



EXECUTIVE COMMITTEE
September 15, 2016 at 11:30AM

COMMITTEE MEMBERS: Alvarez, Rajsz, Samuelson, McCarthy,
Owens, Ward, Perrello, Steingart, and Sorensen

- I. HUMAN RIGHTS MONTHLY REPORT**
- II. COUNTY MANAGER'S MONTHLY REPORT**
- III. PRESENTATIONS**

1. Delaware Valley Arts Alliance – Elaine Giguere and Jeff Allison

IV. DISCUSSION

- 1. Vacancies
- 2. Ethics Law Amendments

V. RESOLUTIONS:

- 1. Authorize extension of the Snow and Ice Agreement between NYSDOT and the County of Sullivan County, New York
- 2. Adjust two salaries of employees of the Office of District Attorney
- 3. Set public hearing to Amend the Ethics Law for October 20, 2016 at 1:40PM
- 4. Confirm appointments and terms of the current Board of Ethics
- 5. Amend Resolution No. 234-16 (Jack Harb)
- 6. Establishing the County Procurement Card Purchasing Policy and naming the Commissioner of Management and Budget to be the Program Administrator
- 7. Authorize modification agreement for construction services for the resurfacing of portions of approximately 30 miles of various county roads

VI. PUBLIC COMMENT

Vacancy Request Fact Sheet

Date: 09/07/16

Department: Division of Public Works

Department Head: Edward McAndrew, P.E.

Position / Duties: *at 9/7*

Position #1529 - Equipment Painter - spray paints and touches up damaged paint on highway motor vehicles and equipment, prepares surfaces for painting by applying paint remover, washing, sandblasting, sanding, scraping and taping, applies red lead to steel to prevent rusting, straightens out minor dents in bodies and fenders of motor vehicles, undercoats and applies rust prohibitor and assists in a variety of maintenance tasks.

Salary: \$49,937.65

Benefits: \$34,620.14

Total Cost: \$84,557.79

County Share: \$84,557.79

Federal Share:

State Share:

Other:

Mandated:

Budgeted: Yes No

Budget Line: DM-5130-48

Date of Vacancy: 01/08/2016

Notes:

Vacant due to retirement.

<i>For Administrative/Legislative Use ONLY</i>	
Date Received <u>9/9/16</u>	Date Reviewed _____
Approved _____	Committee Vote:
Denied _____	Yes ___ No ___
Held _____	

Vacancy Request Fact Sheet

Date: 09/07/16

Department: Division of Public Works

Department Head: Edward McAndrew, P.E.

Position / Duties: *QW*

Position #1417 - Sign Installer (backfill) - installs traffic control and traffic warning signs, marks center lines, crosswalks, stop lines and edge lines, fabricates traffic signs, installs barricades, operates plowing and sanding equipment during snow and ice removal operations, operates a variety of equipment, such as loaders, fork lifts, post drivers etc.

Salary: \$49,937.65

Benefits: \$34,620.14

Total Cost: \$84,557.79

County Share: \$84,557.79

Federal Share:

State Share:

Other:

Mandated:

Budgeted: Yes No

Budget Line: D-3310

Date of Vacancy: 07/29/2016

Notes:

Vacant due to retirement.

<i>For Administrative/Legislative Use ONLY</i>	
Date Received <u>9/9/16</u>	Date Reviewed _____
Approved _____	Committee Vote:
Denied _____	Yes ___ No ___
Held _____	

V2

Vacancy Request Fact Sheet

Date: September 6, 2016

Department: Adult Care Center

Department Head: Shennoy Wellington

Position/Duties: Cook, full time Budget Position: 86 ✓ *ok gary*

Prepares and cooks meals. Supervises food service staff. Supervises food storage.

