

PUBLIC WORKS COMMITTEE

February 11, 2016 – 11:15 AM

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

PRESENTATION:

DISCUSSIONS:

RESOLUTIONS:

1. Resolution to authorize the County Manager to sign an Authorization to Proceed for PASNY to proceed with 30% design documents for the Sullivan County Government Center.
2. Resolution to authorize a Shared Service Agreement for emergency assistance with the NYSDOT.
3. Resolution to authorize the preparation and submission of a Community and Capital Assistance Program (CCAP) grant application, to obtain Dormitory Authority of the State of New York (DASNY bond proceed funds, for a capital cost project associated with fabrication and installation of signage to the Sullivan County International Airport (SCIA).
4. Resolution to authorize the County Manager to proceed with the system design for the new Jail Facility Utilizing Black Creek Super Display Touchscreen Security System (Hardware and Software).

REPORTS:

1. Recycling - William Cutler, Recycling Coordinator

PUBLIC COMMENT:

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

To: Sullivan County Legislature

Fr: Edward McAndrew, P.E.

Re: Request for Consideration of a Resolution: Authorize PASNY to proceed with a fe

Date: February 11, 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 County Manage to sign an authorization to proceed for PASNY to proceed with the 30% design documents 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: \$ 61,000.00

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>61,000.00</u>	Grant(s)	\$ _____
State	\$ _____	Other	\$ _____
Federal Government	\$ _____	(Specify)	_____

Verified by Budget Office: 

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

If "Yes", provide information requested on Pages 2 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.)

not applicable

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

Pre-Legislative Approvals:

- A. Director of Purchasing: [Signature] Date 2/9/16
- B. Management and Budget: [Signature] Date 2/10/16
- C. Law Department: [Signature] Date 2/10/16
- D. County Manager: [Signature] Date 2/10/16
- 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 POWER AUTHORITY OF STATE OF NEW YORK (PASNY) TO
PROCEED WITH THE 30% DESIGN DOCUMENTS FOR THE SULLIVAN COUNTY
GOVERNMENT CENTER (SCGC)**

WHEREAS, NYPA through a sub consultant PRES Energy has completed a feasibility study of the SCGC which is the second phase in regard to the NYPA Statewide Energy Services Program (SESP); and

WHEREAS, the DPW and the OSE staff have reviewed and commented on the 30% Design documents; and

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

WHEREAS, the next phase of the NYPA SESP involves the continuation of the documents; 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 _____, 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: To authorize a Shared Service Agreement

Date: February 11, 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 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: 

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.)

Not Applicable

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

Pre-Legislative Approvals:

- A. Director of Purchasing: [Signature] Date 2/9/16
- B. Management and Budget: [Signature] Date 2/10/16
- C. Law Department: [Signature] Date 2/10/16
- D. County Manager: [Signature] Date 2/10/16
- 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 _____, 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: To authorize the preparation and submission

Date: February 11, 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 preparation and submission of a CCAP grant application to obtain
DASNY bond proceed funds for a Capital cost project for fabrication and
installation of signage 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) \$ _____

State \$ _____ Other \$ _____

Federal Government \$ _____ (Specify) _____

Verified by Budget Office:  _____

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

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

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

Nature of Other Party to Contract: ,

Other:

Duration of Contract: From _____ To _____

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

If "Yes" provide the following information:

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

Amount authorized by prior contract(s): _____

Resolutions authorizing prior contracts (Resolution #s): _____

Future Renewal Options if any:

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

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

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

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

Efforts made to find Less Costly alternative:

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

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

Not Applicable. Jf

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

Pre-Legislative Approvals:

A. Director of Purchasing: Karen Jones Date 2/9/16

B. Management and Budget: Debbie Jones Date 2/10/16

C. Law Department: [Signature] Date 2/10/16

D. County Manager: [Signature] Date 2/10/16

E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

RESOLUTION NO. _____ INTRODUCED BY THE PUBLIC WORKS COMMITTEE TO AUTHORIZE THE PREPARATION AND SUBMISSION OF A COMMUNITY AND CAPITAL ASSISTANCE PROGRAM (CCAP) GRANT APPLICATION, TO OBTAIN DORMITORY AUTHORITY OF THE STATE OF NY (DASNY) BOND PROCEED FUNDS, FOR A CAPITAL COST PROJECT ASSOCIATED WITH FABRICATION AND INSTALLATION OF SIGNAGE AT THE SULLIVAN COUNTY INTERNATIONAL AIRPORT (SCIA).

