

PUBLIC WORKS COMMITTEE

January 15, 2015 – 11:45 AM

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

PRESENTATION:

DISCUSSIONS:

1. Municipal Clean-up tonnages for Townships

RESOLUTIONS:

1. Resolution to authorize the terms of a lease agreement with a third party land owner for additional property conducive to construct a communication tower.
2. Resolution to authorize the County Manager to enter into an agreement with the NYS Unified Court System for cleaning services as well as minor and emergency repairs.
3. Resolution to authorize the County Manager to enter into an agreement with Hudson Transit Lines, Inc. for the provision of public transportation.
4. Resolution to authorize the execution and submission of a Federal Section 5311 Formula Rural Grant Program consolidation application with the NYSDOT.

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:

Date: January 15, 2015

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

Is subject of Resolution mandated? Explain:

No, however the lease is 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: \$ 3,000.00

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	\$ <u>3,000.00</u>	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 [Robert E. Schields] of [15 Highland Avenue, Sparrowbush, New York, 12780]

Nature of Other Party to Contract: .

Other:

Duration of Contract: From 04/01/2015 To 03/31/2020

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): \$3,000 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.

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

Pre-Legislative Approvals:

- A. Director of Purchasing: *Nancy Jones* Date *1/13/15*
- B. Management and Budget: *Janet Ryan* Date *1/14/15*
- C. Law Department: *S. Yeager* Date *1/13/15*
- D. County Manager: *John Paul* Date *1/14/15*
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

**RESOLUTION NO. INTRODUCED BY THE PUBLIC WORKS COMMITTEE
TO AUTHORIZE THE TERMS OF A LEASE AGREEMENT WITH A THIRD PARTY
LAND OWNER FOR ADDITIONAL PROPERTY CONDUCTIVE TO CONSTRUCT A
COMMUNICATION TOWER WHICH WILL ENHANCE EMERGENCY SERVICE
COMMUNICATION 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, it is in the best interest of the County to enter into a lease agreement to ensure additional communication capabilities; and

WHEREAS, the lease is for a portion of a parcel of land, situate in the Town of Lumberland, identified on the Real Property Tax Map Section 23, Block 1 and Lot 2; and

WHEREAS, in order to provide communication service for the County, the Lumberland tower lease must be commenced.

NOW, THEREFORE, BE IT RESOLVED, that the Chair of the County Legislature be authorized to execute a new lease with the property owner, commencing April 1, 2015 for a period of five years with an option to extend another five additional five year terms;

BE IT FURTHER RESOLVED that the first lease payment shall be \$3,000 per annum, and each succeeding year shall increase the prior year's rent by two percent, in such a form as the County Attorney shall provide.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2015

**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: Edward McAndrew, P.E.

Re: Request for Consideration of a Resolution: Enter into agreement for 2014-2015 cleaning

Date: January 15, 2015

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.]

Acceptance of contractually agreed upon annual adjusted payment for cleaning services as well as minor and emergency repairs to the court facilities from the New York State Unified Court System.

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: New York State Unified Court System

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.)

N/A

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

Pre-Legislative Approvals:

- A. Director of Purchasing: [Signature] Date 1/13/15
- B. Management and Budget: [Signature] Date 1/14/15
- C. Law Department: [Signature] Date 1/13/15
- D. County Manager: [Signature] Date 1/14/15
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

**RESOLUTION NO. INTRODUCED BY PUBLIC WORKS COMMITTEE
TO AUTHORIZE THE COUNTY MANAGER TO ENTER INTO AN AGREEMENT
WITH THE NEW YORK STATE UNIFIED COURT SYSTEM FOR CLEANING
SERVICES AS WELL AS MINOR AND EMERGENCY REPAIRS**

WHEREAS, the County of Sullivan per Resolution 9-14 dated January 16, 2014, entered into an agreement with the New York State Unified Court System for cleaning services as well as minor and emergency repairs to the court facilities; and

WHEREAS, the annual payments are negotiated for each fiscal year; and

WHEREAS, for the fiscal period April 1, 2014 – March 31, 2015 the Unified Court System is prepared to pay the County \$222,077 for its services.