Salary: \$ 31,714

Benefits: \$27,565

Total Cost: \$ 59,279

County Share: \$1,986

Federal Share: \$13,545

State Share: \$36,960

Other: \$6,788

Mandated: no

Budgeted: yes Budget Line: EI-6020-75

Date of Vacancy: 9/30/16

Date Received 9/8/16

Date Reviewed _____

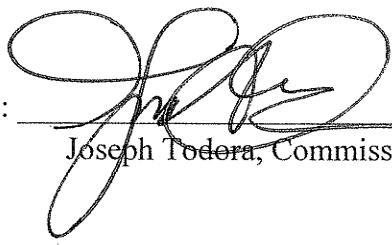
Approved _____

Committee Vote:

Denied _____

YES _____ NO _____

Held _____

Reviewed:  _____
Joseph Todora, Commissioner

V3

Vacancy Request Fact Sheet

Date: August 30, 2016

Department: Dept. of Community Services

Department Head: Joe Todora, Director; DCS



Position/Duties: Assistant Social Worker I (#2852) /This person provides care coordination/care management to clients with serious mental health illness by engaging in developing social supports in their environment and refer clients to other agencies. With the Affordable Care Act changing regulations and the implementation of Health Homes last year, this position is now more critical than ever.

Salary: \$33,638 / \$35,408

Benefits: \$26,368 / \$26,838

Total Cost: \$60,006 / \$62,246

County Share: \$0

Federal Share: 0

State Share: 0

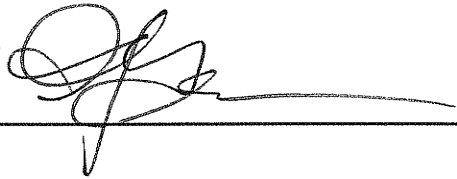
Other: Revenues \$60,006 / \$62,246 plus from Medicaid, Medicare, 3rd party insurance & billing

Mandated: No

Budgeted: Yes **Budget Line:** A4320-42

Date of Vacancy: 9/2/2016

Notes: Person took promotion within the department.



Date Received 8/31/16

Date Reviewed _____

Approved _____

Committee Vote:

Denied _____

YES _____ **NO** _____

Held _____

V4

Vacancy Request Fact Sheet

Date: August 30, 2016

Department: Dept. of Community Services

Department Head: Joe Todora, Director; DCS



Position/Duties: Addictions Services Counselor I (#2779) /This person provides essential treatment to our clients in the Alcohol & Drug Abuse Services (ADAS) by engaging in therapy, developing social supports in their environment and referring clients to other agencies, if necessary. This position is critical to fill to meet the public mandate and budgetary obligations for the county and to be in compliance with NYS OASAS with the client-to-client ratio..

Salary: \$30,128 / \$31,714

Benefits: \$26,188 / \$26,609

Total Cost: \$56,316 / \$58,323

County Share: \$11,190

Federal Share: 0

State Share: \$14,230

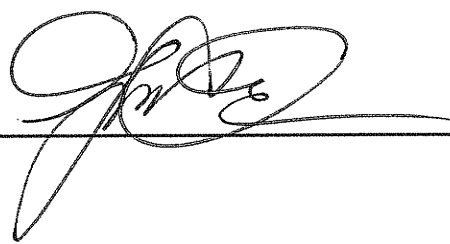
Other: Revenues \$30,896 / \$32,903 plus from Medicaid, Medicare, 3rd party insurance & billing

Mandated: No

Budgeted: Yes **Budget Line:** A4220

Date of Vacancy: 8/12/2016

Notes: Previous person was terminated 8/12/16



Date Received 8/31/16

Date Reviewed _____

Approved _____

Committee Vote:

Denied _____

YES _____ **NO** _____

Held _____

V5

Vacancy Request Fact Sheet

Date: 9/15/2016

Department: DFS

Department Head: Joseph A. Todora, Commissioner

Position/Duties: Records Management Clerk w/ Backfills

Budget Position: 2243

✓ JB

The Records Management Clerk may travel to various work sites to perform assigned duties. The position will involve data imaging records including efforts to properly organize and prepare records for imaging. Assists in recording and maintaining survey results pertaining to the records management function; determines the type and condition of records to be filed; prepares records for retention including data imaging, by placing the records in an appropriate order. Operates data imaging equipment; Maintains records, logs, and files relating to the records management function; May assist in determining the value of records; May assist department heads in using records retention schedules.

