

## **PUBLIC WORKS COMMITTEE**

**December 8, 2016 – 11:15 AM**

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

### **PRESENTATION:**

### **DISCUSSIONS:**

1. Jail
2. Sullivan County Jail Project Owner Representative
3. E-scrap Program Costs

### **RESOLUTIONS:**

1. Resolution to authorize the County Manager to enter into an agreement with the New York State Unified Court System for cleaning services as well as minor and emergency repairs.
2. Resolution to authorize award and execution of contract for the 2017 Lawn Mowing services.
3. Resolution to authorize the County Manager to enter into agreement with Hudson Transit Lines, Inc. for the provision of public transportation.
4. Resolution to authorize award and execution of contract with eLot Electronics Recycling, Inc.
5. Resolution to authorize the renewal of the contract with the Town of Cohecton to lease Town owned property to the County for the operation of the Western Sullivan Transfer Station.

### **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: Enter into agreement for 2016-2017 cleaning

**Date:** December 8, 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.]

Acceptance of agreed upon annual adjusted payment of the contract for cleaning services as well as minor and emergency repairs to the court facilities between the New York State Unified Court System and the County of Sullivan.

**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: New York State Unified Court System

**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.)

Person(s) responsible for monitoring contract (Title): \_\_\_\_\_

Pre-Legislative Approvals:

- A. <sup>Assistant</sup> Director of Purchasing: *Cydon Sims* Date *12/5/16*
- B. Management and Budget: *Janet Myer* Date *12/6/16*
- C. Law Department: *Thomas Cowley* Date *12/5/16*
- D. County Manager: *[Signature]* Date *12/6/16*
- E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

Vetted in \_\_\_\_\_ Committee on \_\_\_\_\_

**RESOLUTION NO.                    INTRODUCED BY PUBLIC WORKS COMMITTEE  
TO AUTHORIZE THE COUNTY MANAGER TO ENTER INTO AN AGREEMENT  
WITH THE NEW YORK STATE UNIFIED COURT SYSTEM FOR CLEANING  
SERVICES AS WELL AS MINOR AND EMERGENCY REPAIRS**

**WHEREAS**, the County of Sullivan per Resolution 9-15 dated January 22, 2015, entered into an agreement with the New York State Unified Court System for cleaning services as well as minor and emergency repairs to the court facilities; and

**WHEREAS**, the annual payments are negotiated for each fiscal year; and

**WHEREAS**, for the fiscal period April 1, 2016 – March 31, 2017 the Unified Court System is prepared to pay the County \$241,749 for its services.

**NOW, THEREFORE, BE IT RESOLVED**, that the County of Sullivan will accept \$241,749 for its services to the Unified Court System for the period April 1, 2016 – March 31, 2017 with future payments to be negotiated annually.

**BE IT FURTHER RESOLVED**, that the County Manager be hereby authorized to execute the annual renewal letter from the State of New York Unified Court System.

**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: 2017 Lawn Mowing Services Bid

**Date:** December 8, 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.]

Resolution to authorize award and execution of contract for the 2017 Lawn Mowing 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: \$ 65,000.00

Are funds already budgeted? Yes  No

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

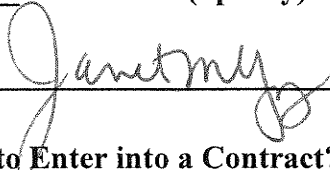
If "No", specify proposed source of funds: \_\_\_\_\_

**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  
[Sennet Lawn Maintenance, LLC and Thiele Landscaping \_\_\_\_\_]

Nature of Other Party to Contract: .

Other:

Duration of Contract: From 04/01/2017 To 11/01/2017

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:

None

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

\_\_\_\_\_  
\_\_\_\_\_

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:

Competitive Bid process

\_\_\_\_\_  
\_\_\_\_\_

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-16-56

Person(s) responsible for monitoring contract (Title): \_\_\_\_\_

**Pre-Legislative Approvals:**

- A. <sup>Assistant</sup> Director of Purchasing: *Cristina Sears* Date *12/5/16*
- B. Management and Budget: *Janet Myers* Date *12/5/16*
- C. Law Department: *Thomas J. Cawley* Date *12/5/16*
- D. County Manager: *[Signature]* Date *12/6/16*
- E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