NOW, THEREFORE, BE IT RESOLVED, that the County of Sullivan will accept \$222,077 for its services to the Unified Court System for the period April 1, 2014 – March 31, 2015 with future payments to be negotiated annually.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2015.

**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: Enter into agreement with Hudson Transit

Date: January 15, 2015

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 enter into agreement with Hudson Transit Lines, Inc. for the provision of public transportation.

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: \$ 65,000.00

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): A-5680-40-4021 Pending Budget

If "No", specify proposed source of funds: modification if needed

Estimated Cost Breakdown by Source:

County	\$ <u>65,000.00</u>	Grant(s)	\$ _____
State	\$ _____	Other	\$ _____
Federal Government	\$ _____	(Specify)	_____

Verified by Budget Office: Janet My

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
[Hudson Transit Lines, Inc. _____]

Nature of Other Party to Contract: _____

Other: Transportation

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

Is this a renewal of a prior Contract? Yes No _____

If "Yes" provide the following information:

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

Amount authorized by prior contract(s): 65,000.00

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.]:

County does not have resources in-house to provide service.

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$65,000

Efforts made to find Less Costly alternative:

No other mass transit service provider available in county.

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

N/A

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)
Previously quoted. n/a - 4f

Person(s) responsible for monitoring contract (Title): Edward McAndrew, P.E.

Pre-Legislative Approvals:

- A. Director of Purchasing: Kathy Jones Date 1/13/15
- B. Management and Budget: Janet Myers Date 1/14/15
- C. Law Department: J. Yarger Date 1/13/15
- D. County Manager: John Wilson Date 1/14/15
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

Resolution No. _____

RESOLUTION INTRODUCED BY PUBLIC WORKS COMMITTEE

RESOLUTION TO AUTHORIZE THE COUNTY MANAGER TO ENTER INTO AN AGREEMENT WITH HUDSON TRANSIT LINES, INC. FOR THE PROVISION OF PUBLIC TRANSPORTATION

WHEREAS, pursuant to Resolution No. 585-07 adopted by the Sullivan County Legislature on December 20, 2007 the County entered into an agreement with Hudson Transit Lines, Inc. for the provision of public transportation; and

WHEREAS, it is in the best interest of the County to continue having Hudson Transit Lines, Inc. continue to provide such services.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature does hereby authorize the County Manager to enter into an agreement with Hudson Transit Lines, Inc. for the provision of public transportation for the year 2015 at a cost not to exceed \$65,000; and

BE IT FURTHER RESOLVED, that the form of said contract will be approved by the Sullivan County Department of Law.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2015.

**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: To authorize the execution and submission

Date: January 15, 2015

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 execution and submission of a Federal Section 5311 Formula Rural Grant Program consolidation application.

Is subject of Resolution mandated? Explain:

No - the resolution is to authorize application for a grant to offset operating expenses.

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 ___

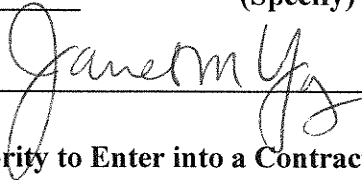
If "Yes" specify appropriation code(s): _____

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 and 3.

Request for Authority to Enter into Contract with _____ of
[New York State Department of Transportation _____]

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.]:

Provides funding to offset operating costs of the Transportation Department.