Salary: \$ 25,047

Benefits: \$ 27,539

Total Cost: \$ 52,586

County Share: \$ 24,190

Federal Share: \$ 28,396

State Share:

Other:

Mandated:

Budgeted: Yes Budget Line: 6010-52-10-1011/80-8001/8002/8005/8006/8007

Date of Vacancy: 9/9/2016

Notes: Employee transferred to Emergency Control Ctr.

Date Received 8/26/16

Date Reviewed _____

Approved _____

Committee Vote:

Denied _____

YES _____ NO _____

Held _____

Reviewed: 

Joseph A. Todora

V6

**RESOLUTION NO. INTRODUCED BY THE EXECUTIVE COMMITTEE
TO AUTHORIZE EXECUTION OF CONTRACT BETWEEN NEW YORK STATE
DEPARTMENT OF TRANSPORTATION (NYS DOT) AND THE COUNTY OF
SULLIVAN**

WHEREAS, pursuant to Section 12 of the Highway Law relating to control of snow and ice on state highways in towns and incorporated villages, the County of Sullivan has previously entered into an agreement with the State of New York for such purposes; and

WHEREAS, the State of New York has prepared an agreement to extend the previous fixed lump sum municipal snow and ice agreement with maps of affected state highways for the season July 1, 2015 through June 30, 2016; and

WHEREAS, the Public Works Committee has discussed and the Commissioner of Public Works has recommended the acceptance of this extension agreement for contract price of \$154,613.72 plus any adjustments increasing this amount.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager is hereby authorized and directed on behalf of the County of Sullivan to execute the extension of the Snow and Ice Agreement between New York State Department of Transportation and the "County of Sullivan" for the period commencing July 1, 2015 through June 30, 2016 said contract to be in such form as the County Attorney shall approve.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2016.

RESOLUTION NO. 144-15 INTRODUCED BY THE PUBLIC WORKS COMMITTEE TO AUTHORIZE EXECUTION OF CONTRACT BETWEEN NEW YORK STATE DEPARTMENT OF TRANSPORTATION (NYSDOT) AND THE COUNTY OF SULLIVAN

WHEREAS, pursuant to Section 12 of the Highway Law relating to control of snow and ice on state highways in towns and incorporated villages, the County of Sullivan has previously entered into an agreement with the State of New York for such purposes; and

WHEREAS, the State of New York has prepared an agreement to extend the previous fixed lump sum municipal snow and ice agreement with maps of affected state highways for the season July 1, 2014 through June 30, 2015; and

WHEREAS, the Public Works Committee has discussed and the Commissioner of Public Works has recommended the acceptance of this extension agreement for contract price of \$154,613.72 plus any adjustments increasing this amount.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager is hereby authorized and directed on behalf of the County of Sullivan to execute the extension of the Snow and Ice Agreement between New York State Department of Transportation and the "County of Sullivan" for the period commencing July 1, 2014 through June 30, 2015 said contract to be in such form as the County Attorney shall approve.

Moved by Mr. Sorensen, seconded by Mr. Rouis, put to a vote, unanimously carried and declared duly adopted on motion March 19, 2015.

1A

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

To: Sullivan County Legislature

Fr:

Re: Request for Consideration of a Resolution: Extension of the Snow & Ice agreement

Date: 9/15/16

Purpose of Resolution: [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

To authorize the County Manager to execute an extension of the Snow and Ice Agreement between New York State Department of Transportation (NYSDOT) and the County of Sullivan.

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 [Department of Transportation] of [New York State]

Nature of Other Party to Contract: .

Other:

Duration of Contract: From 07/01/2015 To 06/30/2016

Is this a renewal of a prior Contract? Yes No

If "Yes" provide the following information:

Dates of prior contract(s): From 07/01/2014 To 06/30/2015

Amount authorized by prior contract(s): 154,613.72

Resolutions authorizing prior contracts (Resolution #s): 144-15

Future Renewal Options if any:

Annual

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 receives payment under this contract for providing winter maintenance services to the NYSDOT on State Route 97.

