

PUBLIC WORKS COMMITTEE

October 13, 2016 – 11:15 AM

Committee Members: Perrello (Chair), McCarthy (Vice Chair),
Rajsz, Owens, Samuelson, Alvarez, Sorensen

PRESENTATION:

DISCUSSIONS:

1. Jail
2. Seasonal Work Program update
3. Western Sullivan Transfer Station with Gary Maas, Town of Cochection Supervisor

RESOLUTIONS:

1. Resolution to authorize the filing of an application for a State Grant In-Aid for the Household Hazardous Waste assistance program and signing of the associated state contract.
2. Resolution to authorize a modification to the agreement for construction inspection services for the Realignment of County Road 173 at the intersection of State Route 17 Exit 106 east bound ramps.
3. Resolution to authorize award and execution of a Modification Agreement with Jane Axamethy d/b/a The Bake House at the SCIA.
4. Resolution to authorize Modification of the Custodial Cleaning Services contract to include the Shared Health Clinic Facility.

REPORTS:

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: To apply for a HHW Assistance Grant

Date: October 13, 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 authorize the filing of an application for a State Grant-in-Aid for a Household Hazardous Waste Assistance Program.

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: Reimbursement grant for funds exper

Estimated Cost Breakdown by Source:

County	\$8,379.24	Grant(s)	\$ _____
State	\$8,379.24	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 Environmental Conservation _____]

Nature of Other Party to Contract: .

Other:

Duration of Contract: From 04/01/2016 To 03/31/2017

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

If "Yes" provide the following information:

Dates of prior contract(s): From _____ To _____

Amount authorized by prior contract(s): _____

Resolutions authorizing prior contracts (Resolution #s): _____

Future Renewal Options if any:

N/A

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

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

Provides funding for a program the Legislature has supported.

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.)

N/A

Not Applicable

Person(s) responsible for monitoring contract (Title): William Cutler, Recycling Coord

Pre-Legislative Approvals:

A. Director of Purchasing: *[Signature]* Date 10/6/16

B. Management and Budget: *[Signature]* Date 10/12/16

C. Law Department: *[Signature]* Date 10/7/16

D. County Manager: *[Signature]* Date 10/6/16

E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

**RESOLUTION NO. _____ INTRODUCED BY PUBLIC WORKS COMMITTEE
TO AUTHORIZE THE FILING OF AN APPLICATION FOR A STATE GRANT IN-AID FOR
THE HOUSEHOLD HAZARDOUS WASTE STATE ASSISTANCE PROGRAM AND SIGNING
OF THE ASSOCIATED STATE CONTRACT, UNDER THE APPROPRIATE LAWS OF NEW
YORK STATE.**

WHEREAS, the State of New York provides financial aid for household hazardous waste programs; and

WHEREAS, the County of Sullivan herein called the MUNICIPALITY, has examined and duly considered the applicable laws of the State of New York and the MUNICIPALITY deems it to be in the public interest and benefit to file an application under these laws; and

WHEREAS, it is necessary that a Contract by and between THE PEOPLE OF THE STATE OF NEW YORK, herein called the STATE, and the MUNICIPALITY be executed for such STATE Aid; and

WHEREAS, the Sullivan County Legislature hereby authorizes the County Manager and / or the Chairman of the County Legislature to execute any and all necessary documents to accept the award, should one be granted, and enter into an award agreement or contract in order to administer the funding secured, in such form as the County Attorney shall approve.

NOW, THEREFORE, BE IT RESOLVED BY the County of Sullivan Legislature

1. That the filing of an application in the form required by the State of New York in conformity with the applicable laws of the State of New York including all understanding and assurances contained in said application is hereby authorized.
2. That County Manager, or his/her designee is directed and authorized as the official representative of the MUNICIPALITY to act in connection with the application and to provide such additional information as may be required and to sign the resulting contract if said application is approved by the STATE;
3. That the MUNICIPALITY agrees that it will fund the entire cost of said household hazardous waste program and will be reimbursed by the State for the State share of such costs.
4. That four (4) Certified Copies of this Resolution be prepared and sent to the New York State Department of Environmental Conservation, Albany, New York 12233-7253, together with a complete application.
5. That this resolution shall take effect immediately.