WHEREAS, the Division of Public Works (“DPW”), has identified a need for capital cost upgrade of the Sullivan County International Airport (“SCIA”) signage; and

WHEREAS, the NYS Assembly has previously offered \$100,000.00 for this project and is now offering \$125,000.00 in funding for capital improvements at the SCIA, and made available through NYS Assemblywoman Aileen Gunther’s Office a Capital Project Description and Nomination Form#120370 for completion and return to the Assemblywoman by the County; and

WHEREAS, the funds will be available through the Community and Capital Assistance Program (“CCAP”), a reimbursement program, which is made available by the NYS Assembly and Senate, which is funded via bond proceeds from the Dormitory Authority of the State of NY (“DASNY”), whom is administering the program on the NYS Assembly and Senate’s behalf; and

WHEREAS, the County of Sullivan is deemed eligible to submit the project nomination form and an application for CCAP funding, wherein there is no matching requirement.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the County Manager, Chairman of the County Legislature, and / or their authorized representative (*as required by the funding source award agreement*) to execute any and all necessary documents to submit the CCAP application for funding; and

BE IT FURTHER RESOLVED, that the Sullivan County Legislature hereby authorizes the County Manager, and / or Chairman of the County Legislature (*as required by the funding source*) to accept the award, and enter into an award agreement or contract to administer the funding secured, in such form as the County Attorney shall approve; and

BE IT FURTHER RESOLVED, that should the CCAP funding be terminated, the County shall not be obligated to continue any action undertaken by the use of this funding; and

BE IT FURTHER RESOLVED, that this resolution recinds Resolution No. 376-15.

**Moved by,
Seconded by,
and adopted on motion,**

2016.

RESOLUTION NO. 376-15 INTRODUCED BY THE PUBLIC WORKS COMMITTEE TO AUTHORIZE THE PREPARATION AND SUBMISSION OF A COMMUNITY AND CAPITAL ASSISTANCE PROGRAM (CCAP) GRANT APPLICATION, TO OBTAIN DORMITORY AUTHORITY OF THE STATE OF NY (DASNY) BOND PROCEED FUNDS, FOR A CAPITAL COST PROJECT ASSOCIATED WITH FABRICATION AND INSTALLATION OF SIGNAGE AT THE SULLIVAN COUNTY INTERNATIONAL AIRPORT (SCIA).

WHEREAS, the Division of Public Works (“DPW”), has identified a need for capital cost upgrade of the Sullivan County International Airport (“SCIA”) signage; and

WHEREAS, the NYS Assembly has previously offered \$50,000.00 for this project and is now offering \$100,000.00 in funding for capital improvements at the SCIA, and made available through NYS Assemblywoman Aileen Gunther’s Office a Capital Project Description and Nomination Form#120370 for completion and return to the Assemblywoman by the County; and

WHEREAS, the funds will be available through the Community and Capital Assistance Program (“CCAP”), a reimbursement program, which is made available by the NYS Assembly and Senate, which is funded via bond proceeds from the Dormitory Authority of the State of NY (“DASNY”), whom is administering the program on the NYS Assembly and Senate’s behalf; and

WHEREAS, the County of Sullivan is deemed eligible to submit the project nomination form and an application for CCAP funding, wherein there is no matching requirement.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the County Manager, Chairman of the County Legislature, and / or their authorized representative (*as required by the funding source award agreement*) to execute any and all necessary documents to submit the CCAP application for funding; and

BE IT FURTHER RESOLVED, that the Sullivan County Legislature hereby authorizes the County Manager, and / or Chairman of the County Legislature (*as required by the funding source*) to accept the award, and enter into an award agreement or contract to administer the funding secured, in such form as the County Attorney shall approve; and

BE IT FURTHER RESOLVED that should the CCAP funding be terminated, the County shall not be obligated to continue any action undertaken by the use of this funding; and

BE IT FURTHER RESOLVED, that this resolution rescinds Resolution No. 143-15.