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): N/A

Efforts made to find Less Costly alternative:

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

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

Not Applicable

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

Pre-Legislative Approvals:

- A. Director of Purchasing: [Signature] Date 9/9/16
- B. Management and Budget: [Signature] Date 9/10/16
- C. Law Department: [Signature] Date 9/9/16
- D. County Manager: [Signature] Date 9/12/16
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

RESOLUTION NO. INTRODUCED BY THE EXECUTIVE COMMITTEE TO ADJUST THE SALARIES OF EMPLOYEES OF THE OFFICE OF DISTRICT ATTORNEY

WHEREAS, the Sullivan County District Attorney's Office encountered a vacancy in the Assistant District Attorney 1 position and there is a need to fill this position with a backfill of the Assistant District Attorney 2 and adjust the salaries, and;

WHEREAS, the salaries currently allotted to the Assistant District Attorney 1 and 2 positions, are not currently reflective of the current production, experience, responsibility and work load of these positions, and;

WHEREAS, the Sullivan County District Attorney has reviewed the personal services compensation structure and determined that compensation should be modified to the personal services budget line of the office, as follows:

Position	Current	New	Increase/Decrease
ADA 1 – 1689	\$92,920	\$105,000	Increase \$12,080
ADA 2 – 237	\$85,668	\$105,000	Increase \$19,332

NOW, THEREFORE, BE IT RESOLVED, that the salaries as set forth above be adjusted on October 1, 2016 and the District Attorney is hereby granted permission to fill these positions immediately.

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

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

To: Sullivan County Legislature

Fr: District Attorney James Farrell

Re: Request for Consideration of a Resolution: To Adjust Salaries of ADA 1 & 2

Date: September 12, 2016

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 ADJUST THE SALARIES OF EMPLOYEES OF THE OFFICE OF
DISTRICT ATTORNEY

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: \$31,412.00

Are funds already budgeted? Yes No

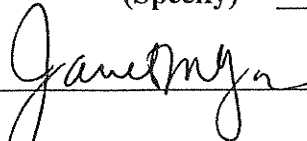
If "Yes" specify appropriation code(s): A1165-10-1011

If "No", specify proposed source of funds: money available in vacant positions

Estimated Cost Breakdown by Source:

County	<u>\$31,412.00</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 and 3.

2A

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 N/A

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

Pre-Legislative Approvals:

- A. ^{Assistant} Director of Purchasing: Angela Jew Date 9/13/16
- B. Management and Budget: James Myz Date 9/13/16
- C. Law Department: [Signature] Date 9/12/16
- D. County Manager: [Signature] Date 9/13/16
- E. Other as Required: _____ Date _____

Vetted in Executive Committee Committee on 09/12/2016

**RESOLUTION NO. ___ INTRODUCED BY THE EXECUTIVE COMMITTEE TO SET
A PUBLIC HEARING TO AMEND THE ETHICS LAW**

WHEREAS, there has been introduced and presented at a meeting of the Sullivan County Legislature held on September 15, 2016 a proposed Local Law entitled "A Local Law to Amend the Ethics Law."

NOW, THEREFORE, BE IT RESOLVED, that a public hearing be held on said proposed local law by the Sullivan County Legislature on October 20, 2016, at 1:40 p.m., in the Legislative Chambers, County Government Center, Monticello, New York, and at least six (6) days' notice of the public hearing be given by the Clerk of the Sullivan County Legislature by due posting thereof on the bulletin board of the County of Sullivan and by publishing such notice at least once in the official newspapers of the County.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2016.

COUNTY OF SULLIVAN
NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that there has been duly presented and introduced at a meeting of the Legislature of the County of Sullivan, New York, held on September 15, 2016, a proposed Local Law entitled "A Local Law to Amend the Ethics Law".