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:

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.)
Grant opportunity from NYSDOT *7/15/15*

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

Pre-Legislative Approvals:

A. Director of Purchasing: *[Signature]* Date *1/13/15*

B. Management and Budget: *[Signature]* Date *1/14/15*

C. Law Department: *[Signature]* Date *1/13/15*

D. County Manager: *[Signature]* Date *1/14/15*

E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

RESOLUTION _____ INTRODUCED BY THE PUBLIC WORKS COMMITTEE TO AUTHORIZE THE EXECUTION AND SUBMISSION OF A FEDERAL SECTION 5311 FORMULA RURAL GRANT PROGRAM CONSOLIDATED APPLICATION WITH THE NEW YORK STATE DEPARTMENT OF TANSPORTATION (NYS DOT)

WHEREAS, the Federal Section 5311 Formula Rural Grant Program Consolidated application is being made available through the NYSDOT covering the 2015 and 2016 fiscal years; and

WHEREAS, the County of Sullivan ("*County*") Transportation Department is eligible for funding through such grant; and

WHEREAS, the County desires to pursue funding for the Transportation Department through such grants;

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the County Manager, Chairman of the County Legislature, and / or their authorized representative (*as required by the funding source*) to execute any and all necessary documents to submit the Federal Section 5311 Formula Rural Grant Consolidated Application for funding to provide for public transportation service in Sullivan County by the Transportation Department for the 2015 and 2016 fiscal years; and

BE IT FURTHER RESOLVED, that the Sullivan County Legislature hereby authorizes the County Manager, and / or Chairman of the County Legislature (*as required by the funding source*) 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 Federal Section 5311 Formula Rural Grant 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, _____ 2015

PUBLIC WORKS COMMITTEE
Monthly Report – January 15, 2015

ACCOMPLISHMENTS (December 11, 2014 – January 15, 2015)

BUILDINGS & GROUNDS

- Completed steel work at the Ferndale Transfer Station
- Repaired the ramp, baler and odor machine at the Landfill
- Cleaned the bio tank
- Repairs made to the boiler in the Community Services building
- Replaced heat pumps in Shared Health
- Repaired the Adult Care Center roof
- Installed lift at the Maplewood facility
- Completed duct and exhaust work for the new generators at Tennanah Lake and Thunder Hill radio towers

PARKS & RECREATION

D & H Canal Linear Park & Interpretive Center

- Started planning for 2015 Season
- Continued correspondence with National Park Service regarding Roebling Aqueduct Model loan process
- Participated in Town of Mamakating D&H Canal Committee Meeting

Fort Delaware Museum of Colonial History

- Started planning for 2015 Season
- Continued accepting Student Day reservations
- Sent return letters to seasonal staff
- Researched & attended meetings concerning Public Private Partnerships (PPP)

Hurleyville Cultural Center

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

Lake Superior State Park

- Started planning for 2015 Season
- Sent return letters to seasonal staff
- Coordinated site work program with operations staff

General Parks

- Completed vacancy review paperwork for seasonal positions
- Planned and hosted informational meeting about NYS Snowmobile Trail Maintenance Grant Program
- Attended Sullivan Renaissance meeting concerning future beautification of Monticello as the County Seat

- Continued to respond to hunting / ice fishing inquiries
- Continued to work with Triathlon planner about future event
- Completed Accomplishment and Goals Report
- Began working on Annual Report
- Completed 4th Quarter Performance Measures

SHOP STAFF

- Prepared new equipment for service
- Continued services & New York State Inspections
- Continued repairs on solid waste roll-off trucks and containers
- Made all necessary repairs to DPW and outside agency equipment
- Repaired body damage on vehicles

SIGN SHOP

- Fabricated signs for Division of Public Works and Towns
- Repaired signs on county roads and bridges
- Entered sign inventory into computer

AIRPORT

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

BRIDGES

- Addressed NYSDOT bridge flag for on Route 17/I86 overpass bridge and on CR 166A (MAM)
- Reviewed and coordinated a response for a complaint received for Bridge 282 (ROC)
- Completed the final review of the final bid documents for the Bridge 45 (FAL) replacement project and continued project administration and management work
- Continued coordination with utility providers for the relocation of utilities needed for the Bridge 45 (FAL) replacement project
- Completed coordination with two of three property owners for assisting NYSEG with obtaining property owner approvals to provide easements for utility pole relocations for the Bridge 45 Project
- Submitted documents to NYSDEC for permits needed and to the Army Corps of Engineers for notifications needed for the Bridge 45 Project
- Continued contract management and administration work for the Bridge 359 (ROC) construction & inspection contracts
- Continued follow-up work with the New York Division of Homeland Security and Emergency Services for the receipt of the balance of funding owed for the Bridge 191 (FOR) and 192c (NEV) projects

