

PUBLIC WORKS COMMITTEE

February 14, 2017 – 2:30 PM

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

PRESENTATION:

DISCUSSIONS:

1. Jail

RESOLUTIONS:

1. Resolution to authorize award & execution of an agreement for Consultant Auditing Service for the CB 45 replacement project.
2. Resolution to authorize a hangar lease at the Sullivan County International Airport.
3. Resolution to authorize the County Manager to sign an authorization for New York Power Authority (NYPA) to proceed with the contract bid documents , issuance of an RFP for labor and materials and the development of the Customer Installation Commitment report for the Sullivan County Government Center.
4. Resolution to authorize an agreement for Consultant Inspection and Engineering Service for the 2017 Sullivan County Bridge Painting project.

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: Bridge 45 Project Consultant Audit

Date: February 9, 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.]

Authorize the County Manager to execute an agreement for Consultant Audit Services for the Bridge 45 Replacement Project Inspection Services Work.

Is subject of Resolution mandated? Explain:

Audit is mandated by the NYSDOT rules for the receipt of Federal and State funding of the Bridge 45 Replacement Project.

Does Resolution require expenditure of funds? Yes No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ 4,500.00

Pending Budget Modification

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): D5110-46-40-4002

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

Estimated Cost Breakdown by Source:

County	\$ <u>225.00</u>	Grant(s)	\$ _____
State	\$ <u>675.00</u>	Other	\$ _____
Federal Government	\$ <u>3,600.00</u>	(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. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.

Request for Authority to Enter into Contract with [EFPR Group CPAs, LLP] of
[6390 Main Street, Suite 200, Williamsville, NY 14221]

Nature of Other Party to Contract: Professional Other:

Duration of Contract: From 02/01/2017 To 06/30/2017

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:

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:

Chapter 17 - State-Local Agreement Close-Out, Procedures for Locally Administered
Federal Aid Projects, Section 17.2 Sponsor's Responsibilities.

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): \$4,500.00

Efforts made to find Less Costly alternative:

A public solicitation was made to obtain competitive proposals.

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

This project is 80% Federally funded and 15% State funded.

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

A request for proposals was publically solicited. R-16-47

Person(s) responsible for monitoring contract (Title): Robert Trotta, P.E., Bridge Engineer

Pre-Legislative Approvals:

- A. ^{Assistant} Director of Purchasing: Amyon Lewis Date 2/3/17
- B. Management and Budget: Janet Myers Date 2/7/17
- C. Law Department: Ally Date 2/7/17
- D. County Manager: John Brown Date 2/8/17
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

RESOLUTION NO. _____ INTRODUCED BY THE PUBLIC WORKS COMMITTEE TO AUTHORIZE THE COUNTY MANAGER TO EXECUTE AN AGREEMENT FOR CONSULTANT AUDIT SERVICES FOR THE COUNTY BRIDGE 45 PROJECT

WHEREAS, the Bridge 45 Replacement Project is a Locally Administered Federal Aid Project that provides 80% Federal and 15% State Funding; and

WHEREAS, the mandated rules for the receipt of Locally Administered Federal Aid Project funding, requires that the project consultant Barton & Loguidice, DPC be audited; and

WHEREAS, competitive proposals for services were solicited by the Department of Purchasing and Central Services; and

WHEREAS, the firm of EFPR Group CPAs, LLP with offices at 6390 Main Street, Suite 200, Williamsville, NY 14221, submitted the most responsible proposal for services; and

WHEREAS, the Division of Public Works recommends the award of an agreement for services to EFPR Group CPAs, LLP to provide the required services.


NOW, THEREFORE, BE IT RESOLVED, that the County Manager is authorized to execute an Agreement for Consultant Audit Services with EFPR Group CPAs, LLP, for an amount not to exceed \$4,500, said agreement to be in such form as the County Attorney shall approve.

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

**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: Authorize Chairman of Legislature to 

Date: February 9, 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 Chairman of the Legislature to enter into a 5 year lease
agreement for Airport Hangar Bay

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:  _____

Does Resolution request Authority to Enter into a Contract? Yes ___ No

If "Yes", provide information requested on Pages 2 and 3.

Request for Authority to Enter into Contract with [_____] of [_____]

Nature of Other Party to Contract: .