NOTICE IS FURTHER GIVEN that the Legislature of the County of Sullivan will conduct a public hearing on the aforesaid proposed Local Law at the Legislature's Meeting Room, County Government Center, Monticello, New York, 12701, on October 20, 2016 at 1:40 p.m. at which time all persons interested will be heard.

DATED: September 9, 2016

ANNMARIE MARTIN
Clerk of the Legislature
County of Sullivan, New York

3A

RESOLUTION NO. ___ INTRODUCED BY EXECUTIVE COMMITTEE TO CONFIRM APPOINTMENTS AND TERMS OF THE CURRENT BOARD OF ETHICS

WHEREAS, in 2013, the County Legislature adopted a new Ethics Law and initially appointed individuals to one, two and three year terms; and

WHEREAS, since 2013, members of the Ethics Board have resigned and their remaining terms completed by persons appointed by the legislature; and

WHEREAS, it would be more efficient to have Board terms expire on December 31st of a calendar year, instead of various dates throughout the year.

NOW THEREFORE BE IT RESOLVED, the Sullivan County Legislature hereby confirms the following appointments and terms of the Sullivan County Ethics Board:

<u>MEMBER</u>	<u>TERM</u>
John Konefal	December 31, 2019
Ken Walter	December 31, 2019
Lorne Green	December 31, 2017
Nicholas Speranza	December 31, 2020
John W. Kiefer	December 31, 2020

Moved by ____

**RESOLUTION INTRODUCED BY EXECUTIVE COMMITTEE TO AMEND
RESOLUTION NO. 234-16**

WHEREAS, Resolution No. 234-16, adopted by the Sullivan County Legislature (hereinafter "Legislature"), requested that the New York State Legislature adopt Assembly Bill No.A10155 and Senate Bill S7754 permitting one deputy sheriff to elect coverage under Article 14-b; and

WHEREAS, the Office of the New York State Comptroller requests that the following language be included in the resolution: "BE IT RESOLVED: that the governing board of Sullivan County does hereby assume the additional cost required to provide the reopening of Section 551 of the Retirement and Social Security Law, pursuant to Chapter 145 of the Laws of 2016."

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby amends Resolution No. 234-16 to include the following clause: "BE IT RESOLVED: that the governing board of Sullivan County does hereby assume the additional cost required to provide the reopening of Section 551 of the Retirement and Social Security Law, pursuant to Chapter 145 of the Laws of 2016."

BE IT FURTHER RESOLVED, that all other clauses in Resolution No. 234-16 shall remain in effect.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2016.

5

**RESOLUTION NO. INTRODUCED BY THE EXECUTIVE COMMITTEE
ESTABLISHING THE COUNTY PROCUREMENT CARD PURCHASING POLICY and
NAMING THE COMMISSIONER OF MANAGEMENT AND BUDGET TO BE THE
PROGRAM ADMINISTRATOR OF THE COUNTY PROCUREMENT CARD**

WHEREAS, it is the opinion of the Sullivan County Legislature that there are instances in which it is in the best interest of the County to use a procurement card for goods and services, and

WHEREAS, the Sullivan County Legislature recognizes that in some instances it may be beneficial to use alternate purchasing and payment methods, and

WHEREAS, there is no formal policy in place for procurement cards and there is a need to establish a written policy for them, and

WHEREAS, in order to properly monitor the use of the procurement cards, it is necessary to adopt a formal policy and designate a Program Administrator.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby formally adopts the attached Procurement Card Purchasing Policy effective immediately, and

BE IT FURTHER RESOLVED that the Commissioner of Management and Budget is hereby appointed as the Program Administrator of the procurement card and is authorized to monitor the use of procurement cards by County employees / officials. In addition, the Program Administrator shall be authorized to take all actions required of the County in the agreement(s) by which the County acquires procurement cards.

**Moved by,
seconded by,
put to a vote declared duly adopted on motion.**

6

County of Sullivan

MASTERCARD

PURCHASE CARD POLICY

6A

Introduction

The County of Sullivan MasterCard Purchase Card Program is provided by PFM Financial Services LLC ("PFM") through BMO Harris Bank N.A., IL. The Purchase Card ("P Card") is a method of purchasing and remitting payment for approved expenditures. The Purchase Card can be used for retail purchases; i.e. in person or by mail, online, telephone or fax.