BE IT FURTHER RESOLVED, that should the NYS Department of Environmental Conservation's Household Hazardous Waste 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 _____, 2016.

Grant Concept Approval Form

The Division of Management and Budget must acknowledge all funding sources (*which includes discretionary and private foundation [competitive], formula allocations, legislative member items and entitlements*) in concept prior to an application submission. This form must be submitted directly to the Department of Grants Administration within OMB, and subsequently approved by the County Manager.

Date Form is submitted: 9/20/16 Grant Deadline: 10/1/16 thru 10/31/16

Type of Funding: Discretionary/Private Foundation _____ Allocation, Legislative Member Item or Entitlement

Type of Grant Submission: Hard Copy e-File Grants.gov Other: _____

CFDA # N/A (if applicable) American Recovery & Reinvestment Act (ARRA) Funding Yes No

DUNS # 08 407 4228

Contact Person/Title and Department Name: William Cutler, II –Recycling Coordinator / SC Div. Pub. Works /Solid

Grant Title and Granting agency/Organization: SFY 2016 - 2017 / Household Hazardous Waste Program / NYS

Amount Requested: 50% Reimb. of \$16,750 Term of the Grant: start 4/1/2016 end 3/31/2017

How will this grant benefit the Division/Department?

Funds will be used to reimburse costs incurred for conducting Household Hazardous Waste (HHW) Program within the County being administered by SC Div. of Public Works / Solid Waste and Recycling.

Matching Funds:

1. Will a CASH Match be required for the grant? Yes No If yes, specify amount and how the match will be met.

2. Explain other match requirements and County obligations of the grant (staff time, space, technology, equipment, etc.)
County is expected to absorb 50% of total project costs – NYS reimburses the other 50% to County.

3. Does the grant involve the acquisition of technology? (software, hardware, etc.) Yes No

Personnel:

4. Does this grant create new county government positions? Yes No

If Yes, justify the hiring of a new staff vs. sub-contracting a service or explain if existing staff can be utilized:

County Obligations:

5. Is the county required to initially use county funds in order to be reimbursed by the grant? Yes No

If Yes, please explain the timeframe for advance funding and reimbursement:

NYS contract timeframe. County must incur all expenses and subsequently request reimbursement under contract

6. What is the plan for after the grant expires?

A. The program/project will be discontinued and all grant funded positions terminated? Yes No

B. If no, please describe alternatives: Normally a continuous source of funds. If change, other funding sources

7. Will there be any ongoing impact on county budgets after the grant expires? Yes No If yes, please describe:

Household hazardous waste will still need to be collected and be an expense needing to be addressed within

8. What will happen with the equipment and/or assets purchased with grant funds after the grant expires?

Owned by and available to the county County-owned and used by the department

Other: N/A

Grant Assistance: (*Requests are reviewed and will receive assistance, if available, in order of priority set by the County Manager*)

9. What assistance will you need to submit this application?

None – review and approval only

Coordinate application (track progress and internal deadlines, obtain signatures, support letters, etc.)

Facilitate collaboration between departments, towns, villages, agencies, organization, etc

Grant Review and Final Edit

Grant Packaging

Grant narrative, documentation and financial analysis

Approval: County Manager _____ Date: _____

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

To: Sullivan County Legislature

Fr: Edward McAndrew, P.E., Commissioner

Re: Request for Consideration of a Resolution: Co. Rd. 173 Roundabout Constr. Inspct.

Date: October 13, 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.]

Authorize the County Manager to execute a modification agreement with McFarland Johnson, Inc. to provide additional construction inspection services for the roundabout that is under construction at Co. Rd. 173 and NYS Rte. 17 related to the Adelaar casino resort development and for technical review services related to any future non-casino components in the planning phase.