Other:

Duration of Contract: From _____ To _____

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

If "Yes" provide the following information:

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

Amount authorized by prior contract(s): _____

Resolutions authorizing prior contracts (Resolution #s): _____

Future Renewal Options if any:

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

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

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

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

Efforts made to find Less Costly alternative:

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.)

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

Pre-Legislative Approvals:

- A. *Assistant* Director of Purchasing: *Angela Lewis* Date *2/3/17*
- B. Management and Budget: *Janet Myers* Date *2/7/17*
- C. Law Department: *[Signature]* Date *2/7/17*
- D. County Manager: *[Signature]* Date *2/8/17*
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

**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: Authorize NYPA to proceed with Contract

Date: February 9, 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 Manager to sign an authorization to proceed for NYPA to proceed with the Contract Bid Documents, Issuance of an RFP for Labor and Materials, and Develop the Customer Installation Commitment (CIC) report for the Sullivan County Government Center.

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: \$ 258,765.01

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): "other" in approved Capital Plan

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

Estimated Cost Breakdown by Source:

County	\$ <u>258,765.01</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 [_____] 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 project.

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.)

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

Pre-Legislative Approvals:

- A. ^{Assistant} Director of Purchasing: Cyrus Lewis Date 2/3/17
- B. Management and Budget: Janet Myers Date 2/7/17
- C. Law Department: [Signature] Date 2/7/17
- D. County Manager: [Signature] Date 2/8/17
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

**RESOLUTION NO. INTRODUCED BY PUBLIC WORKS COMMITTEE TO
AUTHORIZE THE COUNTY MANAGER TO SIGN AN AUTHORIZATION TO
PROCEED FOR NEW YORK POWER AUTHORITY (NYPA) TO PROCEED WITH
THE CONTRACT BID DOCUMENTS, ISSUANCE OF AN RFP FOR LABOR AND
MATERIALS, AND THE DEVELOPMENT OF THE CUSTOMER INSTALLATION
COMMITMENT REPORT FOR THE SULLIVAN COUNTY GOVERNMENT CENTER
(SCGC)**

WHEREAS, NYPA through a sub consultant PRES Energy has completed Final Design documents for the SCGC which is the third phase in regard to the NYPA Statewide Energy Services Program (SESP); and

WHEREAS, the DPW engineering and operations staff have reviewed and commented on the Final Design documents; and

WHEREAS, the original feasibility study has indicated potential energy savings project opportunities; and

WHEREAS, the Final Design documents continue to develop the project toward those savings opportunities; and

WHEREAS, the next phase of the NYPA SESP involves the bidding and awarding of the project; and

WHEREAS, NYPA has extended an authorization to proceed; and

WHEREAS, DPW recommends the County proceed with the next phase of the SESP.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager is authorized to execute the authorization to proceed in such form as the County Attorney's Office shall approve.

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

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

To: Sullivan County Legislature

Fr: Edward McAndrew, P.E., Commissioner of Public Works

Re: Request for Consideration of a Resolution: 2017 Sullivan County Bridge Painting Project

Date: February 9, 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.]

Authorize the County Manager to execute an agreement for consultant inspection and engineering services.

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: \$ 160,000.00

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): D-5110-47-40-4006

If "No", specify proposed source of funds: 100% State Funds, CHIPS

Estimated Cost Breakdown by Source:

County	\$ <u>0.00</u>	Grant(s)	\$ _____
State	\$ <u>160,000.00</u>	Other	\$ _____
Federal Government	\$ <u>0.00</u>	(Specify)	_____

Verified by Budget Office: 

Does Resolution request Authority to Enter into a Contract? Yes No

If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.

Request for Authority to Enter into Contract with [Delta Engineers, P.C.] of
[860 Hooper Road, Endwell, NY 13760]

Nature of Other Party to Contract: Professional Other:

Duration of Contract: From 03/01/2017 To 01/31/2018

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 sufficient staff in-house to provide services during the duration of the project, nor the equipment for inspection work to implement the project.

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$160,000 for contract period.

Efforts made to find Less Costly alternative:

Professional Engineering firms are selected based upon qualifications. Delta Engineers, P.C. is on our current qualified list of consultants. Costs were negotiated.