Moved by Mrs. LaBuda, seconded by Mr. Benson, put to a vote with Mrs. Gieger and Mrs. Edwards absent, unanimously carried and declared duly adopted on motion October 15, 2015.

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

To: Sullivan County Legislature

Fr: Public Works

Re: Request for Consideration of a Resolution: Security System Design for New Jail Construction

Date: February 11, 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.]

Design and Purchase of Black Creek Super Display Touchscreen Security System, hardware and software, for construction of new jail 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: \$ _____

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. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.

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.]:

Brand is required to allow for security design for drawings and specifications for bidding purposes

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:

Extensive review of other jail facilities security systems

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

Not Applicable

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

Sole Source purchase

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

Pre-Legislative Approvals:

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

Vetted in _____ Committee on _____

RESOLUTION INTRODUCED BY PUBLIC WORKS COMMITTEE TO AUTHORIZE THE COUNTY MANAGER TO PROCEED WITH THE SYSTEM DESIGN FOR THE NEW JAIL FACILITY UTILIZING BLACK CREEK SUPER DISPLAY TOUCHSCREEN SECURITY SYSTEM (HARDWARE AND SOFTWARE)

WHEREAS, a proposal was received for design and purchase of a jail security system for the new Sullivan County Jail Facility, and

WHEREAS, Black Creek Integrated Systems Corporation, 2900 Crestwood Boulevard, PO Box 101747, Irondale, Alabama 35210, is the most qualified vendor to provide these services and equipment, and

WHEREAS, SHI, is the New York State Contract vendor and Black Creek's authorized vendor to sell the software necessary to utilize the Black Creek security system, and

WHEREAS, LaBella Associates, the County's architect for this project, requests that the County decide on the security system for the project in order to proceed with the contract documents and drawings for bidding of this project, and

WHEREAS, in order for Black Creek to provide information to LaBella Associates, for these documents and drawings, the Sullivan County Sheriff, has recommended, with approval from the Purchasing and Central Services Department that the County utilize sole source procurement with Black Creek, and

WHEREAS, it has been determined that the Black Creek system will offer the Sullivan County Sheriff's Department unique benefits in providing a security system that will be maintained and not compromise public safety, through extensive experience of operations of County Jails and Correctional Facilities, availability of parts, technical support, shorter downtime, increased compatibility, and

WHEREAS, the Sullivan County Sheriff's Department, since 2007, has been utilizing Black Creek's Sallyport New York Jail Management System and there will be significant operational benefits if this system is integrated with the Black Creek security system, allowing for seamless exporting of inmate data to other jail facilities, and

NOW, THEREFORE, BE IT RESOLVED, that the County Manager is authorized to proceed utilizing a sole source procurement for security system design utilizing Black Creek Super Display Touchscreen Security System (hardware and software), and to incorporate Black Creek equipment and design into the bid documents, and shall be in such form as the County Attorney shall approve.

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

PUBLIC WORKS COMMITTEE
Monthly Report – February 11, 2016

ACCOMPLISHMENTS (January 21 – February 11, 2016)

BUILDINGS & GROUNDS

- Bridge # 71 – installed single lane barrier
- Replaced salt shed roof at the Livingston Manor Storm Station
- Upgraded plumbing at the Child Care Council building
- Removed a tree at the Human Services complex
- Repaired high voltage wire in the Landfill
- Made repairs to steel at the Ferndale Transfer Station
- Removed trees at the D&H Canal

PARKS & RECREATION

D & H Canal Linear Park & Interpretive Center

- Continued planning 2016 Season
- Continued working on National Park Service Roebling Model Acquisition
- Participated in Town of Mamakating D&H Canal Committee Meeting
- Attended DHTHC Quarterly meeting
- Prepared purchase requisitions and vouchers
- Began annual New York State sales tax (book store revenue) payment process