Is subject of Resolution mandated? Explain:

No, however the County must ensure compliance to plans and specs and does not have the full time construction inspection resources.

Does Resolution require expenditure of funds? Yes No

If "Yes", provide the following information:

Amount to be authorized by Resolution: \$ 100,000.00

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): D-5020-40-4006

If "No", specify proposed source of funds: Adelaar Developer, LLC

Estimated Cost Breakdown by Source:

County	\$ _____	Grant(s)	\$ _____
State	\$ _____	Other	\$ <u>100,000.00</u>
Federal Government	\$ _____	(Specify)	<u>Escrow Account w/Co.</u>

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.]:

The County does not have the resources to provide full time onsite construction inspection services nor review of detailed traffic analysis data and plans.

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$100,000.00

Efforts made to find Less Costly alternative:

All costs will be borne by the developer Adelaar Developer, LLC through an escrow account with the County

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

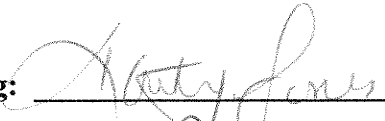

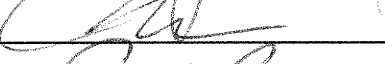
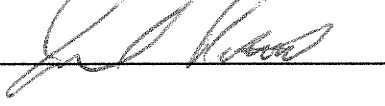
N/A

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

Pre-qualified consultant list not applicable off State Approved list

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

Pre-Legislative Approvals:

- A. Director of Purchasing:  Date 10/16/16
- B. Management and Budget:  Date 10/12/16
- C. Law Department:  Date 10/7/16
- D. County Manager:  Date 10/16/16
- E. Other as Required: _____ Date _____

Vetted in Public Works Committee Committee on 10/13/2016

**RESOLUTION NO. INTRODUCED BY THE PUBLIC WORKS COMMITTEE TO
AUTHORIZE A MODIFICATION TO THE AGREEMENT FOR CONSTRUCTION
INSPECTION SERVICES FOR THE REALIGNMENT OF COUNTY ROAD 173 AT THE
INTERSECTION OF STATE ROUTE 17 EXIT 106 EAST BOUND RAMPS. (THE
PROJECT).**

WHEREAS, the developer Adelaar Developer, LLC, is building a destination resort community in the Town of Thompson, Sullivan County, N.Y. As a result, this developer has received a Highway Work Permit from the County of Sullivan to reconfigure the existing County infrastructure (County Road 173), in the area of the proposed resort, in order to accommodate the increased traffic volumes projected, once the resort is complete; and

WHEREAS, Resolution No. 210-15 authorized an agreement for McFarland Johnson, Inc. (the Consultant) to provide Construction Inspection Services during the construction phase of the reconfiguration of County Road 173; and

WHEREAS, additional Construction Inspection Services are required as the duration of the project is longer than that which was specified in the original agreement; and

WHEREAS, the same developer, now has an application for site plan approval before the Town of Thompson planning board, for the first of it's non-casino components (Waterpark and Resort Hotel) at the Adelaar project; and

WHEREAS, the developer has indicated that they are planning other, non-casino components in the future; and

WHEREAS, any or all of these proposed, additional projects will have some impact on the County's infrastructure, thereby necessitating technical review of same; and

WHEREAS, the Division of Public Works has reviewed the need for additional construction inspection services, along with technical review services and recommends the approval of a Modification Agreement for the additional work; and

WHEREAS, Adelaar Developer, LLC has previously entered into an Escrow Agreement with the County providing for the deposit of funds with the County to cover the costs associated with the Construction Inspection Services conducted by McFarland Johnson, Inc., in regard to the reconfiguration of County Road 173; and

WHEREAS, due to the additional services to be provided by McFarland Johnson, Inc. and the costs associated therewith the Escrow Agreement must be modified; and

