

PUBLIC WORKS COMMITTEE

March 13, 2014 – 10:30 AM

Committee Members: LaBuda (Chair), Rouis (Vice Chair),
Samuelson, Steingart, Kurpil Gieger, Edwards, Vetter

PRESENTATION:

1. Sullivan County International Airport

DISCUSSIONS:

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 authorize an agreement for construction inspection services for a federally funded transportation project for the Sullivan County Community College Road Improvement project
3. Resolution to authorize the preparation and submission of a Technical Assistance Grant (TAG) grant application, offering Sullivan Renaissance funds, for a master plan: Landscape & Site Maintenance for the Sullivan County Government Complex site

REPORTS:

1. Recycling - William Cutler, 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.

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

Date: March 13, 2014

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 with new landowners for property to construct an
emergency communications tower.

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

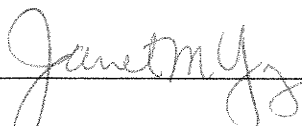
If "No", specify proposed source of funds: _____

Estimated Cost Breakdown by Source:

County \$ 3,500.00 Grant(s) \$ _____

State \$ _____ Other \$ _____

Federal Government \$ _____ (Specify) _____

Verified by Budget Office: 

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 [Scott R Herbert & Mark L Her] of [487 Peters Road, Callicoon, New York, 12723]

Nature of Other Party to Contract:

Other:

Duration of Contract: From 03/31/2014 To 03/30/2019

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

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): Replaces 279-13 (new owners)

Future Renewal Options if any:

Five additional five year terms.

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

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 communictions 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.)

Most favorable cost and location. RFP Not Applicable

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

Pre-Legislative Approvals:

- A. Director of Purchasing: Carly Jones Date 3/12/14
- B. Management and Budget: Janetmy Date 3/11/14
- C. Law Department: S. Yastger Date 3/12/14
- D. County Manager: Phil Row Date _____
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

RESOLUTION INTRODUCED BY THE PUBLIC WORKS COMMITTEE

RESOLUTION TO AUTHORIZE THE TERMS OF LEASE AGREEMENT WITH A THIRD PARTY LAND OWNER FOR ADDITIONAL PROPERTY CONDUCTIVE 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; and

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 be authorized to execute a new lease with the property owner, commencing March 31, 2014 for a period of five years with an option to extend another five additional five year terms; and

BE IT FURTHER RESOLVED, that the first lease payment shall be \$3,500 per annum, and each succeeding year shall increase the prior year's rent by two percent, and that the lease shall be in such a form as the County Attorney shall provide; and

BE IT FURTHER RESOLVED, that Resolution 279-13 is hereby rescinded.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2014

**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.

RESOLUTION NO. 279-13 INTRODUCED BY THE PUBLIC WORKS COMMITTEE TO AUTHORIZE THE TERMS OF LEASE AGREEMENT WITH A THIRD PARTY LAND OWNER FOR ADDITIONAL PROPERTY CONDUCTIVE 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 Mr. Benson , seconded by Mrs. LaBuda, put to a vote with Mr. Rouis absent, unanimously carried and declared duly adopted on motion July 18, 2013.

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

To: Sullivan County Legislature

Fr: Edward McAndrew, P.E., Commissioner

Re: Request for Consideration of a Resolution: SCCC Proj. - Const. Inspect. Agreement

Date: March 13, 2014

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 the County Manager to execute an agreement with Delta Engineers, Architects & Land Surveyors, P.C. to provide Construction Supervision and Inspection services for the Sullivan County Community College, Road Improvement Project.

Is subject of Resolution mandated? Explain:

No. The County has been advancing this federal-aid project through design for several years and is now ready to progress the project to the construction phase.

Does Resolution require expenditure of funds? Yes No

If "Yes", provide the following information:

Amount to be authorized by Resolution: \$ 60,000.00

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): Capital Budget

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

Estimated Cost Breakdown by Source:

County	\$ <u>12,000.00</u>	Grant(s)	\$ _____
State	\$ _____	Other	\$ _____
Federal Government	\$ <u>48,000.00</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 [Delta Engineers, Arch., & L.S.] of [860 Hooper Road Endwell, NY 13760]

Nature of Other Party to Contract: Professional

Other:

Duration of Contract: From 03/24/2014 To 03/24/2015

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.]:

The County does not have the necessary personnel on staff to complete the Construction Supervision & Inspection for this project.

