



GOVERNMENT SERVICES COMMITTEE

December 12, 2013 – 2:00 PM

**Committee Members: Kitty Vetter (Chairman), Ira Steingart (Vice Chair),
Jonathan Rouis, Cora Edwards, Alan Sorensen**

AGENDA

DISCUSSION ITEMS: None

PRESENTATION: None

REPORTS:

1. Purchasing & Central Services - Monthly Report
2. Board of Elections - Monthly Report
3. Cornell Cooperative/Consumer Affairs - Monthly Report
4. County Clerk
5. Sullivan County Community College

RESOLUTIONS:

- 1. To authorize award and execution of contract with VFP Inc.**
- 2. To authorize award and execution of contract with SJB Services, Inc.**
- 3. To authorize the submission of a Local Records Management Improvement Fund Grant application to the New York State Archives on behalf of Sullivan County.**
- 4. To reinstate and set salary for the Managing Family Services Attorney in the Department of Family Services.**

PUBLIC COMMENT:

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

To: Sullivan County Legislature

Fr: Alex Rau, E911 Coordinator

Re: Request for Consideration of a Resolution: To award bid for Communications Shelters

Date: 12/6/13

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.]

This resolution will award the bid to the lowest responsible bidder for communication shelters and installation as part of the public safety communications upgrade project. Though the County will ultimately procure up to (9) shelters from this bid ranging in sizes, final order/procurement will only occur as funding is secured.

Is subject of Resolution mandated? Explain:

Communications shelters are required to house the new radio equipment and provide secure, reliable, environmentally controlled facility for the equipment.

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: Grant funding (SICG Round 1 & 2) For (2)

Estimated Cost Breakdown by Source: shelters at this time.

County	\$ _____	Grant(s)	\$248,980.00 (2 shelters)
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. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.

Request for Authority to Enter into Contract with [VFP Inc.] of [Salem, Virginia]

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 12/23/2013 To 03/31/2015

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.]:

Current communication shelters would not meet size and facility needs to support upgraded public safety communication system.

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): Not to exceed cost of \$1,120,410

Efforts made to find Less Costly alternative:

Competitively bid

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

Several of these buildings (4 to date) will be funded through grant appropriations

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

Person(s) responsible for monitoring contract (Title): Public Safety Commissioner

Pre-Legislative Approvals:

- A. Director of Purchasing: Ayson Lewis Date 12/10/13
- B. Management and Budget: Janet Myer Date 12/10/13
- C. Law Department: [Signature] Date 12/10/13
- D. County Manager: [Signature] Date 12/10/13
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

Resolution No. _____

RESOLUTION INTRODUCED BY GOVERNMENT SERVICES COMMITTEE TO AUTHORIZE AWARD AND EXECUTION OF CONTRACT WITH, VFP INC.

WHEREAS, bids were received for Radio Equipment Shelters for the Emergency Communications Upgrade Project, and

WHEREAS, VFP, Incorporated, 1701 Midland Road, Salem, VA 24153, is the lowest responsible bidder for this project, and

WHEREAS, the Sullivan County Division of Emergency Management has approved said bid and recommends that an agreement be executed.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager is authorized to execute a contract with VFP, Incorporated, in accordance with Bid No. B-13-62, for nine (9) shelters at the following costs:

.Building Type 1 – 23 ft. x 12 ft. =	\$101,446.00
.Building Type 2 – 27.5 ft. x 12 ft. =	\$109,611.00
.Building Type 3 – 32 ft. x 12ft. =	\$115,931.00
.Building Type 4 - 32 ft. x 12 ft. with two (2) compartments =	\$124,490.00

Note: Building size for each site will be determined by the County, and contract shall 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.

Re: Request for Consideration of a Resolution: For Soil Boring Contractor

Date: 12/12/13

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 authorize the county Manager to execute a contract with SJB Services, Inc. for soil boring services on two (2) bridges.

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: \$29,600.00

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): D-5110-47-40-4038 2014 Funds

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

Estimated Cost Breakdown by Source:

County	\$ _____	Grant(s)	\$ _____
State	\$ <u>29,600.00</u>	Other	\$ _____
Federal Government	\$ _____	(Specify)	_____

Verified by Budget Office: _____

Janet Myer

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 [SJB Services, Inc.] of
[_____]

Nature of Other Party to Contract: _____ Other: _____

Duration of Contract: From 01/01/2014 To 12/31/2014

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:

N/A

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 resources in-house to complete the work

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$29160.00

Efforts made to find Less Costly alternative:

Contractor chosen by lowest responsible bidder

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

N/A

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

Person(s) responsible for monitoring contract (Title): Edward McAndrew

Pre-Legislative Approvals:

- A. Director of Purchasing: Alyson Lewis Date 12/10/13
- B. Management and Budget: Janet Myz Date 12/10/13
- C. Law Department: S. J. [Signature] Date 12/10/13
- D. County Manager: [Signature] Date 12/10/13
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

Resolution No. _____

RESOLUTION INTRODUCED BY GOVERNMENT SERVICES COMMITTEE TO AUTHORIZE AWARD AND EXECUTION OF MODIFICATION AGREEMENT WITH SJB SERVICES, INC.

WHEREAS, bids were received for Soil Borings Testing for County Bridge Nos. 359 and 112, and a Resolution No. 429-13, adopted by the Sullivan County Legislature on November 21, 2013, awarded this project to SJB Services, Inc., 5167 South Park Avenue, Hamburg, NY 14075, who was the lowest responsible bidder for this project, and

WHEREAS, the Sullivan County Division of Public Works has revised the services to include Bridge Nos. 359 and 36 instead of 359 and 112. Bridge No. 359 is located in the Town of Rockland, Bridge No. 112 is located in the Town of Callicoon and Bridge No. 36 is located in the Town of Mamakating, at the same contract price.