- Continued coordination, inspection and testing of concrete for the Communications Tower projects
- Continued the monitoring program for Bridge 22 (CAL) to check for additional settlement of the abutment impacted by the July flood
- Completed the preparation of an agreement for engineering design services for the rehabilitation work needed for Bridge 369 (ROC) and started project administration and management work
- Completed the annual inspection of bridges and the updating of the Bridge Inspection Report
- Completed the preparation of design drawings for the Bridge 461 (MAM) replacement project
- Completed the preparation of bid documents for the 2015 Bridge Painting Project
- Continued preliminary engineering and planning work for the replacement of Bridges 252 (BET) and 379 (LIB)
- Provided follow-up coordination with NYSDOT with respect to the scheduling of funding for the Bridge 301 (NEV) replacement project
- Reviewed plans developed by NYSDOT for replacing the Bridge 304 (ROC) end abutment approach span and provided input to NYSDOT

BUILDINGS

- Completed foster care home inspections and reports as requested by the Department of Family Services
- Department of State (DOS) mandated 2014 Building Inspections and Reports with Triennial Building Inspection Summary Chart updates
- Petroleum Bulk Storage (PBS) tank inspections at Sullivan County facilities for conformance with NYSDEC regulations
- New York Power Authority (NYPA) Feasibility Study meeting
- New York State Department of Environmental Conservation (NYSDEC) Petroleum Bulk Storage (PBS) inspection at the Sullivan County International Airport, Maplewood DPW Facility and Barryville DPW Facility
- Tower Construction Notification System (TCNS) online coordination for two new proposed radio towers
- Ongoing mandated Federal Communications Commission (FCC) radio license renewal forms online
- Prepared and submitted the Sullivan County International Airport mandated monthly raw water and quarterly treated water bacteriological reports and letters to the NYSDOH
- Prepared and submitted the Human Service Complex & Airport mandated monthly water chlorination system Operation Report calculations and letters to the New York State Department of Health (NYSDOH)
- Water invoice & voucher review & approval
- Completed weekly water testing at the Human Service Complex water chlorination system and documented
- 2015 Water Testing Schedule Chart for all Sullivan County facilities
- Attended New York State Department of State mandated building code training

- 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 recovery from the flood events of August, 2011 (Hurricane Irene); County Road 55 (FHWA road) embankment stabilization project (MAM) - completed topographic field survey required by ACOE and DEC
- Provided the Grants department with relevant cost backup and payment data to apply to the State for reimbursement of the remaining 10% local match for FEMA 4085 (Sandy)
- Continued to progress the County Road 173 (THO) reconstruction project (consultant invoicing) and the Sullivan County Community College (FAL) infrastructure upgrade project (reviewed final closeout documents, approved final contractor payments and entered final amounts into DOT EBO system)
- Completed work with the developers design consultant (AKRF) and the County's design review consultant (MJI) for the County Road 173 / Exit 106 (THO) roundabout project related to the proposed EPT Concord development (reviewed final invoice and authorized release of retainage)
- Continued to close-out the 2014 contract paving and striping of 25.5 miles of county road - executed contract change order no. 3 - approved final invoicing for the contract striping of 24 miles of additional county road beyond the original contract
- Completed the review of the NYSDOT's annual local roads listings for the County and Town highway systems in order to reconcile the State's and the County's local highway mileages for certification as part of the Consolidated Local Street and Highway Improvement Program (CHIPS) - revised all fifteen (15) official Town highway maps - prepared detailed mapping exhibits using GIS depicting measurement changes to the highway systems - submitted mileage change templates, revised red line inventories and final certifications of mileage to the Highway Data Services Bureau at NYSDOT
- Completed the annual Road Surface Management System (RSMS) pavement assessment field survey of the entire 385 mile county road network
- Printed 2014/2015 updated snow and ice maps
- Reviewed and/or researched the following for safety issues, potential impacts to and conflicts with the County's right-of-way, drainage, infrastructure and maintenance: County Road 15 (LIB) - Coordinated with DOT on controller specs. for overhead flashing intersection beacon; County Road 62 (MAM) - provided highway taking and construction maps to Town of Mamakating; County Road 94 (FRE) - assisted Town of Fremont with speed zone request application process and; County Road 153 (NEV) - School Bus Stop Ahead sign request
- Continued to setup and configure new versions of Bentley Inroads cadd products for use