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$ 60,000.00

Efforts made to find Less Costly alternative:

N/A

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

N/A

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

Pre-qualified consultant list for Construction Inspection - RFP Not Applicable

Person(s) responsible for monitoring contract (Title): Dermot P. Dowd, LS, Civil Eng.

Pre-Legislative Approvals:

- A. Director of Purchasing: Larry Finis Date 3/12/14
- B. Management and Budget: Janet Myg Date 3/11/14
- C. Law Department: S. Yalgar Date 3/12/14
- D. County Manager: Janet Myg Date 3/12/14
- E. Other as Required: _____ Date _____

Vetted in Public Works Committee Committee on 03/13/2014

Resolution No. _____

RESOLUTION INTRODUCED BY THE PUBLIC WORKS COMMITTEE

RESOLUTION TO AUTHORIZE AN AGREEMENT FOR CONSTRUCTION INSPECTION SERVICES FOR A FEDERALLY FUNDED TRANSPORTATION PROJECT, FOR THE SULLIVAN COUNTY COMMUNITY COLLEGE, ROAD IMPROVEMENT PROJECT (THE "PROJECT")

WHEREAS, Resolution 121-08 provided Legislative approval for Preliminary Engineering and Right-of-Way Incidentals work; and

WHEREAS, Resolution 24-14 adopted by the Legislature February 20th, 2014 provided authorization to advance the Project to the construction phase; and

WHEREAS, in accord with the New York State Locally Administered Federal Aid Project requirements for the selection of consultants, the firm of Delta Engineers, Architects & Land Surveyors, P.C. is pre-qualified for providing construction inspection services; 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 Division of Public Works recommends the award of an agreement for Construction Inspection Services to the firm of Delta Engineers, Architects & Land Surveyors, P.C. on the basis of qualifications.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager is authorized to execute an agreement for consulting engineering services for the Project with Delta Engineers, Architects & Land Surveyors, P.C. at a cost not to exceed \$ 60,000, said agreement to be in such form as the County Attorney shall approve; and

BE IT FURTHER RESOLVED, that the execution of the Agreement is contingent upon the receipt of construction authorization, from NYSDOT, that Federal funding has been allocated for the Project.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2014.

RESOLUTION NO. 121-08 INTRODUCED BY THE PUBLIC WORKS COMMITTEE TO AUTHORIZE FEDERAL-AID PROJECT AND TO FUND IN THE FIRST INSTANCE 100% OF THE FEDERAL-AID ELIGIBLE COST AND STATE "MARCHISELLI" PROGRAM-AID ELIGIBLE COST OF A TRANSPORTATION FEDERAL AID PROJECT, AND APPROPRIATING FUNDS THEREFORE

WHEREAS, a Project for Sullivan County Community College, P.I.N. 9753.29 (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 to be borne at the ration of 80% Federal funds and 20% non-Federal funds; and

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

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature, duly convened, does hereby approve the above subject Project and hereby authorizes payment in the first instance 100% of the Federal and non-Federal share of the Preliminary Engineering and Right-of-Way Incidentals work for the Project or portions thereof;

BE IT FURTHER RESOLVED, that the sum of \$100,000 is hereby appropriated from Sullivan County Budget Account D5020 and made available to cover the cost of participation in the above phase of the Project; and

BE IT FURTHER RESOLVED, that in the event the full Federal and/or non-Federal share of the costs of the Project exceed the amount appropriated above, the Sullivan County Legislature, upon the notification from the New York State Department of Transportation, shall convene as soon as possible thereafter to immediately appropriate the amount of said excess costs and make the funds available for said Project; and

BE IT FURTHER RESOLVED, that the County Manager of Sullivan County be, and hereby is, authorized to execute all necessary Agreements, certifications or reimbursement requests for Federal-Aid and/or Marchiselli-Aid on behalf of the County of Sullivan with the New York State Department of Transportation in connection with the advancement or approval of the Project and in providing for administration of the Project and the Municipality's first instance funding of Project costs and permanent funding of the local share of Federal-aid and State-aid eligible Project costs and all Project costs within appropriations therefore that are not so eligible; and

BE IT FURTHER RESOLVED, that a certified copy of this Resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project; and

BE IT RESOLVED that this Resolution shall take effect immediately.

