



GOVERNMENT SERVICES COMMITTEE

September 16, 2014 – 1:15 PM

Committee Members: Kitty Vetter (Chair), Cora Edwards (Vice Chair), Gene Benson, Cindy Kurpil Gieger, 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 & Execution of Agreement with Nexxlinx for the Assessment, Preparation and Printing of the Tax Rolls and Tax Bills for the County of Sullivan.**
2. **To Authorize Award & Execution of Agreement with Sarah Smith, Psy.D for Psychologist Services for Community Services.**
3. **To modify Resolution No. 209-13, Cornerstone Engineering & Land surveying, PLLC.**

PUBLIC COMMENT:

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

To: Sullivan County Legislature

Fr: Edward Homenick, Acting Director of Real Property Tax Services

Re: Request for Consideration of a Resolution: To authorize award & execution of agreement

Date: September 9, 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.]

Resolution is to enter into a five year contract with Nexxlinx for the preparation and printing of the Real Property Assessment and Tax Rolls and Tax Bills

Is subject of Resolution mandated? Explain:

Articles 9 and 15C of the Real Property Tax Law require the levy and collection of taxes and the methods utilized for such. RPTL 506 & 516 require the filing of assessment rolls.

Does Resolution require expenditure of funds? Yes No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ 44,000.00

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): 40-4013 pending the adoption of the 2015 budget

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

Estimated Cost Breakdown by Source:

County	\$ <u>0.00</u>	Grant(s)	\$ _____
State	\$ _____	Other	\$ <u>44,000.00</u>
Federal Government	\$ _____	(Specify)	<u>To be charged back to the towns</u>

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 [Nexxlinx] of [Newburgh NY]

Nature of Other Party to Contract: Professional Other:

Duration of Contract: From 01/01/2015 To 12/31/2019

Is this a renewal of a prior Contract? Yes No

If "Yes" provide the following information:

Dates of prior contract(s): From 01/01/2009 To 12/31/2014

Amount authorized by prior contract(s): 40,000.00

Resolutions authorizing prior contracts (Resolution #s): 36-10

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:

Article 15C of the Real Property Tax Law provides for requirements of electronic data processing and delivery of assessment and tax rolls. Nexxlinx has satisfied this requirement for the County since the inception of electronic processing

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): \$0.66 / parcel to be charged back to the towns. \$44,000

Efforts made to find Less Costly alternative:

There is no cost to the county. I did enquire about in house printing and processing, but there is a high start up cost and the level of expertise that Nexxlinx provides is invaluable

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

Not applicable

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

RFP sent to Nexxlinx RFP- R-14-09 Kf

Person(s) responsible for monitoring contract (Title): Director of RPTS

Pre-Legislative Approvals:

- A. Director of Purchasing: Kathy Jones Date 9/12/14
- B. Management and Budget: Janet Myers Date 9/15/14
- C. Law Department: S. Yergun Date 9/12/14
- D. County Manager: _____ Jy Date _____
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

Resolution No. _____

**RESOLUTION INTRODUCED BY GOVERNMENT SERVICES COMMITTEE
RESOLUTION TO AUTHORIZE AWARD & EXECUTION OF AGREEMENT**

WHEREAS, a proposal was received for the assessment, preparation and printing of the tax rolls and tax bills for the County of Sullivan, and

WHEREAS, Nexxlinx, 5 Jeanne Drive, Newburgh, New York 12550, is the lowest, responsible proposer for this project, and

WHEREAS, the Sullivan County Real Property Tax Service recommends that a contract be executed.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager be and hereby is authorized to execute a contract with Nexxlinx, at a contract price not to exceed the price list attached hereto as "Schedule A", for five (5) year term, and in accordance with the RFP, R-14-09, dated August 1, 2014, said contract to be in such form as the County Attorney shall approve.

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

Schedule "A"



Sullivan County Five Year Price List 1/1/2015 to 12/31/2019

Real Property System (RPS) annual per parcel charge.....\$.66

Data Entry RPS per record.....\$.14

Mandatory data entry verification RPS per record.....\$.14

File integrity is the responsibility of the town. Any additional work related to file integrity will be billed at our current rates.