Fort Delaware Museum of Colonial History

- Continued planning for 2016 Season
- Continued accepting Student Day reservations
- Continued to receive gift shop merchandise
- Continued to develop programming and demonstrations
- Booked Youth Group reservation for regular season date
- Received and reviewed applications from returning staff
- Prepared and ran advertisements for available seasonal positions
- Began annual New York State sales tax (gift shop revenue) payment process

Hurleyville Cultural Center

- Completed time cards
- Responded to building issues
- Reviewed and responded to facility use requests
- Assisted General Services with Reroofing project Contract

Lake Superior State Park

- Continued planning for 2016 Season
- Received and reviewed applications from returning staff
- Prepared and ran advertisements for available seasonal positions

General Parks

- Sent out several park/pavilion use applications to interested groups
- Continued development of Master Plan RFQ document
- Continued to respond to hunting / ice fishing inquiries
- Continued to participate in SCIA grant meetings
- Provided guidance to buildings staff concerning 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
- Repaired and repainted body damage on vehicles
- Completed estimates on damaged vehicles
- Prepared new trucks for service
- Prepared new vehicles for Sheriff's Department

SIGN SHOP

- Fabricated signs for Division of Public Works and Towns
- Repaired signs on county roads and bridges
- Equipment maintenance on striper and stops & bars sprayer
- Sign Shop inventory data entry for 2014-2015
- Brush signs on County Roads

AIRPORT

- Completed monthly Airport Rescue and Fire Fighting training (ARFF)
- Completed required monthly weather observations
- Continued Project Management Airport Drainage Improvements Project and the Terminal Access Roadway and Traffic Circle Rehabilitation Project

BRIDGES

- Continued administration and management work, quality control and assurance inspection for the Bridge 45 (FAL) Replacement Project
- Continued the Bridge 22 (CAL) monitoring program to check for additional settlement of the abutment impacted by the July 2014 flood
- Continued administration and management work and prepared and submitted an application to NYSDEC for a stream disturbance permit for the Bridge 369 (NEV)
- Provided follow-up coordination with the NYSDEC for filing information for the 2015 Bridge Painting Project Hazardous Waste Annual Report
- Continued the preparation of construction plans and completed the review and approval of load rating computations and shop drawings of the precast concrete beams; updated and revised bearing design computations to comply with the current AASHTO requirements; continued the design of reinforcing steel and geometrics for the abutment, stem and wing walls for the Bridge 36 (MAM) project
- Completed the updating of the Bridge Inspection Report section of the Bridge Encyclopedia

- Completed coordination with Sullivan County Emergency Management/Homeland Security and the NYS DHSES for ascertaining follow-up work for the Toasperm Dam (HIG) Table Top Exercise and future updating of the Emergency Action Plan
- Continued preliminary engineering and planning work for the replacement of Bridge 259 (MAM) with a new routing of Depot Road which eliminates the need for the bridge
- Started preliminary engineering and planning and completed monthly monitoring of the condition of the seat beam for the Bridge 98 (BET) replacement project
- Continued follow-up work for Radio Tower foundation inspections
- Completed a design plan for modifications to Bridge 71 (MAM) to address a Red Flag issued by NYSDOT and coordinated work needed with DPW operations
- Participated in interviews for the position of Engineering Technician
- Completed review of consultant qualifications for the 2016-2019 Locally Administered Federal Aid Project and County Project consultant selection list

