

PUBLIC WORKS COMMITTEE

January 12, 2017 – 11:15 AM

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

PRESENTATION:

DISCUSSIONS:

1. Jail
2. Road Program

RESOLUTIONS:

1. Resolution to authorize a Shared Services Agreement (SSA) for emergency assistance with the New York State Department of Transportation (NYSDOT).

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 authorize a Shared Service Agreement

Date: January 12, 2017

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 Highway Superintendent to enter into a Shared Services Agreement with the NYSDOT which would allow NYSDOT to provide emergency assistance to municipalities in the absence of a Governor's Emergency Declaration.

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)	\$ _____
State	\$ _____	Other	\$ _____
Federal Government	\$ _____	(Specify)	_____

Verified by Budget Office: Janetmy

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 [NYSDOT] of
[165 East Broadway, Monticello, NY 12701]

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. ^{Assistant} Director of Purchasing: Cynthia Lewis Date 1/6/17
- B. Management and Budget: Janet Myers Date 1/19/17
- C. Law Department: [Signature] Date 1/6/17
- D. County Manager: [Signature] Date 1/10/17
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

**RESOLUTION NO. INTRODUCED BY PUBLIC WORKS COMMITTEE TO
AUTHORIZE A SHARED SERVICE AGREEMENT FOR EMERGENCY ASSISTANCE
WITH THE NEW YORK STATE DEPARTMENT OF TRANSPORTATION (NYSDOT)**

WHEREAS, NYSDOT has a mechanism that allows for emergency assistance to municipalities in the absence of a Governors Emergency Declaration; and

WHEREAS, under this program services or materials up to \$10,000 can be utilized; and

WHEREAS, in order to be eligible a Shared Services Agreement (SSA) must be in place between the County and the State of New York.

NOW, THEREFORE, BE IT RESOLVED, that the County Highway Superintendent is hereby authorized to execute a SSA with the NYSDOT; and

BE IT FURTHER RESOLVED, that such SSA shall be in a form approved by the County Attorney.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2017.

PUBLIC WORKS COMMITTEE
Monthly Report – January 12, 2017

DECEMBER 2016 MONTHLY REPORT

BUILDINGS & GROUNDS

- Replaced wall unit in the Court House
- Replaced the generator in the MIS building
- Replaced a hot water heater in the Jail
- Installed new radios in vehicles
- Replaced pump, repaired a door and replaced an overhead door at the Landfill
- Installed a new steamer at the Adult Care Center

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
- 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
- Continued 2015-2016 sign inventory

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

BRIDGES

- Addressed NYSDOT bridge flags for Bridge 183 (MAM)
- Continued to close-out the inspection agreement and prepared a solicitation to procure consultant audit services, assembled closeout documents, prepared a financial summary report, processed final contractor invoices and provided follow-up for the receipt of close-out documents from the contractor for the Bridge 45 (FAL) Replacement Project
- Continued inspection and engineering assistance during construction for the

- Bridge 36 (MAM) and Bridge 22 (CAL) replacement projects
- Conducted a final inspection of the Bridge 369 (NEV) construction work and coordinated follow-up for close-out items
 - Continued coordination with the Village of Jeffersonville Water Department for the construction work needed to relocate its water main on Maple Avenue.
 - Prepared and submitted a Final Submission to NYSDOT Permit Office for obtaining a Work Permit for the Depot Road Extension Project that will eliminate the need for Bridge 259 (MAM)
 - Prepared and submitted an application to NYSDEC for a Stream Disturbance permits needed for the construction of the Depot Road Extension (MAM)
 - Continued preliminary engineering and planning and the monitoring of the Bridge 98 (BET) seat beams for rotational changes in response to Flags received from NYSDOT
 - Reviewed a yellow flag regarding the underwater condition of the Bridge 183 (MAM) abutment piles, analyzed the need for action and coordinated the posting of the bridge to five (5) tons
 - Completed final review of the geotechnical engineering work completed for six (6) bridges
 - Based upon the findings of the Annual Inspection of Bridges steel repair work has been identified and prioritized
 - Completed the preparation of condition and work need summaries for each bridge and large culvert that was inspected during the 2016 annual inspection
 - 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)
 - Continued coordination work for the procurement of materials for the rehabilitation of the Bridge 62 (LIB) railing system
 - Completed the preparation of a bid document for the solicitation of a painting contractor for the 2017 bridge painting contract and coordinated with the Office of General Services
 - Prepared solicitations to qualify consulting engineering firms for the County Bridge 192 (NEV) and Bridge 301 (NEV) Replacement Projects
 - Inspected Bridge 82's (MAM) flagged grating and reset the temporary traffic barrels
 - Assisted the Highway Unit for the topographic survey of Bridge 71 (MAM) needed for 2017 design work