Current rates are

Processing...per hour CPU time.....\$210.00

Clerical time.....\$25.00

Consultation services...per hour.....\$80.00

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

To: Sullivan County Legislature

Fr: Kathy Jones, Director; Purchasing & Joseph A. Todora, Director; Community Services

Re: Request for Consideration of a Resolution: contract with Sarah D. Smith, Psy.D. for psychological services

Date: September 1, 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.]

Contract with Sarah D. Smith, Psy.D. to provide psychological services for people with mental illness and for forensics.

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: \$ 80.00 / hour

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): A4320-40-40-4023

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

Estimated Cost Breakdown by Source:

County \$ _____

Grant(s) \$ _____

State \$ _____

Other \$ 50,000.00

Federal Government \$ _____

(Specify) Revenue from MA, MC & other insurance companies + chargebacks.

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 [Sarah D. Smith, Psy.D.] of
[_____]

Nature of Other Party to Contract: Professional Other:

Duration of Contract: From 09/22/2014 To 08/31/2015

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:

Three additional yearly extensions.

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.]:

This is paid by insurance revenue (Medicaid, Medicare, & other 3rd party insurance companies) plus chargebacks from other departments in the Division of Health & Family Services.

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$2500000.00 for all contracted doctors and Nurse Practitioners in the MH dept.

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.)

RFP R-13-07A *RF*

Person(s) responsible for monitoring contract (Title): Joseph A. Todora, Director

Pre-Legislative Approvals:

- A. Director of Purchasing: Kathy Jones Date 9/12/14
- B. Management and Budget: Janet Kelly Date 9/15/14
- C. Law Department: S. Yagor Date 9/12/14
- D. County Manager: _____ Date _____
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

Resolution No. _____

RESOLUTION INTRODUCED BY GOVERNMENT SERVICES COMMITTEE TO AUTHORIZE AWARD & EXECUTION OF CONTRACT

WHEREAS, a proposal was received for Psychologist Services for Community Services, and

WHEREAS, the vendor, listed below, will provide said services from September 22, 2014 through September 21, 2015, with an option to extend on a yearly basis, for three (3) additional years, under the same terms and conditions, and

WHEREAS, the Sullivan County Department of Community Services has recommended said vendor.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager be and hereby is authorized to execute contracts as follows:

<u>Vendor</u>	<u>Price/Hour</u>
Sarah Smith, Psy.D. 23 Coopers Corners Road Monticello, New York 12701	\$80.00

and in accordance with RFP R-13-07A, contract to be in such form as the County Attorney shall approve.

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

**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: Modify Resolution No. 209-13

Date: September 16, 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.]

Resolution 209-13 shall be amended to reflect a change in the contract to read: "a contract price not to exceed \$90,500.00/ year for Professional Engineering Services for preparation and submittal of air quality reports and odor related issues at the Sullivan County Landfill by Cornerstone Engineering & Land Surveying PLLC

Is subject of Resolution mandated? Explain:

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 Myers

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.)

RFP - 2013

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

Pre-Legislative Approvals:

A. Director of Purchasing: Kathy Jones Date 9/15/14

B. Management and Budget: Janet Myer Date 9/15/14

C. Law Department: S. J. Young Date 9/15/14

D. County Manager: Jy Date _____

E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

Resolution No. _____

**RESOLUTION INTRODUCED BY GOVERNMENT SERVICES COMMITTEE TO MODIFY
RESOLUTION NO. 209-13, CORNERSTONE ENGINEERING & LAND SURVEYING, PLLC**

WHEREAS, Cornerstone Engineering & Land Surveying, PLLC, 90 Crystal Run Road, Middletown, New York 10940, was awarded Professional Engineering Services for Preparation and Submittal of Air Quality Reports and Odor Related Issues at the Sullivan County Landfill for the Sullivan County Division of Public Works, effective June 1, 2013 through May 31, 2014, with an option to extend an additional four (4) years, on a yearly basis, under the same terms and conditions, and

WHEREAS, Resolution No. 209-13, adopted by the Sullivan County Legislature on May 16, 2013, shall be amended to reflect a change in the contract price to read: “a contract price not to exceed \$90,500.00/year”.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager be and hereby is authorized to execute a Modification Agreement with Cornerstone Engineering & Land Surveying, PLLC, for a contract price not to exceed \$90,500.00/year, said contract modification to be in such form as the County Attorney shall approve.