LAND & CLAIMS

- Accidents – None
- Claims – Enker (TUS) file, Huertas claim
- Incidents – CR 149 damages – follow-up insurance company, CR 13 guiderail

- Complaints – CR 114 obstruction, CR 164 posts follow-up
- Continued correspondence – CR 62 project, CB 45
- Follow-up – CB 455 releases, CB 461
- Radio Towers – Lumberland – field meeting, draft agreement, Tusten utility easement completed
- FOIL – CR 62 permits

PERMITS

TYPE	NUM	YEAR	NAME	CR
M	3055	2014	Center For Discovery	107
M	3058	2014	Sullivan Farms II	62
M	3059	2014	SCCC	51
O	1538	2014	Sullivan County Transport LLC	61, 171
O	1539	2014	Mercer Transportation	11, 12, 13
O	1540	2014	Sullivan County Transport LLC	154, 85
U	1688	2014	CHG & E	19

Subdivision/development review/correspondence: CR 16 violation, CR 61 Burlingham Woods (MAM), CR 59 (THO), CR 113 work satisfactory
 Inspections: CR 174, CR 19, CR 26

PROJECTIONS (January 15– February 10, 2015)

BUILDINGS & GROUNDS

- Repair the bio tank at the Landfill
- Cut trees and brush on County Road 49
- Install elevator sprinkler at the Adult Care Center
- Repair the Jail roof
- Repair the heat pump at the Government Center Annex
- Install a fume extractor system in the Maplewood facility

PARKS & RECREATION

- Continue to address hunting/ice fishing inquiries at Lake Superior
- Continue to oversee Hurleyville Cultural Center
- Receive returning seasonal employee applications
- Continue to accept 2015 Student Day reservations for Fort Delaware
- Continue to plan Lake Superior 2015 season
- Continue to plan for 2015 programming at Fort Delaware & D&H Canal
- Continue to work with various departments concerning potential PPP
- Complete Annual Report
- Attend D&H Transportation Heritage Council Quarterly Meeting

SHOP STAFF

- Prepare new equipment for service
- Continue services & New York State Inspections
- Continue repairs on solid waste roll-off trucks and containers
- Make all necessary repairs to DPW and outside agency equipment
- Repair body damage on vehicles
- Check all generators throughout the County to prepare for winter use
- Work on two sheriff department vehicles to prepare for complete paint job

SIGN SHOP

- Fabricate signs
- Sign installation and repair
- Continue sign inventory

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, the State Grant for the purchase of the 15 bay hangar, the Drainage Improvements Project and the Design of the Terminal Access Roadway and Traffic Circle 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
- Solicit construction bids for the replacement of Bridge 45 (FAL), review bids and recommend award of the construction contract
- Prepare an agreement for inspection services needed for the Bridge 45 (FAL) Replacement Project
- Continue follow-up with the New York Division of Homeland Security and Emergency Services for the reimbursement of the balance owed for the replacement of Bridge 191 (FOR) stream embankment and 192c bridge pier replacement projects
- Continue preparation of requests for reimbursements for the HBRR and CHIPS projects.
- Continue contract administration, management and inspection work for the Bridge 359 (ROC) project
- Start preliminary design work for replacing the downstream side gratings for Bridge 82 (FOR)
- Start preliminary engineering work for the replacement of Bridge 128 (BET)
- Continue preliminary engineering work for the replacement of Bridges 252 (BET) and 379 (LIB)
- Provide follow-up for 2015 concrete testing for the Radio Tower foundation work