WHEREAS, Adelaar Developer, LLC has agreed to deposit funds with the County sufficient to pay the costs associated with the additional services of McFarland Johnson, Inc.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager is authorized to execute a Modification Agreement for additional services with, McFarland Johnson, Inc. at a cost not to exceed \$100,000, said Modification Agreement to be in such form as the County Attorney shall approve; and

BE IT FURTHER RESOLVED, that the County Manager is hereby authorized to execute a Modification Agreement to the Escrow Agreement with Adelaar Developer, LLC to provide for an additional deposit(s) of funds, not to exceed \$100,000, to cover the costs associated with the additional services to be provided by McFarland Johnson, Inc., said Modification Agreement to be in a form approved by the County Attorney's Office.

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

**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: October 13, 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.]

Authorize award and execute Modification Agreement with Jane Axaemthy d/b/a
The Bake House at the SCIA.

Is subject of Resolution mandated? Explain:

No

Does Resolution require expenditure of funds? Yes ___ No

If "Yes", provide the following information:

Amount to be authorized by Resolution: \$ _____

Are funds already budgeted? Yes ___ No ___

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

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

Estimated Cost Breakdown by Source:

County	\$ _____	Grant(s)	\$ _____
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State	\$ _____	Other	\$ _____
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Federal Government	\$ _____	(Specify)	_____
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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 [Jane Aexamethy d/b/a The Baker] of
[_____]

Nature of Other Party to Contract: .

Other:

Duration of Contract: From 08/20/2016 To 08/27/2017

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

If "Yes" provide the following information:

Dates of prior contract(s): From 08/27/2013 To 08/19/2016

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.]:

Contract provides a source of revenue to the County.

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.)

RFP - R-13-01

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

Pre-Legislative Approvals:

- A. Director of Purchasing: [Signature] Date 10/6/16
- B. Management and Budget: [Signature] Date 10/2/16
- C. Law Department: [Signature] Date 10/7/16
- D. County Manager: [Signature] Date 10/6/16
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

**RESOLUTION NO. INTRODUCED BY PUBLIC WORKS COMMITTEE TO
AUTHORIZE AWARD AND EXECUTION OF A MODIFICATION AGREEMENT
WITH JANE AXAMETHY D/B/A THE BAKE HOUSE AT THE SULLIVAN COUNTY
INTERNATIONAL AIRPORT.**

WHEREAS, this modification agreement shall modify the agreement between the parties dated August 27, 2013, (“original agreement”), and entered into pursuant to Resolution No. 212-13, adopted by Sullivan County Legislature on May 16, 2013 and Resolution No. 324-15, adopted by Sullivan County Legislature on August 20, 2015; and

WHEREAS, pursuant to Resolution No. 212-13 and 324-15, the contract period has been extended through August 27, 2017 at a monthly price of \$192.94; and

WHEREAS, all other terms and conditions shall remain unchanged.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager be and hereby is authorized to execute a Modification Agreement with Jane Axamethy d/b/a The Bake House, in accordance with the RFP, R-13-01, said contract to be in such from as the County Attorney shall approve.

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

MODIFICATION AGREEMENT

CAFÉ OPERATIONS AT SULLIVAN COUNTY INTERNATIONAL AIRPORT

THE BAKE HOUSE

This agreement is made as of _____, 2016, between the County of Sullivan (“County”), a municipal corporation with offices at the Sullivan County Government Center, 100 North Street, Monticello, New York 12701 and Jane Axamethy d/b/a The Bake House, 10 Horseshoe Lake Road, Kauneonga Lake, New York 12749, (“Contractor”).

1. This modification agreement shall modify the agreement between the parties dated August 27, 2013, (“original agreement”), and entered into pursuant to Resolution No. 212-13, adopted by Sullivan County Legislature on May 16, 2013 and Resolution No. 324-15, adopted by Sullivan County Legislature on August 20, 2015.
2. Pursuant to Resolution No. 212-13 and 324-15, the contract period has been extended through August 27, 2017 at a monthly price of \$192.94.
3. All other terms and conditions shall remain unchanged.