All Purchase Cards are issued at the request of the P Card Administrator. Sullivan County's P Card Administrator is the Commissioner of Management and Budget. The P Card Administrator will request and assign all Purchase Cards. Only authorized cardholders may use the Purchase Card. The Purchase Card is the property of Sullivan County and is only to be used for County purchases as defined in this policy. Card usage will be audited and the card may be rescinded at any time.

The P Card Administrator will appoint a P Card Coordinator, who will be responsible for day to day administration and review.

Each MasterCard Purchase Card will be assigned a monthly credit limit determined by the P Card Administrator. BMO Harris Bank will only take direction from the authorized program administrator. All requests for transaction, daily and monthly limit changes must be approved and made by the P Card Administrator, or BMO Harris Bank will not make those changes.

A detailed listing of each type of card, cardholders and card limits will be maintained by the P Card Administrator.

This policy provides the guidelines under which the Purchase Card may be utilized. Please contact the Commissioner of Management and Budget if you have any questions.

General Information

- The Purchase Card may be used at any merchant that accepts MasterCard credit cards.
- The Purchase Card is not to be used for personal purchases.
- The cardholder is responsible for the security of the card and any transactions made against the card.
- Use of the Purchase Card not in accordance with the guidelines established for this program will result in revocation of the card.
- BMO Harris Bank will pay merchants within 24-48 hours of (the merchants') posting of the transaction to MasterCard.
- The total purchase with the P Card shall not exceed the limits established for the Card. All Sullivan County purchasing rules, regulations, policies and procedures remain in effect and

bb

the P Card must not be used to circumvent them. Please review County Procurement Policy and contact the Purchasing Director if assistance is needed.

- As a municipality, Sullivan County is a tax exempt. It is the cardholder's responsibility to notify the merchant of such, as the data strip on the card does not carry such information embedded in it.
- Should you have questions or need assistance with a sales tax issue, contact the P Card Administrator.
- The cardholder is responsible for ensuring that any expense paid by the P Card is not otherwise submitted for payment to the Office of Audit and Control.
- Purchases should not be made with the P Card unless funding is available in the correct general ledger accounts. The cardholder may contact the Office of Audit & Control if assistance is required in confirming the correct general ledger and should contact the Treasurer's Office to confirm available funding for large ticket items.
- Original receipts and a copy of the Monthly Card Member Activity Report (printed from BMO Spend Dynamics Website) should be forwarded by the cardholder to the P Card Coordinator each month, within 3 days of the receipt of the invoice.

Procurement Requirements

The Procurement Policy must be strictly adhered to. Prior to issuing a payment using the P Card, one of the following should be obtained:

- Purchase order
- Fully Executed Contract
- Request to Attend – with County Manager's approval
- Or as otherwise acquired in conformity with the Sullivan County Procurement Policy

Unacceptable MasterCard Purchase Card Purchases

The following items define where the Purchase Card is not an appropriate choice:

- ❖ Alcoholic Beverages/tobacco
- ❖ Lottery Tickets, Gambling
- ❖ Cash Advances, or ATM's
- ❖ Gift Certificates

This list is not intended to be all-inclusive. If you have specific questions, please call your Purchase Card Administrator for assistance.

bc

Reconciliation and Payment

All original receipts for goods and services must be retained for payment. If a purchase is made via phone or mail, the cardholder should make reasonable effort to acquire a receipt/invoice from the merchant goods when the product is shipped, along with a packing slip to document the purchase. Each receipt and /or packing slip must be signed by the individual receiving the goods to verify their receipt. In the absence of a receipt/invoice, the cardholder shall document the absence of the receipt/invoice.