BUILDINGS

- Completed foster care home inspections and reports as requested by the Department of Family Services (DFS)
- Department of State (DOS) mandated 2015 Building Inspections Summary Chart updates
- Prepared and submitted the online mandated "Uniform Code Administration and Enforcement Report for 2015" to the Department of State (DOS) prior to deadline
- Sullivan County Request for Proposal for Cooling Tower sampling, inspections and certification along with advertisement & consultant list
- Government Center New York Power Authority (NYPA) coordination with Pres Energy Technicians and 30% Design meeting for Energy Efficiency Project
- Sullivan County Government Center Surrogate Court Renovation plans
- Sullivan County New Jail project code compliance plan review
- Adult Care Center & Shared Clinic Facility roof replacement invoice review for payment on completion of project
- Department of Family Services plan for move to Department of Community Services
- Federal Communications Commission (FCC) continued coordination for new towers
- Prior Coordination Notification review for FCC licensing
- Prepare the Annual Water Quality Report for 2015 (AWQR2015) for the Sullivan County Human Service Complex as mandated by the NYSDOH
- Prepared and submitted the Human Service Complex & Airport mandated monthly water chlorination system Operation Report calculations and letters to the New York State Department of Health (NYSDOH)
- Completed weekly water testing at the Human Service Complex water chlorination system with documentation
- Water lab invoice & voucher review & approval
- Submitted mandated Hazardous Waste Manifest Forms to NYSDEC and Environmental Protection Agency (EPA)
- Provided technical support for County facility operations and maintenance

HIGHWAYS

- Provided ROW information to the public
- Continued to advance the County Road 173 (THO) reconstruction project (ongoing right-of-way acquisition process and drainage alternative route)
- Continued to coordinate with the County's construction inspection consultant (MJI) on design changes, requests for information (RFI's) and overwintering preparations 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 as needed)
- Reviewed and ranked 31 prospective consultant packages for Region 9 LDSA short list selection
- Prepared the 2015 Annual Resurfacing report and map detailing the total miles treated and the total quantity of materials used by the different maintenance techniques
- Updated the 2015 stops and bars database with pavement markings completed by contract - assisted operations with formatting of 2016 database
- Completed the annual Road Surface Management System (RSMS) pavement assessment survey of the entire 385 mile county road network - input raw field survey data - prepared entire length reports by repair category along with road condition reports - updated historical annual mileage deficiency percentages - prepared lane mile indices reports and graphs
- Began preparation of a preliminary 2016 contract paving and surface treating program list - identified potential road candidates and prepared listings based on RSMS categories and rankings
- Completed a Cadd map of existing striping on County Road 124 in Roscoe (ROC) for potential 2016 restriping work after paving
- Completed extensive right-of-way research on State Route 209 at its intersection with Depot Road adjacent to County Bridge 259 (MAM) - recovered field monumentation and property line evidence for proposed road realignment related to the bridge
- Provided mapping exhibits, resolutions, name changes and related mileage backup for all towns that added new town roads or abandoned town roads to Real Property Tax for incorporation into their tax maps
- Reviewed and/or researched the following for safety issues, potential impacts to and conflicts with the County's right-of-way, drainage, infrastructure and maintenance: County Road 17 (NEV) - Dollar General proposed development review; County Road 32 (HIG) - coordinated with NYSDOT personnel and Town on issue with speed zone request (minimum study length); County Road 125 (CAL) - new speed zone signs installed by sign shop; County Road 142 (LIB) - evaluated all existing curves and performed ball bank analyses as a result of newly approved speed zone and; County Road 152 (ROC) - speed zone request processed and submitted to NYSDOT
- Processed 2014 NYSDOT traffic count data for analysis of low volume roads
- Prepared the 2015 Centerline Miles by Jurisdiction report and the 2015 accomplishments and the 2016 goals annual report
- Prepared the 2015-2016 snow and ice removal in Sullivan County report
- Completed the fourth quarter performance measures reporting for the highway unit

LAND & CLAIMS

- Accidents – Pickup 225, Pickup 104
- Incidents – CB 279, CR 121
- Continued correspondence – CR 173 Broadway, CR 31
- Research property & releases – CB 98
- Radio Towers – NYSEG - Delaware
- FOIL – none
- ROW – CR 21

PROJECTIONS (February 11 – March 10, 2016)

BUILDINGS & GROUNDS

- Repair shower and concrete star at the Sullivan County Jail
- Move Division of Family Service staff and drop computer wires in the Community Services building
- Replace pump at the Landfill
- Replace wall heating units at the Adult Care Center
- Continue addition to the Records Retention building