County of Sullivan

Joshua Potosek, County Manager: _____

Contractor

Jane Axamethy d/b/a The Bake House _____

Approved As To Form:

Assistant County Attorney: _____

**RESOLUTION NO. 212-13 INTRODUCED BY GOVERNMENT SERVICES
COMMITTEE TO AUTHORIZE AWARD & EXECUTION OF CONTRACT**

WHEREAS, proposals were received for the Operation of the Café at the Sullivan County International Airport, White Lake, NY, and

WHEREAS, the proposal received from Jane Aexamethy dba The Bake House, 10 Horse Shoe Lake Road, Kauneoga Lake, NY 12749, is considered the most responsible contractor for such work, and

WHEREAS, the Division of Public Works has approved said proposal and 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 Jane Aexamethy dba The Bake House, at a contract price of \$175.00/month, for two (2) years with an option to extend for three (3) yearly renewals through 2017, to be paid to the County and in accordance with the RFP, R-13-01, dated January 25, 2013, said contract to be in such form as the County Attorney shall approve.

Moved by Mr. Sorensen, seconded by Mr. Rouis, put to a roll call vote, unanimously carried and declared duly adopted on motion May 16, 2013.

**RESOLUTION NO. 324-15 INTRODUCED BY GOVERNMENT SERVICES
COMMITTEE TO AUTHORIZE AWARD AND EXECUTE MODIFICATION
AGREEMENT**

WHEREAS, pursuant to Resolution No. 212-13, adopted by the Sullivan County Legislature on May 16, 2013, "original agreement", the County entered into a contract with Jane Axaemethy d/b/a The Bake House, on August 27, 2013, to operate the Café at the Sullivan County International Airport, and

WHEREAS, the initial contract period was for two (2) years, with an option to extend for three (3) yearly renewals through 2017, and

WHEREAS, the contract period should read, "...with an option to extend for three (3) yearly renewals through August 26, 2017, at five percent (5%) per annum increase.", and

NOW, THEREFORE, BE IT RESOLVED, that the County Manager be and hereby is authorized to execute a Modification Agreement, modifying the agreement with Jane Axaemethy d/b/a The Bake House, correcting the contract period language, as per Request for Proposal, R-13-01, said modification to be in such form as the County Attorney shall approve.

Moved by Mr. Rouis, seconded by Mrs. LaBuda, put to a vote with Ms. Vetter, Mrs. Gieger and Mrs. Edwards absent, unanimously carried and declared duly adopted on motion August 20, 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:

Date: October 13, 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.]

Authorize Modification of the Custodial Cleaning Services contract to include the Shared Health Clinic Facility.

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: \$ 35,868.00

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): A-1620-22-40-4015

Pending Budget modification

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

Estimated Cost Breakdown by Source:

County	\$ <u>35,868.00</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.

Request for Authority to Enter into Contract with [Facilities Maintenance Corp.] 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.]:

County does not have resources in-house to complete additional cleaning services requested at the Shared Health Clinic Facility.

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$35,868.00 per year

Efforts made to find Less Costly alternative:

Competitive bidding

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

N/A

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)
B-15-42 B-14-52

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

Pre-Legislative Approvals:

- A. Director of Purchasing: [Signature] Date 10/6/16
- B. Management and Budget: [Signature] Date 10/12/16
- C. Law Department: [Signature] Date 10/7/16
- D. County Manager: [Signature] Date 10/6/16
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

**RESOLUTION NO. INTRODUCED BY PUBLIC WORKS COMMITTEE TO AUTHORIZE
MODIFICATION OF THE CUSTODIAL CLEANING SERVICES CONTRACT TO INCLUDE THE
SHARED CLINIC FACILITY**