Vetted in \_\_\_\_\_ Committee on \_\_\_\_\_



**RESOLUTION NO.                    INTRODUCED BY PUBLIC WORKS COMMITTEE  
TO AUTHORIZE AWARD AND EXECUTION OF CONTRACT FOR THE 2017 LAWN  
MOWING SERVICES**

**WHEREAS**, bids were received for 2017 Lawn Mowing Services; and

**WHEREAS**, the following vendors are the lowest responsible bidder for various sites;  
and

**WHEREAS**, the Sullivan County Division of Public Works has approved said bids and recommends that contracts be executed as follows:

**Sennett Lawn Maintenance, LLC, Youngsville, New York**

.Government Center (power edging included)	= \$324.50/cut
.Courthouse/Sheriff's Department/Jail Complex	= \$160.00/cut
.Veteran's Cemetery	= \$199.50/cut
.Liberty Complex	= \$824.50/cut
.Sullivan County Airport (power edging ONLY)	= \$300.00/cut

**Thiele Landscaping, Glen Spey, New York**

.Stone Arch Bridge Historical Park	= \$200.00/cut
.Lake Superior State Park	= \$600.00/cut
.Fort Delaware Museum	= \$175.00/cut

**NOW, THEREFORE, BE IT RESOLVED**, that the County Manager is authorized to execute contracts with the above vendors, in accordance with Bid No. B-16-56, for the above costs, and shall be in such form as the County Attorney 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: Enter into agreement with Hudson Transit

**Date:** December 8, 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 Manager to enter into agreement with Hudson Transit Lines, Inc. for the provision of public transportation.

**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:** \$ 65,000.00

**Are funds already budgeted? Yes  No**

**If "Yes" specify appropriation code(s):** A-5680-40-4021

**If "No", specify proposed source of funds:** \_\_\_\_\_

**Estimated Cost Breakdown by Source:**

**County**                      \$65,000.00                      **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 [ Hudson Transit Lines, Inc. ] of  
[ \_\_\_\_\_ ]

Nature of Other Party to Contract: \_\_\_\_\_ Other: Transportation

Duration of Contract: From 01/01/2017 To 12/31/2017

Is this a renewal of a prior Contract? Yes  No \_\_\_\_\_

If "Yes" provide the following information:

Dates of prior contract(s): From 01/01/2016 To 12/31/2016

Amount authorized by prior contract(s): 65,000.00

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 provide service.  
\_\_\_\_\_  
\_\_\_\_\_

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$65,000

Efforts made to find Less Costly alternative:

No other mass transit service provider available in 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.)  
Previously quoted.

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

**Pre-Legislative Approvals:**

- A. <sup>Assistant</sup> Director of Purchasing: *Cyrus Lewis* Date 12/5/16
- B. Management and Budget: *Janet My* Date 12/5/16
- C. Law Department: *Thomas J. Cowley* Date 12/5/16
- D. County Manager: *Paul Brown* Date 12/6/16
- E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

Vetted in \_\_\_\_\_ Committee on \_\_\_\_\_

**RESOLUTION NO. \_\_\_\_\_ INTRODUCED BY PUBLIC WORKS COMMITTEE  
TO AUTHORIZE THE COUNTY MANAGER TO ENTER INTO AN AGREEMENT  
WITH HUDSON TRANSIT LINES, INC. FOR THE PROVISION OF PUBLIC  
TRANSPORTATION**

**WHEREAS**, pursuant to Resolution No. 585-07 adopted by the Sullivan County Legislature on December 20, 2007 the County entered into an agreement with Hudson Transit Lines, Inc. for the provision of public transportation; and

**WHEREAS**, it is in the best interest of the County to continue having Hudson Transit Lines, Inc. continue to provide such services.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature does hereby authorize the County Manager to enter into an agreement with Hudson Transit Lines, Inc. for the provision of public transportation for the year 2017 at a cost not to exceed \$65,000; and

**BE IT FURTHER RESOLVED**, that the form of said contract will be approved by the Sullivan County Department of Law.

**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 award & execution of contract

**Date:** December 8, 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 award & execution of contract for the collection, removal and recycling of electronic scrap, LED lamps, fluorescent bulbs/ballasts and disposable/rechargeable batteries for Sullivan County facilities.