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

All costs would be charged to the NYS Consolidated Local Street and Highway Improvement Program (CHIPS)

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

The consultant is approved for bridge and highway projects per Resolution 165-16.

Person(s) responsible for monitoring contract (Title): Roman DiCio, P.E., Jr Civil Engr.

Pre-Legislative Approvals:

- A. ^{Assistant} Director of Purchasing: Asym Sew Date 2/3/17
- B. Management and Budget: Janetmy Date 2/7/17
- C. Law Department: [Signature] Date 2/7/17
- D. County Manager: [Signature] Date 2/8/17
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

**RESOLUTION NO. INTRODUCED BY PUBLIC WORKS COMMITTEE TO
AUTHORIZE AN AGREEMENT FOR CONSULTANT INSPECTION AND
ENGINEERING SERVICES FOR THE 2017 SULLIVAN COUNTY BRIDGE PAINTING
PROJECT**

WHEREAS, the 2017 Sullivan County Bridge Painting Project is to be implemented by contract; and

WHEREAS, consultant inspection and engineering services are required for the inspection and testing work needed to assure that the contract construction work is completed in compliance with the requirements of the project; and

WHEREAS, the project is eligible for 100% State funding through the CHIPS funding program; and

WHEREAS, Resolution 165-16 authorized a list of five (5) firms for bridge and highway projects which were selected based upon their qualifications; and

WHEREAS, the Division of Public Works recommends the award of an agreement for consultant inspection and engineering services to the firm of Delta Engineers, Architects & Land Surveyors, P.C., one (1) of five (5) firms on the basis of qualifications.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager is authorized to execute an Agreement for consulting inspection and engineering services with Delta Engineers, Architects & Land Surveyors, P.C. at a cost not to exceed \$160,000, said contract to be in such form as the County Attorney shall approve.

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

RESOLUTION NO. 165-16 INTRODUCED BY THE PUBLIC WORKS COMMITTEE TO AUTHORIZE THE SELECTION OF CONSULTANTS FOR ENGINEERING SERVICES NEEDED FOR LOCALLY ADMINISTERED FEDERAL AID PROJECTS AND OTHER BRIDGE AND HIGHWAY PROJECTS.

WHEREAS, it is a requirement for Locally Administered Federal Aid Project funding, to utilize consultants that are qualified to provide engineering services; and

WHEREAS, the Division of Public Works has completed the review of consultant qualifications and has established a recommended list of consultants through the New York State County Highway Superintendents Association, that has followed the procedures required for Locally Administered Federal Aid Projects; and

WHEREAS, the firms of: AECOM USA Inc., Latham, NY; Barton & Loguidice D.P.C., Liverpool, NY; C&S Engineers Inc., Syracuse, NY; Delta Engineers, Architects & Land Surveyors, P.C., Endwell, NY and McFarland-Johnson Inc., Binghamton, NY were rated as the top five (5) qualified firms for use by Sullivan County, for bridge and highway projects based upon their qualifications; and

WHEREAS, the Division of Public Works recommends the approval of the use of these five (5) firms for Locally Administered Federal Aid Projects and other highway and bridge projects for the next three (3) years (4/1/16-3/31/19).

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature approves the use of the firms of: AECOM USA Inc., Latham, NY; Barton & Loguidice D.P.C., Liverpool, NY; C&S Engineers Inc., Syracuse, NY; Delta Engineers, Architects & Land Surveyors, P.C., Endwell, NY and McFarland-Johnson Inc., Binghamton, NY for Locally Administered Federal Aid Projects and other highway and bridge projects for the next three (3) year period (4/1/16-3/31/19); and

BE IT FURTHER RESOLVED, that any of the ten (10) other firms on the regional qualified consultant short list established by the New York State County Highway Superintendents Association, may be used if such better serves the interests of the County; and

BE IT FURTHER RESOLVED, that each project associated with the use of these firms obtain the prior approval of the Sullivan County Legislature.

Moved by Mrs. Ward, seconded by Mrs. Owens, unanimously carried and declared duly adopted on motion April 21, 2016.