Moved by Mrs. LaBuda, seconded by Mr. Hiatt, put to a vote with Mrs. Binder and Mr. Sorensen absent, unanimously carried and declared duly adopted on motion March 20, 2008.

**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: Authorize preparation & submission of

Date: March 13, 2014

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 the preparation and submission of a Technical Assistance Grant (TAG) grant application offerins Sullivan Renaissance funds for a master plan landscape & site maintenance for the SC Government complex site

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): local share will be staff in-kind services

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 and 3.

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 1Xf

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

Pre-Legislative Approvals:

- A. Director of Purchasing: Kathy Jones Date 3/12/14
- B. Management and Budget: Janet Myer Date 3/11/14
- C. Law Department: S. Yorgans Date 3/12/14
- D. County Manager: Janet Myer Date 3/12/14
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

RESOLUTION INTRODUCED BY THE PUBLIC WORKS COMMITTEE

RESOLUTION TO AUTHORIZE THE PREPARATION AND SUBMISSION OF A TECHNICAL ASSISTANCE GRANT (TAG) GRANT APPLICATION, OFFERING SULLIVAN RENAISSANCE FUNDS, FOR A MASTER PLAN: LANDSCAPE & SITE MAINTENANCE FOR THE SULLIVAN COUNTY GOVERNMENT COMPLEX SITE

WHEREAS, due to the nature of the activities and business conducted at the Sullivan County Government Center it is a gateway site in Sullivan County for new and potentially new residents and businesses, and such recognized gateway sites should be inviting and aesthetically beautiful, representing the County in the best possible light; and

WHEREAS, the County of Sullivan - Division of Public Works (DPW), has identified a need for the development of a master plan for landscape and site maintenance at the Sullivan County Government Center; and

WHEREAS, Sullivan Renaissance has a Technical Assistance Grant (TAG) Program that is designed to provide grants to Sullivan Renaissance Groups or municipalities needing professional expertise and assistance with engineering and design, conceptual renderings or organizational development; and

WHEREAS, the County of Sullivan is deemed eligible to submit an application for the TAG Program funding; and

WHEREAS, the County of Sullivan is prepared to offer a match of the total request amount of \$2,500.00 in the form of in-kind contribution, which will total \$2,500.00, of County staff time.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the County Manager and / or the Chairman of the County Legislature *(as required by the funding source award agreement)* to execute any and all necessary documents to submit the Sullivan Renaissance TAG Program application for funding, to accept the award, and enter into an award agreement or contract to administer the funding secured, in such form as the County Attorney shall approve; and

BE IT FURTHER RESOLVED, that should the Renaissance TAG Program funding be terminated, the County shall not be obligated to continue any action undertaken by the use of this funding.

Moved by, _____,
Seconded by, _____,
and adopted on motion, _____, 2014

PUBLIC WORKS COMMITTEE
Monthly Report – March 13, 2014

ACCOMPLISHMENTS (February 13 – March 13, 2014)

BUILDINGS & GROUNDS

- Replaced window at the Mamakating Transfer Station
- Installed rinse rack discharge tanks
- Completed cell door repairs and steel work at the Jail
- Inspected and repaired caustic tank at the Landfill
- Ran cables at the EOC
- Installed door and completed wall unit and duct maintenance at the Adult Care Center

PARKS & RECREATION

Fort Delaware Museum of Colonial History

- Continued planning for 2014 Season
- Advertised for seasonal staff

Lake Superior State Park

- Continued planning for 2014 Season
- Advertised for seasonal staff
- Issued park permits

D & H Canal Linear Park & Interpretive Center

- Continued planning for 2014 Season
- Worked with Mamakating representative concerning canal lands

Sullivan County Museum

- Completed time cards
- Responded to building issues
- Reviewed facility use requests & issued permit for facility use
- Met with SCHS concerning use of term SC Museum

General Parks

- Advertised for seasonal positions
- Attended general grants meeting
- Continued HEAL Grant project oversight
- Responded to ice fishing inquiries
- Continued to work with Triathlon planner about future event
- Continued accepting Fort Delaware 2014 Student Day reservations
- Continued attending Sullivan County Master Gardner Volunteer Program Training
- Closed out outstanding 2013 Purchase Orders
- Attended meeting with Renaissance representatives about potential County projects