WHEREAS, an agreement was executed with Facilities Maintenance Corporation for Custodial Cleaning Services, dated September 23, 2015, pursuant to Resolution No. 365-15, adopted by the Sullivan County Legislature on September 17, 2015; and

WHEREAS, additional cleaning services are required for the Complete Cleaning of the Shared Clinic Facility, 50 Community Lane, Liberty, New York 12754, commencing November 1, 2016; and

WHEREAS, the Sullivan County Division of Public Works recommends that a modification agreement be executed.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager be and hereby is authorized to execute a modification agreement with Facilities Maintenance Corporation, for \$2,989.00/month, for a total annual cost of \$35,868.00, in accordance with the proposal dated September 20, 2016, for custodial cleaning services for the Shared Clinic Facility, and in accordance with the bid terms and conditions, B-15-42, said modification agreement be in such form as the County Attorney shall approve.

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

PUBLIC WORKS COMMITTEE
Monthly Report – October 13, 2016

SEPTEMBER 2016 MONTHLY REPORT

BUILDINGS & GROUNDS

- Bridge #438 – plate deck
- Continued Bridges #36 and #22
- Repaired farm tank at the Landfill
- Continued electric work in the MIS building at the SCIA
- Installed storage units in the new vans
- Installed new cooling units in the Eldred Radio building
- Delivered and picked up voting machines
- Closed parks for the season

PARKS & RECREATION

- Continued operating D&H Canal Interpretive Center full time
- Completed summer season and began winter close up of Fort Delaware and Lake Superior
- Continued issuing parks permits and following up with group invoicing
- Continued working with sign shop to update parks signage
- Completed Clean Team season tally totals
- Completed seasonal total tallies for Lake Superior and Fort Delaware
- Conducted Park & Recreation Commission meeting
- Continued monitoring mowing contractor work
- Dealt with porta pottie contractor issue
- Participated in meeting with DOT and Town of Liberty regarding rail trail
- Participated in County Trail Committee meeting and site visit at Parksville Rail Trail location
- Participated in Mamakating Canal Committee monthly meeting
- Suggested changes to annual mowing contract bid documents
- Assisted with Highway Permitting process
- Continued assisting with SCIA Wayfinding Signage project
- Continued providing guidance to buildings staff on various issues

SHOP STAFF

- 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
- Continued to make repairs to mowers
- Repaired and repainted body damage on vehicles

- Completed estimates on damaged vehicles
- Continued sandblasting and painting DPW equipment and snow equipment

SIGN SHOP

- Fabricated signs for Division of Public Works and Towns
- Repaired signs on county roads and bridges
- Sign Shop inventory data entry for 2014-2015
- Made repairs to the Striper
- Continued 2015-2016 sign inventory
- Installed detours

AIRPORT

- Completed monthly Airport Rescue and Fire Fighting training (ARFF)
- Completed required monthly weather observations
- Continued coordination of the Terminal Access Roadway and Traffic Circle Rehabilitation Project
- Prepared and submitted potential projects to the FAA for funding
- Assisted in the research and issuance of highway permits for drainage, roadway access, utility locations and overweight / oversize vehicles

BRIDGES

- Addressed NYSDOT bridge flags for Bridges 248, 404 (LIB) and 282 (ROC)
- Reviewed Bridge 45 construction and inspection contracts for extra work and started preparation of no cost revisions to both contracts that are being completed under budget
- Continued inspection, engineering assistance and concrete material testing work for the Bridge 36 (MAM) construction project
- Continued quality assurance inspection work and administration and project management work for the Bridge 369 (NEV) construction and inspection contracts
- Continued coordination with the Village of Jeffersonville Water Department for the construction work needed to relocate its water main on Maple Avenue
- Submitted a grant application for the possible NYSDOT Bridge NY Program funding of projects to replace Bridges 192 and 301(NEV)
- Continued inspection and engineering assistance during construction work for the replacement of Bridge 22 (CAL)
- Completed the preparation of plans and details for an extension of Depot Road to replace Bridge 259 (MAM)
- Prepared and submitted to NYSDOT an application for a Highway Work Permit to allow the construction of the Depot Road Extension and relocate Depot Road access to State Route 209
- Coordinated with the Mamakating Superintendent of Highways and Orange and