PUBLIC WORKS COMMITTEE
Monthly Report – February 9, 2017

JANUARY 2017 MONTHLY REPORT

BUILDINGS & GROUNDS

- Bridge #62 – installed temporary barriers
- Bridge #259 – removed trees
- Removed trees at the Human Service Complex
- Painted the interior of the Scale House
- Made repairs in the kitchen at the Adult Care Center
- Repaired floors and painted in the Community Service Building

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
- Truck 105 – installed new rear-end, road tested and put back in service
- HFS Car 250 – completed body repair, A/C repair, alignment and put back in service
- Specifications for repairs to the Airport blower #654 out
- Completed repairs to Sweeper 242 and began repairs on Sweeper 241
- Continued ongoing repairs of snow equipment to keep in service

SIGN SHOP

- Fabricated signs for Division of Public Works and Towns
- Repaired signs on county roads and bridges
- Cleaned and winterized striper and sprayers
- Completed sign inventory and data entry for 2016
- Started inventory for 2017

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 71 (MAM)
- Continued administration and management work for the construction and inspection contracts, reviewed bids for audit services and recommended award, completed assembly of closeout documents and submitted them to NYSDOT and processed final consultant invoices for the Bridge 45 (FAL) Replacement Project
- Inspected temporary railing work construction for the Bridge 22 (CAL) replacement project
- Inspected temporary railing work construction for the Bridge 36 (MAM) replacement project
- Continued 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
- Completed submissions to the NYSDOT Permit Office for the Depot Road Extension Project and successfully obtained a work permit
- Continued preliminary engineering and planning for the replacement of Bridge 98 (BET)
- Started the design of the foundation needed for the new bridge to replace Bridge 98 (BET)
- Continued monitoring of the Bridge 98 (BET) seat beams for rotational changes in response to Flags received from NYSDOT
- Closed out the geotechnical engineering services contract for obtaining geotechnical reports for six (6) bridges
- 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
- Inspected accident damages to the Bridge 62 (LIB) railing system and prepared details for a temporary railing
- Reviewed bids and recommended award for a painting contractor for the 2017 bridge painting contract
- Solicited a proposal for consultant inspection services for the 2017 bridge painting project and completed the negotiation of a scope of services and contract amount
- Reviewed proposals from consulting engineering firms for the County Bridge 192 (NEV) and Bridge 301 (NEV) replacement projects and made recommendations for retaining consultants
- Started preliminary engineering work for the replacement of Bridge 71 (MAM).
- Met with a firm to review a method for the slip lining of small culverts and evaluated its use for the repair of Bridge/Culvert 131 (BET)
- Participated in a Local Emergency Planning Sub-Committee meeting

BUILDINGS

- Completed weekly foster care home inspections and reports for the Department of Family Services (DFS)
- Proceeded with Department of State (DOS) mandated Uniform Code Administration and Enforcement Report for Reporting Year 2016 and update the Annual/Triennial Building Inspection Summary Chart
- New jail review of Uniform Building Codes for special inspection requirements
- GC lobby Besam sliding door inspection & maintenance agreement coordination
- Department of Community Services waiting area renovation estimate, plan and pictures
- Emergency Services Training Facility CAD floor plan
- Government Center New York Power Authority (NYPA) review of 90% submittal by Pres Energy for Energy Efficiency Project meeting
- Sullivan County DPW Barryville Facility Petroleum Bulk Storage (PBS) gas and diesel aboveground tank delivery coordination
- SCIA 15 Bay Benton Hangar research for updating Inventory Chart
- Researched codes for NYSEG allowed storage at the 15 bay hangar
- Cooling Tower project invoice and voucher coordination
- Cooling Tower research for replacement of wet cooling towers with dry cooling towers
- Researched codes in relation to WIC building grant project
- FCC radio license notification coordination with E911 for radio call sign WQXT445
- FCC Prior Coordination Notification (PCN) paper and email 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
- Assisted the Department of Health with the Sullivan County International Airport sampling at various wells for Perfluorooctanoic Acid (PFOA) testing.
- Annual Water Quality Report for 2016 as mandated by the Department of Health
- Water lab invoice and voucher review and approval
- Water class coordination and registration
- Provided technical support for County facility operations and maintenance
- Participated in Child Care Council grant project meeting
- Participated in weekly Jail project progress meetings and site safety orientation

