



## Sullivan County Agriculture and Sustainability Policy Committee

September 10, 2013 AGENDA

2:30 PM

Committee Members:

Cindy Kurpil Gieger, Chair, Cora Edwards, Vice-Chair, Jonathan Rouis, Alan Sorensen, Kitty Vetter

### **Call to Order**

### **Attendance**

### **Reports:**

1. Office of Sustainable Energy (OSE) Monthly Report- Carol Roig & Stephen Stuart
2. Agricultural Report- Jill Weyer
3. Update – DPW

### **Presentation: None**

### **Discussion:**

1. Planning/OSE Collaboration
2. Priority OSE Projects

### **Resolutions:**

1. To authorize the County Manager to execute a contract modification with Sullivan Alliance for Sustainable Development.

### **Public Comment**

### **Adjourn**

## **OSE Activities Report for September 2013**

### **Reporting on August 2013 activities**

#### **I. ENERGY MANAGEMENT FOR SC FACILITIES**

##### **NYPA Potential for HVAC replacement at SC Government Center**

OSE facilitated a meeting on July 16th between Ed McAndrew and Kristin Porter of DPW and Ravi Shankar of NYPA (New York Power Authority) to discuss NYPA's programs for assessing, financing and overseeing construction for energy retrofits and upgrades.

- OSE, Ed McAndrew and the County Attorney have reviewed the sample contract provided by NYPA (New York Power Authority.)
- If the County chooses to move forward, NYPA will conduct an assessment and propose financing and a scope of work for replacement of the HVAC system at GC.
- NYPA provides a full service retrofit program, from site study to engineering to commissioning. NYPA funds the construction over an agreed upon time frame. Project costs are repaid out of the energy cost savings realized through the upgrades.

##### **LED lighting Retrofit for the GC**

OSE met with representatives of Winworks to hear presentation and proposal of LED lighting in SC facilities.

- Lighting data for the Government Center has been shared with Winworks, with guidelines provided by Kathy Jones to comply with procurement rules of Sullivan County.
- Winworks will provide a preliminary proposal for a lighting retrofit.

#### **II. SC CLIMATE ACTION PLAN**

We have conducted workshop sessions with the CAP Advisory Board and SC staff to collect recommended actions for Energy, Land/Water Use, Materials Management and Public Health. Next workshop will focus on Transportation.

- The Acting County Manager has distributed a memorandum to all departments describing the CAP planning process and requesting their participation. First meetings will be with DPW, Emergency Management and Procurement.
- OSE has set a tentative November 1 deadline for a rough draft of County Measures (goals and projects) sections of the Plan, addressing Energy, Land/Water Use, Materials Management and Transportation, for review by the Division of Planning, DPW and the CAP Advisory Board.
- OSE will work closely with DPW to build a prioritized list of energy efficiency projects/retrofits at County facilities for inclusion in the Plan.
- OSE has set a tentative target date of January 1, 2014 for the second draft of the County Measures section of the Plan.

### Ag Planner Projects:

**Ag Planner position:** Working on MOA with CCE. Will notify applicants of how to apply and will work with CCE on interviews.

**Dairy Processing RBEG:** Working on needed elements of lease agreement and moving forward with program.

**Microenterprise Assistance Program:** Continued administration of ag projects. Anticipate closing out grant by October 2013 deadline.

**Sullivan County Farmland Protection Planning Grant:** Interviewed 3 respondents to RFP and selected, Community Planning & Environmental Associates. Resolution to enter into contract on General Services committee in September. Will work on finalizing contract and starting the planning process to meet August 2014 deadline.

**Red Meat Processing Facility:** Sent letter from AgLDC requesting withdrawal of transfer request since 2013RBOG was successful. Available to assist IDA as needed to complete this much needed project.

### **NYS Agricultural Districts**

**Ag District 1 8-year review:** Final report sent to Ag & Markets, awaiting response.

**Ag District 4 30-day review:** The report was sent to NYSDAM August 16<sup>th</sup> prior to the August 28<sup>th</sup> deadline. NYSDAM has begun the certification process and will let us know next steps.

