service Inc.	173
M	3022	2013	NYCDEP	192C
M	3023	2013	PENNDOT	24
D	1684	2013	Harold G. Nixon	104
D	1685	2013	Sullivan Farms II – Water	62
D	1686	2013	Sullivan Farms II – Sewer	62
D	1687	2013	Time Warner Cable	103
D	1688	2013	H. Osterhoudt	103
D	1689	2013	Town of Rockland	178
D	1690	2013	Town of Rockland	91
D	1691	2013	I-O-N	11
O	1459	2013	Sullivan County Transportation Inc.	175, 71, 15, 142, 145
O	1460	2013	JD Specialized Trans. Co.	48, 49

Subdivision/development review/correspondence: CR 175 (LIB) Granite, CR 15 (LIB) Katz, CR 173 Excellent Bus  
 Inspections: CR 163, CR 173

**PROJECTIONS (July 11 – August 8, 2013)****PARKS & RECREATION****Fort Delaware**

- Continue operating full time, Fridays through Mondays
- Continue working with Renaissance acquiring items for the garden interpretation
- Complete time and attendance reports
- Complete and submit revenue reports to Treasurer’s office

**Lake Superior**

- Continue conducting in-services with staff
- Report attendance figures to New York State Parks
- Continue reviewing and approving group picnic permits & pavilion rental applications
- Continue selling Lake Superior season passes
- Complete and submit revenue reports to Treasurer’s office

**D & H Canal Linear Park & Interpretive Center**

- Continue to work with NYSDEC concerning lead contamination issue
- Continue working with Director

### **Minisink Battleground Park**

- Continue Upper Delaware Counsel (UDC) TAG work
- Participate in Annual Minisink Battle Commemoration, July 20, 2013

### **Sullivan County Museum**

- Respond to building issues
- Review facility use requests
- Complete time cards

### **General Parks**

- Participate in Park & Recreation Commission meeting
- Continue to oversee Clean Team
- Continue issuing picnic and pavilion rental permits
- Participate in meeting about space relocation with Acting County Manager
- Work with Jr. Buildings Engineer on SCIA Project Bid and Award
- Work with the Department of Grants on the CON for the ACC Shower Renovation
- Conduct various site visits to HEAL project
- Participate in HEAL Grant meeting with county staff
- Conduct construction meetings with Architect, CM, & Prime Contractors for HEAL Grant project
- Continue to meet with Office of Sustainable Energy consultants to discuss potential County projects
- Attend Health and Family Services Committee and Ag & Sustainability Committee meetings
- Continue to oversee buildings department

### **SHOP STAFF**

- Prepare new equipment for service
- Continue services & New York State Inspections
- Continue repairs on solid waste roll-off trucks and containers
- Sandblast and paint Truck 171 chassis
- Assemble Truck 169
- Start to repair second Liberty container
- Repair, clean and lubricate sander bodies for storage
- Repair low boy trailer
- Repair body damage on vehicles
- Service and repair summer use equipment
- Continue to build a rock body dump truck
- Rebuild the engine in the John Deere backhoe

### **SIGN SHOP**

- Fabricate signs
- Sign installation and repair

- Paint stops and bars
- Stripe Town and County roads

## **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 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
- Complete the review of comments made by NYSDOT with respect to 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 work for the Bridge 192c (NEV) construction and inspection contracts. Submit a reimbursement request to NYSOEM
- Continued follow-up work with NYSOEM/FEMA to appeal the denial of funding for the Bridge 191 (FOR) Hurricane Irene damages
- Continue monitoring of CB 250 (ROC) stringers and floor beams and follow up on the procurement of materials
- Continue preparation of requests for reimbursements from the HBRR & CHIPS programs
- Continue administration and management work for the inspection and construction contracts and provide quality control inspections for the Bridge 76 (TUS) replacement project
- Continue engineering work for Bridge 186 (DEL)
- Follow-up with Bridge 192c (NEV) appeal to FEMA.
- Continue inspections, technical assistance and concrete quality control testing for the Bridge 369 (ROC) deck repair project

### **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 Adult Care Center shower room renovation specifications/drawings for bidding
- 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 - County Roads 49 and 55 rip-rap retaining walls
- Continue to provide survey support services as needed for the 2013/2014 bridge and highway improvement programs
- Continue with coordination and inspection for the contract paving of 14.5 miles of county roads
- Continue with preliminary design coordination, administration and planning for the reconstruction of the County Road 173 project - Village of Monticello Inter-Municipal Agreement (IMA)
- 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	3,113
February	2,740	2,602
March	3,732	3,178
April	3,829	4,138
May	5,655	4,888
June	5,740	
July	8,467	
August	8,370	
September	4,251	
October	4,304	
November	3,712	
December	3,124	
<b>TOTAL</b>	<b>56,901</b>	

(T) - Total New Monticello Transfer Station

### ACCOMPLISHMENTS (June 13 – July 11, 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
- Reviewed revisions/comments on Greenhouse Gas reporting to the EPA

### PROJECTIONS (July 11 – August 8, 2013)

- Ongoing monitoring of Landfill Phase I project
- Coordinate maintenance work and repairs on the flare at SCSL as needed
- 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
- Review submittals for groundwater and air quality monitoring

# Recycling Program

## ACCOMPLISHMENTS (June 13 – July 11, 2013)

- Reviewed water sampling bid
- Mamakating Boys & Girls Club Recycling presentation at Town Park, Bloomingburg
- Waste Reuse article for newsletter
- Ulster County Resource Recovery Agency Food Waste Compost Facility site tour
- Quarterly Performance Measures update
- Attended Hudson Valley Regional Council Materials Management meeting
- Reviewed recycling program vouchers
- Updated recycling handout
- HHW, Recycling Coordinator Grant funding documentation
- 2013 HHW Collection Event Program coordination/specifications revision
- Promoted Single Stream Recycling Program ongoing education/program
- Continued to prepare Solid Waste Management Plan
- Continued marketing coordination with Treasurer's Department and Office of General Services for marketing, sale and tracking of recyclables
- Coordinated sharps collection bid with Medi-Transport Services and propane tank collection system bid at recycling & transfer stations
- Coordinated Spring Municipal Cleanup program
- Participated in the Solid Waste Task Force meeting

## PROJECTIONS (July 11 – August 8, 2013)

- Town of Delaware Youth Program recycling presentation
- Water Sampling & Analysis bid for County/solid waste facilities
- Compost Facility discussion
- Prison compost site visit with Tim Bender, NYS Dept. of Corrections
- Town of New Paltz Reuse Facility and Yard Waste Compost program site visit
- Town of Lumberland Environmental Council Compost & Recycling Workshops
- Review recycling program vouchers
- Update recycling handout
- Continue propane tank collection at transfer stations
- HHW, Recycling Coordinator Grant funding documentation
- 2013 HHW Collection Event program coordination
- Monthly DPW recycling program report
- Single Stream Recycling program ongoing education/program promotion
- Continue to prepare ongoing Solid Waste Management Plan
- Continue marketing coordination with Treasurer's Department and Office of General Services for marketing, sale and tracking of recyclables