PARKS & RECREATION

- Continue to address hunting/ice fishing inquiries at Lake Superior
- Continue issuing park / pavilion use applications and permits
- Continue to oversee Hurleyville Cultural Center
- Accept applications for seasonal employment positions
- Continue to accept 2016 Student Day reservations for Fort Delaware
- Continue to plan Lake Superior 2016 season
- Continue to plan for 2016 programming at Fort Delaware & D&H Canal
- Continue to work on Master Plan RFQ
- Continue attending Town of Mamakating D&H Canal Committee Meetings
- Continue participating in County Trail Task Force Meetings
- Continue participating in SCIA grant meetings and conversations
- Continue to assist buildings staff when needed

SHOP STAFF

- Continue services & New York State Inspections
- Continue repairs on solid waste roll-off trucks and containers
- Make all necessary repairs to DPW and outside agency equipment
- Repair and refinish body damage on vehicles
- Sandblast and refinish equipment
- Prepare new County vehicles for service

SIGN SHOP

- Fabricate signs
- Repair striper and sprayers
- Brush signs on County roads
- Begin sign inventory for 2015-2016

Engineering:

AIRPORT

- Complete monthly Airport Rescue and Fire Fighting training (ARFF)
- Complete required monthly weather observations
- Continue to provide project coordination for the security perimeter roadway project, Drainage Improvements Project and the Construction of the Terminal Access Roadway and Traffic Circle Project

BRIDGES

- Provide follow up work with respect to NYSDOT flags
- Continue project management and administration work and quality assurance inspections for the Bridge 45 (FAL) Replacement Project if needed for the Bridge 45 (FAL) Replacement Project
- Provide follow-up for material inspections and testing for the Radio Tower foundation work if needed
- Continue administration and management work and start review of 90% complete plans for the Bridge 369 (NEV) Project
- Complete design computations for the design of reinforcing steel abutments, stem wall and wing walls and the preparation of plans and specifications for the replacement of Bridge 36 (MAM)
- Complete close out work for the 2015 Bridge Painting Project
- Continue preliminary engineering for replacement of Bridges 22 (CAL), 98 (BET) and 259 (MAM)
- Complete the review and preparation of construction drawings for the replacement of Bridge 379 (LIB)
- Prepare and submit to NYSDOT CHIPS and HBRR project reimbursement requests
- Complete monthly monitoring for Bridge 98 (BET) seat beam condition and the Bridge 22 (CAL) abutment

BUILDINGS

- Foster care home inspections and reports for Department of Family Services
- Proceed 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 on Energy Efficiency Project
- Proceed with Surrogate Court Renovation plans and the Sullivan County New Jail project code review

- Continue with mandated Federal Communications Commission radio license renewal and modification forms for EMS, sheriff, fire service, highway maintenance, microwave and local government
- Human Service Complex weekly water testing on the water chlorination system
- Prepare mandated test reports, documents, forms and letters for submittal to New York State Department of Health (NYSDOH)
- Provide technical support for county facility operations and maintenance

HIGHWAYS

- Provide ROW and general information for the public as requested
- Field surveys and related research as required
- Investigate and respond to drainage and road complaints
- Assist with review of 'D' and 'M' permits as requested
- Review requests for new signs, speed zones and updates to the local highway inventory
- Continue to provide survey support services as needed for the 2016/2017 bridge and highway improvement programs
- Continue analysis and cost estimating necessary to develop 2016 resurfacing program candidates and treatment options
- Continue with final design coordination, right-of-way acquisition, administration and planning for the reconstruction of the County Road 173 project
- Continue oversight of construction for the County Road 173 roundabout related to the EPT Concord development
- Continue with design options and construction planning for several drainage improvement and embankment repair projects on various County roads
- Continue work as needed for DPW maintenance facilities, the Sullivan County Airport and the Sullivan County Landfill

LAND AND CLAIMS

- Continue subdivision reviews & deed dedication
- Accident reports
- Incident reports
- Complaints
- Claims
- Permits
- FOIL requests