- Continue administration and management work for the Bridge 369 (ROC) Rehabilitation Project engineering services
- Provide follow-up work for the receipt of a donation of materials for Bridge 192c

BUILDINGS

- Foster care home inspections and reports for Department of Family Services
- Department of State (DOS) mandated 2015 Building Inspections and Reports with Triennial Building Inspection Summary Chart updates
- Continue with mandated Federal Communications Commission radio license renewal and modification forms for EMS, sheriff, fire service, highway maintenance, microwave and local government
- Human Service Complex weekly water testing on water chlorination system
- Prepare mandated test reports, documents, forms and letters for submittal to New York State Department of Health (NYSDOH)
- 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
- Prepare end of year resurfacing and miles by jurisdiction reports
- Continue with close out of 2014 contract paving of 25.5 miles of county road
- Continue with annual road surface assessment survey analysis and reporting using RSMS
- Continue with final design coordination, right-of-way acquisition, administration and planning for the reconstruction of the County Road 173 project
- Continue with permitting and construction inspection preparations for the County Road 173 roundabout related to the EPT Concord development
- Close out the road improvement project 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	2,366
March	3,178	3,130
April	4,138	4,133
May	4,888	4,560
June	5,874	5,192
July	9,713	8,252
August	8,107	7,349
September	4,821	4,391
October	4,564	3,954
November	3,319	3,052
December	3,312	
TOTAL	57,629	

(T) - Total New Monticello Transfer Station

ACCOMPLISHMENTS (December 11, 2014 – January 15, 2015)

- 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
- Compiled information for annual reports for the Landfill
- Worked on the new caustic tank for Chemical Bulk Storage facility as required by NYSDEC

PROJECTIONS (January 15 – February 10, 2015)

- 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
- Continue with Caustic Tank replacement project 5 year inspection
- Continue compiling data for inclusion in multiple NYSDEC and EPA required reports
- Begin preparation of annual reports for closed Landfill and Transfer Stations

RECYCLING PROGRAM

ACCOMPLISHMENTS (December 11, 2014 – January 15, 2015)

- Compost techniques PowerPoint presentation developed
- Began data collection for 2015 Annual Reports
- Christmas tree drop off program at transfer stations
- Quarterly, Annual Performance Measures Report
- Continued Electronic Scrap vendor coordination at recycling facilities
- Food waste prevention and organics recovery flyer
- Single Stream quality control at export building
- Schools – recycling & waste reduction contact information
- Transfer station holiday signage
- Reviewed the 2015 Household Hazardous Waste Collection specifications
- Ongoing Solid Waste Management Plan preparation
- Rx Task Force participation with Public Health Services
- Public Works Committee recycling update
- Reviewed recycling program vouchers
- Monthly DPW recycling program report
- Single Stream Recycling Program ongoing education/program promotion
- Continued marketing coordination with Treasurers Department and Office of General Services for marketing, sale and tracking of recyclables
- Water sampling & analysis at public works & solid waste facilities
- Municipal Cleanup program coordination and planning for 2015 program
- Continued biennial NYSDEC Local Solid Waste Management Plan Compliance Report Update
- E-Scrap invoices reviewed

PROJECTIONS (January 15 – February 10, 2015)

- Continue assembly of 2015 Annual Reports materials
- Continue Electronic Scrap vendor coordination at recycling facilities
- Schools - food waste prevention ideas
- Single Stream quality control at export building
- Schools – recycling & waste reduction contact information
- Ongoing Solid Waste Management Plan preparation
- Rx Task Force participation with Public Health Services
- Public Works Committee recycling update
- Review recycling program vouchers
- Monthly DPW recycling program report
- Single Stream Recycling Program ongoing education/program promotion
- Continue marketing coordination with Treasurers Department and Office of General Services for marketing, sale and tracking of recyclables
- Water sampling & analysis at public works & solid waste facilities