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

KATHLEEN JONES
Director



Tel.: (845) 807-0515
Fax: (845) 807-0526

**SULLIVAN COUNTY DEPARTMENT OF
PURCHASING & CENTRAL SERVICES
SULLIVAN COUNTY GOVERNMENT CENTER
100 NORTH STREET, P.O. Box 5012
MONTICELLO, NY 12701**

To: Government Services Committee

From: Purchasing & Central Services

Date: September 16, 2014

Re: Monthly Report

1. Bids:

- | | |
|---|--|
| . B-14-52 Oil and Lubricants | - Superior Lubricants, N. Tonowanda, NY
Farrell Oil, Wilton, NY
Bi-Lo Industries, Deer Park, NY |
| .B-14-53 Frozen Dinners | - G.A. Food Service, St. Petersburg, FL |
| .B-14-54 Steel and Aluminum | -All Steel & Aluminum, Circleville, NY
- Fall Fittings, Inc., New Paltz, NY |
| .B-14-55 Supply & Delivery
Of Medical Oxygen | -All Gas & Welding, Monticello, NY |
| .B-14-57 Fresh Fruit & Veg | - Duso Food Distributors, Ellenville, NY |
| .B-14-58 Building Materials | -Superior Bldg. Supply, Neversink, NY |
| .B-14-61 Paint & Paint
Related Supplies | -Albert Kemperle, New Windsor, NY
-Keystone Automotive, Newburgh, NY |
| .B-14-63 Eggs and Cheese | -Mivilia Foods, Paterson, NJ
-Duso Food Distributors, Ellenville, NY |

2. Processed 250 Purchase Orders

3. Recyclables



Sullivan County Soil & Water Conservation District

64 Ferndale-Loomis Road, Liberty, NY 12754
(845)292-6552 Ext. 101 Fax (845)292-9073

September, 2014

During the past several months the Soil & Water Conservation District employees have been working on the following projects:

1. The District continues to work on the Neversink and Rondout Basins stream management grant that the District has secured through the New York City Department of Environmental Protection. The projects being worked on will be centered on stream restoration, land owner assistance, outreach and education. We have completed several stream buffer initiative planting projects for stream banks along the East Branch of the Neversink River and the Rondout Creek.
2. District employees continue to complete soil group worksheets for landowners throughout the county who want to apply for an agriculture exemption with their local Town Assessor in order to receive a tax reduction on their property taxes.
3. We have met with several landowners to conduct site visits for water drainage issues resulting from flooding and causing soil erosion on their property. We have been helping them to obtain stream disturbance permits from the New York State Dept of Environmental Conservation.
4. We have met with several landowners along Lake Muskoday to help them with the NYS DEC permit applications for an excavation and fill in navigable water permit in order to dredge the shore areas and work on the dam.
5. The District held their annual Bass & Minnow program. This program offers landowners the ability to stock their ponds with bass for their own recreational use. We also sell grass carp that will eat the grasses and weeds to help maintain ponds.
6. The District has been working on a grant from the NYS Homes & Community Renewal for a Greater Catskills Flood Remediation Program for the purpose of flood mitigation projects. We have completed a stream restoration project in North Branch for approximately \$139,000. We will be doing work with the Hamlet of Callicoon on improvements to the High Water Channel. We are also working with the Town of Rockland on a project in Livingston Manor that is in the planning stage.



Sullivan County Soil & Water Conservation District

64 Ferndale-Loomis Road, Liberty, NY 12754

(845)292-6552 Ext. 101 Fax (845)292-9073

7. The District is working on several Flood Mitigation projects around the county with funds that have been provided for by the County. Working with the Town of Bethel on replacing culverts, looking into a project with the Town of Mamakating, Will work on a project in the Town of Delaware & Callicoon on Schoolhouse Road in Jeffersonville, We are planning a project in Youngsville in the Town of Callicoon. We are also planning a project in the Village of Jeffersonville on Maple Avenue to repair a streambank failure.
8. The District continues to work on agricultural environmental management projects for farmers in Sullivan County.