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 on the road to keep road and bridge crews working
- Repaired landfill containers
- Repaired sanders as needed
- Repaired chain saws and small equipment
- Repaired snow trucks
- Serviced and repaired snow blowers
- Installed cab, rebuilt rear differential and made misc. repairs to BH131
- Repaired loaders as needed
- Repaired holes in the dump bodies on Trucks 189, 187, 198 & 199
- Sandblasted and painted the front and rear cabs on Gradall 123, repaired rust damage
- Rebuilt transmission on Truck 150
- Installed new clutch on Mower 270
- Removed the fire body from the old airport fire truck

SIGN SHOP

- Fabricated 138 signs for Division of Public Works and Towns
- Repaired 28 signs on county roads and bridges
- Entered sign inventory into computer
- Continued to clean striper
- Snow & Ice control

AIRPORT

- Completed monthly Airport Rescue and Fire Fighting training (ARFF)
- Completed required monthly weather observations
- Continued management coordination of the Potable Water System Construction project; Airport Drainage Rehab Project; the Terminal Rehabilitation Grant and the State Grant for the purchase of the 15 bay hangar

BRIDGES

- Reviewed NYSDOT Bridges flags and updated the repair project priority list
- Continued project administration, management and submission of reimbursement requests for contract services being provided for Bridge 45 (FAL)
- Continued close out work for the Bridge 76 (TUS) construction and inspection contracts
- Started contract administration work for the Soil Boring Contract
- Continued engineering work for the rehabilitation of Bridge 359 (ROC) and the rehabilitation of Bridge 298 (LIB)
- Continued monitoring CB 250 (ROC) stringers and floor beams
- Completed coordination for the preparation of the plans, specifications and bid documents by Barton & Loguidice for the project to replace Bridge 45 (FAL)
- Distributed the Bridge 45 (FAL) plans, specifications and bid documents to NYSDOT for

- review and started to review in-house
- Continued preliminary engineering for the Bridge 243 (MAM) rehabilitation project and for the replacement of Bridge 461 (MAM)
- Completed hydraulic computations for Bridge 461 (MAM)
- Continued preliminary engineering for the replacement of Bridge 461 (MAM)
- Completed preparation of presentation illustrations for a Public Information Meeting for the replacement of Bridge 359 (ROC)
- Completed holding a Public Meeting for the replacement of Bridge 359 (ROC)
- Provided follow-up work with NYSOEM for Bridge 192C (NEV) and Bridge 191 (FOR)

BUILDINGS

- Completed five (5) foster care home inspections and reports as requested by the Department of Family Services
- Ongoing Tower Construction Notification System (TCNS) coordination on six (6) proposed tower sites
- Ongoing Federal Communications Commission (FCC) radio license renewal forms and required notification forms online
- Updates to Radio License Data Chart for tracking 155 radio frequencies
- Updated Foster Home Inspection Report checklist items
- Petroleum Bulk Storage (PBS) monthly file updates on County facilities
- Prepared the 2013 Annual Water Quality Report (AWQR) letter to the Human Service Complex for distributing the AWQR to all consumers at the facility as required by the New York State Department of Health (NYSDOH)
- Reviewed water test results and processed water test lab invoices
- Prepared and submitted Human Service Complex and Sullivan County International Airport mandated quarterly water bacteriological reports and letters to the New York State Department of Health (NYSDOH)
- Completed weekly water testing at the Human Service Complex water chlorination system and documented
- Reviewed Human Service Complex & Airport 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); continued to compile all labor, equipment and material backup, along with all contract engineering, permitting and testing backup for the County Road 49 (FOR) stream embankment armoring and road embankment stabilization project - scanned all documents and transmitted via CD to disaster assistance representative in preparation for closeout; prepared stackable rip-rap wall stone bid for County Road 55 (FHWA road) embankment stabilization project (MAM) and recommended award to the low bidder