Rockland Power Authority for minor relocation of electrical service for the Extension of Depot Road Project

- Completed continuation for preliminary engineering and planning and continued to monitor the seat beams for rotational changes in response to Flags received from NYSDOT for the replacement of Bridge 98 (BET)
- Completed coordination and contract management of soil borings and geotechnical services needed for six (6) bridges planned to be replaced
- Completed a quality control review of a typical 2016 geotechnical report submitted for the geotechnical services contract
- Continued the review of bridge inspection reports to identify steel repair work needed
- Completed coordination with a property owner to facilitate the removal of trees and brush at the downstream toe of the Toaspern Dam
- Continued research of NYSDEC permit requirements for the removal of stumps and root balls from the upstream and downstream embankments of the Toaspern Dam
- Continued research of products applicable for coating sheet piles and H piles to protect steel from rusting where exposed to water
- Assisted the Town of Fallsburg with the requirements for the closure of town roads and prepared a certificate for the closure of roads for use by town Highway Superintendents
- Prepared a Level 1 Load Rating for the temporary repairs made to Bridge 259 (MAM)
- Prepared the 3rd Quarter Performance Measures Report
- Started the annual inspection of bridges and large culverts
- Continued Village of Woodridge/Town of Fallsburg DPW coordination for the relocation of the Village's sanitary sewer for the 2017 replacement of Bridge 47 (FAL)
- Completed sampling and testing of Ice Control Materials and recommended contract award
- Expedited the procurement of materials for the replacement of the downstream side Bridge 62 (LIB) railing system

BUILDINGS

- Completed weekly foster care home inspections and reports for the Department of Family Services (DFS)
- Proceeded with Department of State (DOS) mandated 2016 Building Inspections and Reports with Annual/Triennial Building Inspection Summary Chart
- Government Center New York Power Authority (NYPA) coordination with Pres Energy Technicians for Energy Efficiency Project
- Adult Care Center grants proposed window project estimate for application submittal

- Department of Labor forms for Lake Superior door project completion
- Government Center Annex means of egress code research and plan
- Researched Government Center electric car code
- New York State Department of Environmental Conservation (NYSDEC) Petroleum Bulk Storage (PBS) Renewal Application package for the Sullivan County Barryville DPW Facility
- Sullivan County DPW Barryville Facility Petroleum Bulk Storage (PBS) gas and diesel aboveground tank specifications
- Emergency Services Training Facility (ESTF) Parking Lot Lighting field pictures and Payment Application #2 for project completion
- Cooling Tower field sampling and email coordination
- Department of Family Services conference room darkening drape online research and requisition
- Courthouse Roof Repair and Elastomeric Membrane project coordination
- FCC Bluewing error revision to new license WQXT445 with online FCC601 form after MIS FCC application update
- FCC Prior Coordination Notification (PCN) paper copy review and email copy review
- Continued with mandated Federal Communications Commission radio license renewal and modification forms for EMS, sheriff, fire service, highway maintenance, microwave and local government
- Prepared and submitted the Human Service Complex and Airport mandated monthly water chlorination system Operation Report calculations and letters to NYSDOH
- Completed weekly water testing at the Human Service Complex water chlorination system with documentation
- Water lab invoice and voucher review and approval
- Provided technical support for County facility operations and maintenance
- Weekly meetings with the Commissioner