**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: \$ 65,000.00

Are funds already budgeted? Yes  No

If "Yes" specify appropriation code(s): CL-8160-47-4710

*Pending Budget Modification*

If "No", specify proposed source of funds: \_\_\_\_\_

**Estimated Cost Breakdown by Source:**

County	\$ <u>65,000.00</u>	Grant(s)	\$ _____
State	\$ _____	Other	\$ _____
Federal Government	\$ _____	(Specify)	_____

**Verified by Budget Office:** *Janet Meyers*

**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 [eLot Electronics Recycling, Inc] of [64 Hannay Lane, Glenmont, NY 12077]

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 do this work.

\_\_\_\_\_

\_\_\_\_\_

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:

Competitive bidding process.

\_\_\_\_\_

\_\_\_\_\_

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-16-63 \_\_\_\_\_

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

Pre-Legislative Approvals:

- A. <sup>Assistant</sup> Director of Purchasing: *Cristin Seno* Date 12/5/16
- B. Management and Budget: *Janet Myers* Date 12/5/16
- C. Law Department: *Thomas J. Crowley* Date 12/5/16
- D. County Manager: *Pat Brown* Date 12/6/16
- E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

Vetted in \_\_\_\_\_ Committee on \_\_\_\_\_



**RESOLUTION NO.                    INTRODUCED BY PUBLIC WORKS COMMITTEE  
TO AUTHORIZE AWARD & EXECUTION OF CONTRACT WITH ELOT  
ELECTRONICS RECYCLING, INC.**

**WHEREAS**, bids were received for the Collection, Removal and Recycling of Electronic Scrap, LED Lamps, Fluorescent Bulbs/Ballasts and Disposable/Rechargeable Batteries for Sullivan County Facilities; and

**WHEREAS**, eLot Electronics Recycling, Inc, 64 Hannay Lane, Glenmont, NY 12077, is the lowest responsible bidder for this service in accordance with Bid No. B-16-63; and

**WHEREAS**, the Sullivan County Division of Public Works has approved said bid 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 eLot Electronics Recycling, Inc., as per the unit costs contained in Bid No. B-16-63, for a cost not to exceed \$65, 000, and shall be in such form as the County Attorney 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:

**Date:** December 8, 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 renewal of the contract with the Town of Cocheton to lease  
Town owned property to the County for the operation of the Western Sullivan  
Transfer Station.

**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: \$ 10,000.00

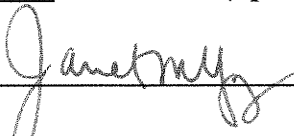
Are funds already budgeted? Yes  No

If "Yes" specify appropriation code(s): CL- 8160-47-4701

If "No", specify proposed source of funds: \_\_\_\_\_

**Estimated Cost Breakdown by Source:**

County	\$ <u>10,000.00</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 [Town of Cochection] of  
[\_\_\_\_\_]

Nature of Other Party to Contract: .

Other:

Duration of Contract: From 01/01/2017 To 12/31/2017

Is this a renewal of a prior Contract? Yes  No

If "Yes" provide the following information:

Dates of prior contract(s): From 01/01/2012 To 12/31/2016

Amount authorized by prior contract(s): 15,000.00

Resolutions authorizing prior contracts (Resolution #s): 154-11

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.]:

N/A

\_\_\_\_\_

\_\_\_\_\_

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$10,000

Efforts made to find Less Costly alternative:

County has operated a transfer station at this location.

\_\_\_\_\_

\_\_\_\_\_

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. Director of Purchasing: Assistant Cynthia Lewis Date 12/5/16
- B. Management and Budget: Janetmy Date 12/5/16
- C. Law Department: Thomas J. Cawley Date 12/5/16
- D. County Manager: [Signature] Date 12/6/16
- E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

Vetted in \_\_\_\_\_ Committee on \_\_\_\_\_

**RESOLUTION NO. \_\_\_\_\_ INTRODUCED BY PUBLIC WORKS COMMITTEE TO  
AUTHORIZE THE RENEWAL OF THE CONTRACT WITH THE TOWN OF  
COHECTON TO LEASE TOWN OWNED PROPERTY TO THE COUNTY FOR THE  
OPERATION OF THE WESTERN SULLIVAN TRANSFER STATION**

**WHEREAS**, the County has been operating a solid waste transfer and recycling station on the lands owned by the Town of Cohecton; and

**WHEREAS**, the County desires to continue to operate a temporary regional solid waste transfer recycling station for the period of one (1) year; and

**WHEREAS**, the Town desires to continue to lease Town owned property to the County to operate a temporary regional solid waste transfer and recycling station for one (1) year at the cost of \$10,000.