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

- Continued with parks duties as needed; close out PO's, respond to phone inquiries, etc.

HIGHWAYS

- Provided ROW information to the public
- Continued to advance the County Road 173 (THO) reconstruction project – coordinated on right-of-way acquisition status with NYSDOT and consultant
- Continued to coordinate with the County's construction inspection consultant (MJI) on the completion of the County Road 173 / Exit 106 (THO) roundabout project related to the proposed EPT Concord development (prepared agreement modification for additional construction inspection services – County providing oversight and guidance for final construction closeout)
- Coordinated with paving contractor for final paving of County Bridges 22 and 36 – provided onsite inspection and quality control services – continued to closeout existing contract paving work – prepared agreement modification for additional striping and bridge paving
- 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) – distributed revised town highway maps, inventories and final certifications to all 15 town highway superintendent's and town clerk's
- Began the preparation of topographic base mapping for County Bridge 71 (MAM)
- 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 24 (TUS) – PennDOT utility release for Narrowsburg Bridge project; County Road 33 (HIG) – NYSDOT "access highway" request; County Road's 43 and 102 (FOR) – processed speed zone requests through to NYSDOT for consideration; Town Highway's 19 and 31 (DEL) and Town Highway 20 (LIB) - processed speed zone requests through to NYSDOT for consideration; Town of Mamakating "Bloomingburg Park" (MAM) – researched old town highway files and inventories for proof of ownership and; provided comments to county planning for G.M.L. 239 review on the following County Road (CR) : CR 93 (FRE) – Wayne subdivision
- Provided 2016 annual centerline miles by jurisdiction reporting for all County of Sullivan roads

- GC lobby Besam sliding door inspection & maintenance agreement revisions
- DCS 2nd floor waiting room renovation preliminary meeting and CAD planning
- Government Center New York Power Authority (NYPA) coordination with Pres Energy Technicians for Energy Efficiency Project
- Sullivan County DPW Barryville Facility Petroleum Bulk Storage (PBS) gas and diesel aboveground tank shop drawings
- Cooling Tower project invoice & voucher coordination
- Cooling Tower research for replacement of wet cooling towers with dry cooling towers
- Courthouse Roof Repair & Membrane project coordinator and punch list updates from contractor
- Petroleum Bulk Storage (PBS) tank charts for monthly inspection service specifications
- FCC letter of concurrency to Sussex County, NJ
- FCC Prior Coordination Notification (PCN) paper and email review
- Motorola Frequency Acquisition Transfer to Sullivan County - notification to the FCC via online forms with assistance from Motorola Counsel and E911 Coordinator
- 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
- State Learning Management System (SLMS) coordination for online class credit
- Submitted mandated Hazardous Waste Manifest Forms to NYSDEC and Environmental Protection Agency (EPA)
- Water lab invoice & voucher review & approval
- Continued to investigate leak issue at Court House
- Attended Project Management Workshop
- Provided technical support for County facility operations and maintenance
- Participated in Weekly Jail Project Progress Meetings
- Met with the Office of General Service. concerning upcoming projects and bids
- Participated in meeting concerning upcoming site projects at Liberty Complex
- Rewrote PBS Compliance and Inspection contract bid documents for OGS issuance
- Reviewed existing and future capital plan projects
- Prepared and submitted 4th quarter performance measure report
- Continued to assist with permits as needed