**Sullivan-Wawarsing REAP Food Distribution Hub Project:** IDA submitted an application through the State's CFA process for additional funding and we will continue to work with the IDA to ensure a successful project.

### Recent Events & Happenings:

**Ag Advisory Board:** nothing to report

**REAP Board:** Meeting held August 7<sup>th</sup> to discuss Annual Meeting. Any names of those interested in serving on the Board should submit name and resume by September 13, 2013 to Jill Weyer, Sullivan County Division of Planning and Environmental Management, 100 North Street, Monticello NY 12701. Membership on the Board is open to all residents of Sullivan County and the Town of Wawarsing who are over the age of 18.

**Sullivan County Wellness Committee:** nothing to report

**Ag and Farmland Protection Board:** Held interviews with three RFQ respondents to update the Farmland Protection Plan Update. Board decided to go with Community planning & Environmental Associates (Nan Stolzenburg & Don Meltz). Resolution to enter into contract will be on General Services committee in September.

### Upcoming Events:

**REAP Board:** next quarterly meeting will be on November 6<sup>th</sup> at 9:00 am.

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

To: Sullivan County Legislature

Fr: Jill M. Weyer, Acting Commissioner Planning

Re: Request for Consideration of a Resolution: To Amend SASD contract

Date: 9/5/13

**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.]

To modify SASD's contract to provide one additional day of services per week during the fourth quarter of 2013 (October 1, 2013 through December 31, 2013) in order to complete the County goals and measures of the Sullivan County Climate Action Plan

**Is subject of Resolution mandated? Explain:**

No, but the County committed to the Climate Smart Communities Pledge via resolution which this plan will be an outcome of.

Does Resolution require expenditure of funds? Yes  No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ 7,500.00

Are funds already budgeted? Yes  No

If "Yes" specify appropriation code(s): A6989-40-4013

If "No", specify proposed source of funds: Planning Personnel budget

Estimated Cost Breakdown by Source:

County	\$ <u>7,500.00</u>	Grant(s)	\$ _____
State	\$ _____	Other	\$ _____
Federal Government	\$ _____	(Specify)	_____

*Budget modification necessary*

Verified by Budget Office: 

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 [SASD] of  
[Narrowsburg, NY]

Nature of Other Party to Contract: Not-For-Profit Corporation **Other:**

Duration of Contract: From 01/01/2013 To 12/31/2013

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): 112-13

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.]:

Not state mandated, but the County committed to the Climate smart Communities pledge via resolution to do this plan and since county doesn't have staff SASD is able to assist.

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$67,500

Efforts made to find Less Costly alternative:

none known

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

this a result of this effort

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)  
modification to existing agreement

Person(s) responsible for monitoring contract (Title): Jill M. Weyer

**Pre-Legislative Approvals:**

- A. Director of Purchasing: Karyn Jones Date 9/9/13
- B. Management and Budget: Janet Myers Date 9/9/13
- C. Law Department: TC Date 9/9/13
- D. County Manager: Phil Ross Date 9/9/13
- E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

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

**RESOLUTION INTRODUCED BY THE AGRICULTURE AND SUSTAINABILITY POLICY COMMITTEE TO AUTHORIZE THE COUNTY MANAGER TO EXECUTE A CONTRACT MODIFICATION WITH SULLIVAN ALLIANCE FOR SUSTAINABLE DEVELOPMENT**

**WHEREAS**, the County entered into contract with Sullivan Alliance for Sustainable Development (“SASD”) via resolution 112-13, and

**WHEREAS**, the County has determined that there is an existing need for additional services to be provided for the successful completion of the Sullivan County Climate Action Plan, and

**WHEREAS**, SASD will provide one additional day of services per week during the fourth quarter of 2013 (October 1, 2013 through December 31, 2013) in order to complete the County goals and measures of the Sullivan County Climate Action Plan, and

**WHEREAS**, the cost of the services to be provided under this contract modification will be paid for by savings realized in the Division of Planning and Environmental Management as a result of multiple vacancies.

**NOW, THEREFORE, BE IT RESOLVED**, that the County Manager is hereby authorized to execute a contract modification with Sullivan Alliance for Sustainable Development in an amount not to exceed \$7,500.00, said agreement to be in a form approved by the County Attorney’s Office.