**NOW, THEREFORE, BE IT RESOLVED**, that the County Manager be authorized to execute a lease renewal under terms and conditions acceptable to the County Manager, in such form as approved by the County Attorney.

**Moved by** \_\_\_\_\_,  
**Seconded by** \_\_\_\_\_,  
**and adopted on motion** \_\_\_\_\_, 2016.

**PUBLIC WORKS COMMITTEE**  
**Monthly Report – December 8, 2016**

**NOVEMBER 2016 MONTHLY REPORT**

**BUILDINGS & GROUNDS**

- Bridges # 22 and 36 replacement
- Bridge # 262 steel repairs
- Installed generator alarms at the new Radio Tower sites
- Replaced an HVAC ceiling unit in the Court House
- Repaired cell doors in the Jail

**PARKS & RECREATION**

- Completed winter close up of Fort Delaware & D&H Canal Interpretive Center
- Continued booking 2017 Student Day field trips for Fort Delaware
- Discussed special programming for 2017 Fort Delaware season with various vendors
- Prepared and submitted 2016 Accomplishments & 2017 Goals document for Parks
- Continued working on RFQ document for Parks Master Plan
- Continued assisting with Highway Permitting process
- Continued assisting with SCIA Wayfinding Signage project and other airport matters as needed
- 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
- 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 244 (FRE)
- Continued administration and management work on the construction and inspection contracts, completed preparation of a modification agreement to the construction services contract that closes the contract out under budget and coordinated the execution of the agreement, completed the preparation of a modification agreement for the inspection services and coordinated the execution of the agreement and started to assemble closeout documents for the Bridge 45 Replacement Project
- Continued inspection, engineering assistance and concrete material testing work for the Bridge 36 (MAM) construction project
- Continued administration and project management work for the construction and inspection contracts and prepared a modification agreement for the Bridge 369 (NEV) inspection services contract and coordinated the execution of the agreement
- Continued coordination with the Village of Jeffersonville Water Department for the construction work needed to relocate its water main on Maple Avenue
- Continued inspection and engineering assistance during construction work for the replacement of Bridge 22 (CAL)
- Completed coordination and obtained a right-of-way from the NYSDOT Region 9- Office of Right of Way, for the extension of Depot Road to replace Bridge 259 (MAM)
- Prepared and submitted documents to the Assistant to the Regional Director, of NYSDOT's Region 9 Office for obtaining a Highway Work Permit to relocate the intersection of Depot Road with State Route 209
- Prepared and submitted a Joint Application to NYSDEC and the Army Corps of Engineers for Stream Disturbance and Clean Water Act permits to allow the construction of the Depot Road Extension Project (MAM)
- Completed coordination with the Orange and Rockland Power Authority for the minor relocation of electrical service to Depot Road
- Continued preliminary engineering and planning for the replacement of Bridge 98 (BET)
- Continued monitoring of the Bridge 98 (BET) seat beams for rotational changes in response to Flags received from NYSDOT
- Coordinated with DPW Operations with respect to repairs needed for the Bridge 183 (MAM) pile cross bracing
- Reviewed and processed invoices for the geotechnical engineering work completed for six (6) bridges planned to be replaced and for surveying services needed for the Depot Road Extension Project

- Continued the review of bridge inspection reports to identify steel repair work needed
- Completed field work for the annual inspection of bridges and large culverts and started the preparation of an inspection report
- 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
- Participated in a meeting of the Sullivan County Local Emergency Planning Committee (LEPC)
- Completed the evaluation of steel bridges for the determination of bridges in need of the replacement of their paint coatings and prepared a recommended list of bridges to be painted
- Started the preparation of a bid document for the solicitation of contractors for the 2017 bridge painting contract
- Prepared a reimbursement request for bridge and highway work and submitted it to NYSDOT for the Consolidated Local Street and Highway Improvement Program (CHIPS)
- Completed the Annual Safety Certification for the Toaspen Dam and submitted a certification document to the NYSDEC Dam Safety Section

## **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
- GC lobby Besam sliding door inspection & maintenance requisition update
- Old DPW Harris Facility property research in archives
- 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 & diesel aboveground tank spec. requisition coordination
- Cooling Tower project voucher & email coordination for final cleaning
- DFS Room Darkening Drapery coordination with OGS
- Maintenance in Lieu of Rent (MILOR) coor. plans & sq. ft. data
- Courthouse Roof Repair & Membrane project coordination, pics & punch list letter
- Jail medical window blind research & email to OGS
- FCC Prior Coordination Notification (PCN) paper copy review
- FCC Statement of Concurrence letter coor. for Atlantic Ambulatory Corp.