- Reviewed PBS Compliance and Inspection bid proposals for OGS
- Reviewed building security proposals for OGS
- Reviewed existing and future capital plan projects
- Continued assisting Grants Department with ongoing projects

HIGHWAYS

- Provided ROW information to the public
- Continued to advance the County Road 173 (THO) reconstruction project – meeting on project and right-of-way acquisition status with NYSDOT and design consultant – discussed ADA compliance requirements
- Continued to coordinate with the County’s construction inspection consultant (MJI) on the closeout of the County Road 173 / Exit 106 (THO) roundabout project related to the proposed EPT Concord development – received one year maintenance bond from the contractor
- Continued with closeout of 2016 contract paving program – executed agreement modification for additional striping and bridge paving – processed final invoicing for paving of County Bridges 22 and 36 – received necessary bonding and sub-contractor payment documentation from contractor for release of retainage
- Set elevation benchmark in field and completed a topographic Cadd base map for County Bridge 71 (MAM)
- Recovered horizontal and vertical control at County Bridge 259 (MAM) for upcoming survey construction layout
- 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 58 (THO) – Dollar General site plan and access; County Roads 102 (THO) and 154 (FAL) – measured and field marked warranted school bus stop ahead sign requests; County Road 104 (FAL) – ongoing review and coordination of proposed traffic light installation; and Sullivan County Jail – NYSEG easement
- Prepared the annual resurfacing report for all work in 2016
- Began the annual Road Surface Management System (RSMS) pavement assessment field survey of the entire 385 mile county road network
- Completed the network evaluation and analysis incorporating 2016 work – updated relevant work history databases and tables – prepared data exhibits for public works committee presentation and discussion
- Provided 4th quarter performance measure reporting for the Highway unit

SOLID WASTE & RECYCLING - MONTHLY REPORT

Month	2015 tonnage (T)	2016 tonnage (T)	% Change
January	2,368	2,846	+17
February	2,212	3,045	+27
March	3,075	3,884	+21
April	3,908	4,055	+24
May	4,274	4,776	+11
June	5,757	6,532	+12
July	9,188	9,418	+ 2
August	8,486	10,205	+17
September	4,755	5,462	+13
October	4,045	3,964	-2
November	3,403	3,760	+ 9
December	4,436	3,063	-31
TOTAL	55,907	61,010	+8

(T) - Total Monticello Transfer Station

SOLID WASTE & RECYCLING

- *Hauler Permits:* Majority of 2017 Hauler Permits were issued. Hauler bond requirement enforcement began, several haulers placed on COD with no apparent issue at the scale house. Some concerns by smaller haulers about bond expense
- *Department Consolidation:* All Solid Waste staff reporting location moved to landfill effective 1/30. Call-line modified and effected departments notified. This modification will improve overall operational efficiency. Scale house reorganized/ painted. Department document asset review ongoing – 122 boxes of aged/irrelevant data recycled
- *Safety:* program development for new weekly toolbox talks and ongoing safety training plan to be developed and rolled out for solid waste department in February
- *Cylinder Collection:* Converted to new propane cylinder collection vendor with new collection cages, removal of stores began in January and will be completed in February
- *Electronics Program:* Planning for roll out of e-waste collection underway with contract executed. Stock/stores to be inventoried and removed in February starting with government center and transfer stations. Public collection program for batteries, lamps, and electronics will be re-rolled out in February pending vendor coordination
- *E- Waste Grant 2017:* Preliminary E-Waste 50% grant funding submitted with some WBE/MBe follow-up pending

- *Mandated Reporting:* January – March is NYSDEC report time – several required annual reports are being assembled and prepared for permit compliance pertaining to; transfer station operation, planning unit metrics, landfill environmental reporting, recycling compliance reporting, etc.
- *Web Updates:* the “Department of Solid Waste and Recycling” web page was updated for current operating information and revised 2017 Recycling guidelines. Visit us: <http://co.sullivan.ny.us/Departments/SolidWasteRecycling>
- *Regional Initiatives:* Attended Hudson Valley Regional Council Materials Management Committee meeting with discussion of regional initiatives including composting and plastic wrap/bag recycling
- *Prescription Take-Back Event:* Department supports the Rx Task Force which sponsored a take-back event on Saturday, January 21st at the Callicoon Hospital