PERMITS

- Will process D, M, O and U permits as they are applied for
- Will inspect permits for compliance and return bonds when warranted
- Will review subdivision plans and new development projects received from engineers, Planning Department and Town Planning boards

SOLID WASTE & RECYCLING - MONTHLY REPORT

Month	2014 tonnage (T)	2015 tonnage (T)
January	2,884	2,368
February	2,366	2,212
March	3,130	3,075
April	4,133	3,908
May	4,560	4,274
June	5,192	5,757
July	8,252	9,188
August	7,349	8,486
September	4,391	4,755
October	3,954	4,045
November	3,052	3,403
December	3,259	4,436
TOTAL	52,522	55,907

(T) - Total New Monticello Transfer Station

ACCOMPLISHMENTS (January 21 – February 11, 2016)

- Continued tracking of the Monticello Transfer Station tonnage for invoice review and reporting
- Prepared and submitted monthly SPDES reports in accordance with NYSDEC permit conditions
- Worked on Solid Waste Management Plan required by NYSDEC
- Continued preparation of annual reports for the Landfill
- Continued work with Cornerstone on SCSL permit renewal
- Met with NYSDEC & IESI staff to review compliance issues with NYSDEC

PROJECTIONS (February 11 – March 10, 2016)

- Ongoing monitoring of Landfill Phase I
- Coordinate maintenance work and repairs on the flare at SCSL as needed
- Continuation of a public awareness program regarding single-stream recycling in Sullivan County
- Filing of required monitoring reports to NYSDEC for SCSL
- Continue work on the Solid Waste Management Plan required by the NYSDEC
- Continue compiling data for inclusion in multiple NYSDEC and EPA required reports
- Collect data for annual reports for closed Landfill
- Provide information to the consultant for Title V renewal and reporting
- Implement procedures with IESI and County to comply with NYSDEC requirements

RECYCLING PROGRAM

ACCOMPLISHMENTS (January 21 – February 11, 2016)

- Updated 2016 materials management program handouts
- Adopt-A-Road program updates to transfer stations
- Collect NYSDEC materials data for Annual Reports preparations
- Began NYSDEC Electronic Scrap Annual Reports data collection for all facilities
- Webelos Scout Pack 717 Liberty - recycling presentation
- Electronic Scrap vendor coordination for all transfer stations
- Compliance meeting with IESI and NYSDEC regarding export facility operations
- Solid waste hauler license application review for NYSDEC annual reports recycling data collection
- Hudson Valley Regional Council Materials Management Committee Meeting
- NYSDEC HHW funding request approvals with Grants Administration Department
- Public Works Committee recycling update
- Rx Take Back Event & Task Force participation with Public Health Services
- Developed 2016 Out-of-County Solid Waste Facilities User Access Permit application & decals
- Reviewed recycling program vouchers
- Monthly DPW recycling program report
- Continued marketing coordination with Treasurer's Department and Office of General Services for marketing, sale and tracking of recyclables
- Water sampling & analysis at public works & solid waste facilities
- Continued water & leachate sampling invoices/Pace Analytical Labs

PROJECTIONS (February 11 – March 10, 2016)

- Continue NYSDEC Annual Reports preparation
- Revise Household Hazardous Waste Collection Event Specifications and Release for bid with OGS
- Determine number of Household Hazardous Waste Collection Events to be held in 2016
- Develop 2016 Municipal Cleanup Application for municipalities
- Discuss Materials Management component of County's Sustainability Plan with Sustainable Energy/SASD staff
- Order Waste Works transaction tickets
- Update Materials Management powerpoints
- Continue Electronic Scrap vendor coordination at recycling facilities
- Rx Task Force participation with Public Health Services
- Review recycling program vouchers
- Single Stream Recycling Program ongoing education/program promotion
- Continue marketing coordination with Treasurer's Department and Office of General Services for marketing, sale and tracking of recyclables
- Water sampling & analysis at public works & solid waste facilities
- Continue water & leachate sampling invoices/Pace Analytical Labs