Each cardholder must log in to Spend Dynamics on a regular basis to verify daily activity is accurate. Cardholder will also need to reconcile their statement (at a minimum one time per month and can be reviewed within Spend Dynamics within 24-48 hours) for all transactions made against their MasterCard Purchase Card during the previous billing cycle. The P Card Coordinator will e-mail notifications to cardholders to review and approve the transactions on the 28th day of the month. Original receipts and a copy of the BMO Harris Bank Statement (printed from the website) should be forwarded to the P Card Administrator each month on the next business day.

The cardholder shall keep a transaction log of all receipts and statements. The log serves to remind cardholders of transactions and assists in reconciliation of the monthly statements. A periodic audit will be conducted of card activity, retention of receipts, reconciled detail and signed monthly statements.

Ensure credits for sales tax, billing errors, returned items, and reported disputes appear on the next monthly statement.

Disputing a Charge

The cardholder is responsible for the transactions identified on the statement. If an error is discovered the cardholder is responsible for showing that the error or dispute resolution process has been followed.

There may be an occasion when the items on the transaction log do not correlate with the retained receipts or monthly cardholder statement. Reconciliation of the monthly statement by the cardholder is very important to determine whether a particular transaction was made and/or if the amount of the transaction is correct, or if there is a quality or service issue.

The first recourse for the cardholder is to contact the merchant involved to try to resolve the error. If the merchant agrees that an error has been made, the account will be credited. The cardholder should highlight the transaction in question on the statement as a reminder that the item is still pending resolution and be sure to check that the credit is received on the next monthly statement.

If unable to resolve the issue directly with the merchant, the cardholder should contact the P Card Administrator with the detailed information regarding the dispute. The P Card Coordinator will contact customer service department at BMO Harris Bank. When disputing a charge on the

6d

Purchase Card, the County is required to submit the information in writing to initiate a claims dispute with BMO Harris Bank. The amount of the next monthly statement will be reduced by the amount of the disputed item until the question is resolved.

Any charge to be disputed must be identified in writing within 30 days of the statement date to BMO Harris Bank.

Lost or Stolen Cards

The MasterCard Purchase Card is the property of Sullivan County and must be kept in a secure location at all times. If the card is lost or stolen, the cardholder shall immediately contact the P Card Coordinator. The P Card Coordinator shall contact BMO Harris Bank customer service number immediately and notify the Purchase Card Administrator.

Upon notifying BMO Harris Bank, the card will be deactivated immediately. If the card is reported lost or stolen and is later used, the Merchant will decline it. Prompt action in these circumstances is very important to reduce the County's possible liability for fraudulent charges.

6e

**ACKNOWLEDGEMENT OF RECEIPT AND TERMS OF USE OF
THE MASTERCARD PURCHASE CARD**

I acknowledge that, on the date indicated below, I received a Sullivan County Purchase Card. I received a copy of the procedure manual explaining the use and responsibilities of the Purchase Card.

As an authorized user of the MasterCard Purchase Card, I understand that I am the only person authorized to make purchases with the Purchase Card issued to me and that such purchases must be in connection with my employment with, for the benefit of, and authorized by Sullivan County.

If the MasterCard Purchase Card is intentionally used for personal purchases, for unauthorized items or by someone other than myself, I hereby agree to pay either Sullivan County or the vendor for such purchases. *

I am responsible for reconciling monthly statements and maintaining accurate accounting records.

Should my employment with Sullivan County terminate, I am responsible for returning the Purchase Card to the Program Card Administrator immediately.

Name of Cardholder _____ Date _____
(Please Print)

Cardholder's Signature _____

Program Card Administrator's Signature _____

*

NOTE: In addition to the above consequences for misuse of the MasterCard Purchase Card, Sullivan County retains the right to take further action, whether in the form of disciplinary action, termination of employment, and/or legal prosecution, in the event of gross misuse or fraud involving County funds.