HIGHWAYS

- Provided ROW information to the public
- Continued to advance the County Road 173 (THO) reconstruction project – right-of-way acquisition status with consultant and NYSDOT
- Continued to coordinate with the County’s construction inspection consultant (MJI) on design issues and requests for information (RFI’s) for the County Road 173 / Exit 106 (THO) roundabout project related to the proposed EPT Concord development (MJI participating in weekly construction meetings on County’s behalf and providing onsite inspection services – County providing additional oversight and guidance as necessary – coordinated with MJI on additional escrow funding needed from EPT – final paving of roundabout being scheduled)
- Resolved billing reductions per specification based on testing results for the 2016

- contract surface treating of approximately 45 miles of county road (County Roads 12, 23, 25, 26, 56, 72, 73, 84, 85, 101 and part of 102 and 108)
- Coordinated with contractors for 2016 contract paving and striping of approximately 30 miles of county road - field marked rebates and milling areas for repair - checked sign layout - provided daily inspection, quantity tracking, material testing coordination, scheduling and billing oversight for paving and striping operations - County Roads 31, 45/45A, 49, 111, 112, and 154 completed - (22 out of 30 miles or 75%) – County Road 146 repaired – County Roads 91, 124, 179 and 179A underway
 - Continued with survey construction layout of footings, wings and abutments for replacement of County Bridges 22 (CAL) and 36 (MAM)
 - Completed the close-out of the embankment stabilization project on County Road 127 (CAL) with soil nailing contractor GSI – assisted operations with new headwall and invert elevations in preparation for paving of County Road 127 along with catch basin grades for paving of County Road 179
 - 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 25 (TUS) – FOIL request for information related to a previously approved access permit; County Road 45 (THO) – shoulder material complaint; County Road 104 (FAL) – Hurleyville sidewalks and Loch Sheldrake sewer replacement; County Road 112 (COC) - sight distance measurement at proposed access; County Road 142 (LIB) – processed speed zone request through to NYSDOT; County Road 149 (ROC) – Dollar General permit revised plans; ACC facility (LIB) - prepared an estimate for the proposed repaving of the existing parking lots and; provided comments to county planning for G.M.L. 239 review on the following County Roads (CR) : CR's 109 / 161 (THO) – Water park and Resort Hotel and CR 176 (LIB) – HASC improvements

SOLID WASTE & RECYCLING - MONTHLY REPORT

Month	2015 tonnage (T)	2015 tonnage (T)
January	2,368	2,846
February	2,212	3,045
March	3,075	3,884
April	3,908	4,055
May	4,274	4,776
June	5,757	6,532
July	9,188	9,418
August	8,486	10,205
September	4,755	
October	4,045	
November	3,403	
December	4,436	
TOTAL	55,907	

(T) - Total Monticello Transfer Station

SOLID WASTE

- 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
- Continued preparation of annual reports for the Landfill
- Completed report for CBS update at the Pretreatment Plant
- Compiled closed capped Landfill reporting data
- Attended WasteWorks training on updated computer program

RECYCLING

- Continued coordination of E-Scrap clean outs (23.26 tons removed, estimated approximately 18 tons remains at transfer stations) with Advanced Recovery, Inc.
- NYSDEC Collection Day Report for Household Hazardous Waste Event II
- NYSDEC E-Scrap reimbursement grant documentation for 50% match funding opportunity
- Climate Action Plan Materials Management Update with Office of Sustainable Energy
- Fall Municipal Cleanup Program coordination
- WasteWorks solid waste & recycling accounts management software training
- Adopt-A-Road Program updates

- Single Stream Recycling Contract with ReCommunity, Inc.
- Materials Management seminar provided at Town of Mamakating Library
- Recycling program updates for online content prepared
- Attended Sullivan County Bimonthly Sustainability Advocates' Meeting
- Rx Task Force participation with Public Health Services
- Public Works Committee recycling update
- Review recycling program vouchers
- Single Stream Recycling Program ongoing education/program promotion
- Continued marketing coordination with Treasurers Department and Office of General Services for marketing, sale and tracking of recyclables
- Continued review of Materials Management Program water & leachate sampling invoices from Pace Analytical Laboratories