- 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 & Airport mandated monthly water chlorination system Operation Report calculations and letters to NYSDOH
- Prepared and submitted the Human Service Complex & Airport mandated quarterly treated water bacteriological reports and letters to the NYSDOH
- Completed weekly water testing at the Human Service Complex water chlorination system with documentation
- Online classes as mandated by NYSDOS for Code Enforcement Officer Certification
- Submitted mandated Hazardous Waste Manifest Forms to NYSDEC and Environmental Protection Agency (EPA)
- Accomplishments 2016 & Goals 2017 document
- Water lab invoice & voucher review & approval
- Weekly meetings with Commissioner
- 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 – coordinated with right-of-way acquisition consultant on status
- Continued to coordinate with the County’s construction inspection consultant (MJI) on the final punch list of items to be completed 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 for final construction closeout)
- Coordinated with contractors for 2016 contract repair, paving and striping of approximately 35 miles of county road - 30 out of 30 miles on original contract completed – additional five miles of road added - County Roads 44 and 127 in addition to the final paving of County Bridges 22 and 36)
- Compiled all necessary backup cost documentation and submitted the next quarterly CHiP’s reimbursement request to NYSDOT for the 2016 surface treating program of approximately 45 miles of county road
- Continued with 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 a questionnaire to all 15 town highway superintendent’s requesting any changes
- Completed survey construction layout of centerline bearings and final grade staking for replacement of County Bridge 36 (MAM)

- Completed the collection of topographic field survey data 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 58 (THO) – proposed commercial site plan; County Road 101 (FOR) – fire department dry hydrant access; County Road 104 (FAL) – Hurleyville proposed traffic signal specifications; County Road 143 (LIB) – proposed town water line replacement; County Road 146 (LIB) – driveway inspection; County Road 161 (THO) - school bus stop ahead sign layout; School Street (ROC) - processed speed zone request through to NYSDOT for town road and; provided comments to county planning for G.M.L. 239 review on the following County Roads (CR) : CR 53 (FAL) – site plan at intersection with SR 42 and CR 174 (THO) – sign variance request
- Attended NYSDOT region 8 GIS local highway inventory meeting / training
- Provided 2016 accomplishments and 2017 goals reporting for the highway unit

### **SOLID WASTE & RECYCLING - MONTHLY REPORT**

<b>Month</b>	<b>2015 tonnage (T)</b>	<b>2015 tonnage (T)</b>
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	5,462
October	4,045	3,964
November	3,403	
December	4,436	
<b>TOTAL</b>	<b>55,907</b>	

(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

- Compiled closed capped Landfill reporting data
- Began review of Transfer Station tonnages
- Completed modification of 2017 Hauler Permit Applications and sent out

## **RECYCLING**

- Re-bid of Removal of Electronic Waste, Fluorescent Lamps and Batteries plus tentative vendor determination
- Continued coordination of E-Scrap cleanouts at transfer stations with Advanced Recovery, Inc.
- Continued NYSDEC E-Waste reimbursement grant documentation for 50% match funding opportunity
- Bid of Propane Tank Removal plus tentative vendor determination
- Hudson Valley Regional Council Materials Management Committee meeting
- Sullivan Sustainability meeting with Hospitality Green
- CCE-Sullivan Master Gardeners Volunteer Organics Management Seminar & demonstration
- Agricultural/Film Plastics recovery update with CCE-Sullivan
- 2016 Municipal Cleanup Final: 751.15 tons
- Monticello Central School / Cooke School USDA waste reduction & recycling grant funding (\$58,000) award presentation
- Adopt-A-Road Program updates
- WasteWorks solid waste accounting software utilization
- Public Works Committee recycling update
- Reviewed 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