- Prepared a legislative resolution to execute an agreement with NYSDOT that will allow the County to submit for reimbursement of costs expended to repair damages to County Road 53 (FHWA Road) (FAL) sustained in a localized rain event in June 2013
- Continued to progress the County Road 173 (THO) reconstruction project (reviewed and approved consultant invoicing) and the Sullivan County Community College (FAL) infrastructure upgrade project (completed the preparation of plans, specifications and estimate (PS & E) - completed development of a construction management plan - prepared legislative resolution - reviewed scope of work and estimate for construction inspection services by a consultant - submitted all to NYSDOT for construction authorization approval)
- Reviewed the following for safety issues, potential impacts to and conflicts with the County's right-of-way, infrastructure and drainage: Apollo Plaza (THO) - prepared C and D and soil mine area exhibits for inclusion in transfer documentation; Sullivan County Landfill (THO) - researched property line and ownership and parcel limits in the vicinity of the shooting range
- Completed the analysis of survey elevation data related to the glide slope penetrations at the Sullivan County Airport (BET) - submitted results to airport management for FAA review
- Compiled necessary cost backup and prepared and submitted the next quarterly CHIP's reimbursement request to NYSDOT for March payment
- Coordinated with the County Attorney's office to set up an escrow agreement with the developers design consultant for the County Road 173 / Exit 106 (THO) roundabout design review
- Responded to multiple FOIL requests for the Village of Bloomingburg, Main Street rehabilitation project (MAM) constructed in 2010 and 2011

LAND & CLAIMS

- Accidents – Truck 169
- Complaints – CR 175 drainage - Granite
- Claims – Walton (THO) EBT, Huertas correspondence
- Incident – CR 112 sign, salt shed damages, received reimbursement for CR 75
- Misc. – CR 105A Insurance certificate, Rockland TS
- Follow-up – CB 359 meetings/ press release
- Radio Towers – Delaware correspondence – new owners, Shandelee correspondence
- ROW – CR 156
- FOIL – CR 62

PERMITS

- Follow up from letters sent to numerous permit holders with outstanding permit bonds
- Returned bonds for compliance of terms or retain for violations or unclaimed over two years
- CHE correspondence denying annual permit

Subdivision/development review/correspondence: CR 62 (Chestnut Ridge), CR 11 Village Inn, CR 42, CR 65 noncompliance correspondence, continued complaints

Inspections: CR 65, CR 162

PROJECTIONS (March 13 – April 10, 2014)

BUILDINGS & GROUNDS

- Log cabin repairs and roofing at Fort Delaware
- Replace overhead door at Ferndale Transfer Station
- Repair and inspect fire suppression system at 113 E. Broadway
- Rooftop prop project at the EOC

PARKS & RECREATION

- Continue to work with OSE on sustainability projects
- Continue to work on HEAL Grant project
- Continue to address hunting/ice fishing inquiries at Lake Superior
- Continue to work on interpretative project at Minisink Battleground
- Continue to attend Master Gardener Volunteer Program Training
- Continue to oversee SC Museum
- Receive and review incoming seasonal employee applications
- Conduct seasonal employment interviews
- Continue to accept 2014 Student Day reservations for Fort Delaware
- Continue to plan Lake Superior 2014 season
- Continue to plan for 2014 programming at Fort Delaware and D&H Canal

SHOP STAFF

- Prepare new equipment for service
- Continue services & New York State Inspections
- Continue repairs on solid waste roll-off trucks and containers
- Repair vehicle lift at Maplewood
- Make all necessary repairs to DPW and outside agency equipment
- Repair plow trucks as needed
- Repair body damage on vehicles
- Repair road mowers and prep for summer use
- Make spare parts for sanders
- Start sweeper repairs
- Finish sandblasting and painting Gradall 123
- Check over and repair dozers and bridge backhoes
- Replace clutch in Chipper 307
- Make a flat body for the old airport fire truck, install a plow

SIGN SHOP

- Fabricate signs
- Sign installation and repair
- Continue sign inventory
- Snow & Ice control

Engineering:

AIRPORT

- Complete monthly Airport Rescue and Fire Fighting training (ARFF)
- Complete required monthly weather observations
- Continue to provide project coordination for the security perimeter roadway project; the County “T” Hangar Rehabilitation Project; Airport Drainage Rehab Project; the Terminal Rehabilitation Grant and the State Grant for the purchase of the 15 bay hangar