WHEREAS, the Sullivan County Division of Public Works has approved this revision and recommends that an modification agreement be executed.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager is authorized to execute a modification agreement with SJB Services, Inc., in accordance with Bid No. B-13-56, for an amount not to exceed \$29,160.00, and shall 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: Daniel L. Briggs, County Clerk

Re: Request for Consideration of a Resolution: Authorize the Submission fo Grant Application

Date: 12/6/13

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 authorize the submission of a Local Records Managment Improvement Fund Grant Application to the New York State Archives on Behalf of Sullivan County

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: \$ _____

Are funds already budgeted? Yes ___ No ___

If "Yes" specify appropriation code(s): _____

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

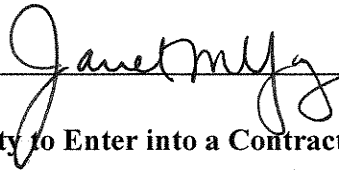
Estimated Cost Breakdown by Source:

County \$ _____ Grant(s) \$ _____

State \$ _____ Other \$ _____

Federal Government \$ _____ (Specify) _____

Verified by Budget Office: _____



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:

None

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.)

no applicable - AH

Person(s) responsible for monitoring contract (Title): _____

Pre-Legislative Approvals:

- A. Director of Purchasing: Austen Lewis Date 12/10/13
- B. Management and Budget: Janet M. King Date 12/10/13
- C. Law Department: S. Y. Galloway Date 12/10/13
- D. County Manager: John P. ... Date 12/10/13
- E. Other as Required: _____ Date _____

Vetted in Government Services Committee on 12/12/2013

RESOLUTION # _____ INTRODUCED BY THE GOVERNMENT SERVICES COMMITTEE TO AUTHORIZE THE SUBMISSION OF A LOCAL RECORDS MANAGEMENT IMPROVEMENT FUND GRANT APPLICATION TO THE NEW YORK STATE ARCHIVES ON BEHALF OF SULLIVAN COUNTY

WHEREAS, the New York State Education Department/ New York State Archives has made available funding through the 2014 – 2015 Local Government Records Management Improvement Fund (LGRMIF) which can be utilized to help local governments establish records management programs or develop new program components ; and

WHEREAS, an objective of the funding is to support county records management programs; and

WHEREAS, the maximum reimbursable grant award may be up to \$75,000 subject to no matching requirement; and

WHEREAS, the Office of the Sullivan County Clerk requests permission to submit an application for LGRMIF funding in order to digitize records of the Office of the District Attorney.

NOW, THEREFORE, BE IT RESOLVED that the Office of the Sullivan County Clerk is hereby authorized to prepare an application seeking funding from the LGRMIF program and

BE IT FURTHER RESOLVED, that should a grant application be prepared by the Office of the County Clerk seeking funding assistance from the LGRMIF Program, the County Manager shall be authorized to execute any and all necessary documents to apply for and accept the grant award, in such form as the County Attorney shall approve; and

BE IT FURTHER RESOLVED, that should the funding be terminated, the County shall not be obligated to continue any action undertaken or contemplated to be undertaken for the use of this funding.

Moved by _____ , seconded by _____ , put to a vote, unanimously carried and declared duly adopted on motion _____ .

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

To: Sullivan County Legislature

Fr: Randy J. Parker, Division of Health and Family Services Commissioner

Re: Request for Consideration of a Resolution: Reinstate and set the salary for the Managing Family Service Attorney Position

Date:

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 appoint an attorney to provide oversight of legal operations in connection with various aspects of the delivery of social services programs administered through the County Social Services. Areas include the departments legal services, child support enforcement services and fraud investigations 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: \$ 122,639.00

Are funds already budgeted? Yes No Pending Amendment and Adoption of

If "Yes" specify appropriation code(s): A6010 38 10; A6010 38 80 2014 Budget -

If "No", specify proposed source of funds: (Not currently in

Estimated Cost Breakdown by Source: 2014 Tentative Budget,

County \$ 23,301.00 Grant(s) \$ _____

State \$ 38,018.00 Other \$ _____

Federal Government \$ 61,320.00 (Specify) _____

Verified by Budget Office: Janet Myers

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.)

_____ *Not Applicable* _____

Person(s) responsible for monitoring contract (Title): _____

Pre-Legislative Approvals:

- A. Director of Purchasing: Kathy Fous Date 12/9/13
- B. Management and Budget: Janet Myer Date 12/9/13
- C. Law Department: S. Yasgur Date 12/10/13
- D. County Manager: [Signature] Date 12/10/13
- E. Commissioner: [Signature] Date 12/09/2013

Vetted in _____ Committee on _____

RESOLUTION NO. INTRODUCED BY THE GOVERNMENT SERVICES COMMITTEE TO REINSTATE AND SET THE SALARY FOR THE MANAGING FAMILY SERVICES ATTORNEY IN THE DEPARTMENT OF FAMILY SERVICES

WHEREAS, Social Services Law, Section 66 grants the authority to the Commissioner with the approval of the local legislature, to appoint attorneys to perform duties the Commissioner considers necessary, and

WHEREAS, The Commissioner is charged with the protection of children, as established in Article 6, Titles 1 through 9 of the SSL and Article 10 of the Family Court Act, and

WHEREAS, Case Planning Challenges, specifically legal and services staff interface, within the Children Services Department have been well documented dating back to Independent management reports from 2009, and

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby reinstates the Managing Family Services Attorney position effective January 1, 2014, in the Department of Family Services and fixes the compensation at \$80,000.00 annually.

Moved by _____,

Seconded by _____,

And adopted on motion _____, 2013.