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(Fill in name of entity)
MasterCard Order Log

Cardholder Name: _____

Office Location:

Department: _____

For The Period:

Date Ordered	Date Delivered	Total \$ Amount	Description	Expense Code
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
18				
20				

Cardholder Signature: _____

Authorizing Signature:

Date: _____

Dept/Title:

Date:

RETAIN RECEIPTS, CARD STATEMENT AND LOG AT SITE/DEPARTMENT

66

Resolution No. _____

RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE

RESOLUTION TO AUTHORIZE A MODIFICATION AGREEMENT FOR CONSTRUCTION SERVICES FOR THE RESURFACING OF PORTIONS OF APPROXIMATELY 30 MILES OF VARIOUS COUNTY ROADS (“PROJECT”).

WHEREAS, Resolution No. 162-16, adopted April 21st, 2016, authorized an agreement with Sullivan County Paving and Construction, Inc. (“Agreement”) to provide construction services; and

WHEREAS, the Project involves the following: inlay of partial depth repairs on badly deteriorated sections of the existing pavement, a two (2) course overlay of the entire road section and replacement of existing pavement markings on the new wearing course; and

WHEREAS, additional construction services can be completed with previously allocated funds due to the aggressive pricing received during the competitive bidding process and the continued low price of performance graded asphalt binder; and

WHEREAS, the Division of Public Works has reviewed the need for additional construction services and recommends the approval of a Modification Agreement to cover the additional work.

NOW, THEREFORE, BE IT RESOLVED, that the County Legislature authorizes a Modification Agreement, for additional construction services with, Sullivan County Paving and Construction, Inc., at a cost not to exceed \$900,000 said Modification Agreement to be in such form as the County Attorney shall approve.

Moved by: _____,

Seconded by: _____,

and adopted on motion: _____, 2016

7

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

To: Sullivan County Legislature

Fr: Edward McAndrew

Re: Request for Consideration of a Resolution: Mod. Agree. - Resurf. Co. Rds.

Date: 9/15/16

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 a modification agreement with Sullivan County Paving, Inc. for additional construction services for the resurfacing of various County Roads. The continued, relatively low price of asphalt, in conjunction with aggressive pricing in the original bid, would allow for previously allocated funds to be utilized to resurface and/or repair additional road sections.

Is subject of Resolution mandated? Explain:

No - It is the responsibility of the County to maintain the County Road network for the safety of the traveling public.

Does Resolution require expenditure of funds? Yes No

If "Yes", provide the following information:

Amount to be authorized by Resolution: \$ 900,000.00

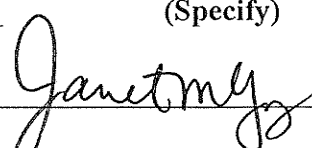
Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): D-5110-45-4518, D-5110-45-4786 and

If "No", specify proposed source of funds: D-5110-47

Estimated Cost Breakdown by Source:

County	\$ <u>200,000.00</u>	Grant(s)	\$ _____
State	\$ <u>700,000.00</u>	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.

TA

Request for Authority to Enter into Contract with [Agree.Mod. for exist. contract] of [Sullivan County Paving and Construction, Inc.]

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 04/28/2016 To 09/30/2016

Amount authorized by prior contract(s): 7,965,814.33

Resolutions authorizing prior contracts (Resolution #s): 162-16

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.]:

Asphalt paving operations are a material intensive process. Competitively bidding this work to suppliers is the most cost effective method to place large quantities of Hot Mix Asphalt. Contractor has exclusive plant access & trucking advantages.

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$ 8,865,814.33

Efforts made to find Less Costly alternative:

The road sections that will be paved in this contract are in a condition that the pavement treatment that will yield the lowest life cycle repair cost over the 15 year life of the pavement is a 3 inch overlay with spot partial depth repairs.

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

The road sections that will be resurfaced by this contract are on the County's Official Highway Inventory and all cost to repair them are borne by the County.

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

#R1

B-16-10

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

Pre-Legislative Approvals:

- A. Director of Purchasing: ^{Assistant} Aylin Sew Date 9/12/16
- B. Management and Budget: Janet Myz Date 9/13/16
- C. Law Department: [Signature] Date 9/12/16
- D. County Manager: [Signature] Date 9/13/16
- E. Other as Required: _____ Date _____

Vetted in Executive Committee Committee on 09/15/2016

7c