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 and preparation of comments for the Bridge 45 (FAL) replacement project PS&E documents
- Complete FEMA/NYSOEM close out work for the reimbursement of costs for the replacement of the Hurricane Irene damaged Bridge 192c (NEV) support pier and the replacement of the Bridge 191 (FOR) stream embankment
- Continue monitoring of CB 250 (ROC) stringers and floor beams
- Continue preparation of requests for reimbursements for the HBRR and CHIPS projects
- Complete administration and management work for the close out of the Bridge 76 (TUS) replacement project inspection and construction contracts
- Continue engineering work for the Bridge 359 (ROC) project and the rehabilitation of Bridge 298 (LIB) project
- Continue preliminary engineering for the replacement of Bridge 461 (MAM) project and the Bridge 243 (MAM) rehabilitation project
- Complete project management work for the boring services contract for Bridges 359 (ROC) and 36 (MAM)
- Issue bid documents for the procurement of materials for the Bridge 298 (LIB) and 461 (MAM) projects

BUILDINGS

- Foster care home inspections and reports for Department of Family Services
- Prepare Federal Communications Commission (FCC) radio license one year construction notification forms for slow growth radio license online submittal
- Human Service Complex weekly water testing on chlorination system
- 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 provide survey support services as needed for the 2014/2015 bridge and highway improvement programs
- Begin preparation of a preliminary 2014 Highway Work program and contract paving candidate list
- Continue to provide survey support services for the emergency services tower upgrade project
- Continue with final design coordination, administration and planning for the reconstruction of the County Road 173 project
- Retain a consultant for the design review of the County Road 173 roundabout
- Continue to construction bidding phase for proposed improvements at the Sullivan County Community College
- 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
- Will review subdivision plans and new development projects received from engineers, Planning Department and Town Planning boards

SOLID WASTE & RECYCLING - MONTHLY REPORT

Month	2013 tonnage (T)	2014 tonnage (T)
January	3,113	2,884
February	2,602	
March	3,178	
April	4,138	
May	4,888	
June	5,874	
July	9,713	
August	8,107	
September	4,821	
October	4,564	
November	3,319	
December	3,312	
TOTAL	57,629	

(T) - Total New Monticello Transfer Station

ACCOMPLISHMENTS (February 13- March 13, 2014)

- 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
- Scheduled MRF/TS floor inspection as required by NYSDEC permit
- Met with DGI on closeout of SCSL capping project
- Began work on annual reports for Transfer Stations and Landfill

PROJECTIONS (March 13 – April 10, 2014)

- 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 with DGI on the Solid Waste Management Plan required by the NYSDEC and on the closeout of the Landfill capping project
- Continue work on preparation of NYSDEC annual reports

Recycling Program

ACCOMPLISHMENTS (February 13 – March 13, 2014)

- Continued preparation of NYSDEC Annual Reports (Electronic Scrap Reports, Facilities Reports, Annual Recycling Report) for County drop off facilities
- Attended Hudson Valley Regional Council meeting
- Rx Task Force participation with Public Health Services
- Christmas tree recycling data
- NYSDEC 2013 HHW Event Funding Request application
- New E-Scrap bid, contract & vendor coordination
- Public Works Committee recycling update
- Reviewed recycling program vouchers
- Water sampling & analysis at solid waste facilities
- Single Stream Recycling Program ongoing education/program promotion
- Ongoing Solid Waste Management Plan preparation
- Continued marketing coordination with Treasurers' Department and Office of General Services for marketing, sale and tracking of recyclables
- Developed 2014 HHW Collection Event program specifications
- Re-community Single Stream Recycling load weights
- NYSDEC 2012 HHW Reimbursement Grant State Aid Voucher documentation

PROJECTIONS (March 13 – April 10, 2014)

- Cornell Cooperative Extension Master Gardener and Western Sullivan Public Library system compost seminars
- Hudson Valley Regional Council Materials Management subcommittee meeting
- HHW 2014 Event Specifications & bid release
- Sharps removal at transfer stations
- Composting PowerPoint & discussion
- Compost program with SCCC
- Rx Task Force participation with Public Health Services
- Public Works Committee recycling update
- Review recycling program vouchers
- 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
- Electronic scrap vendor coordination at recycling facilities
- Water sampling & analysis at public works & solid waste facilities