



Sullivan County Executive Committee

March 14, 2019 AGENDA
12:00 PM

Committee Members:

Luis Alvarez, Chair Nadia Rajs, Vice Chair Scott Samuelson Mark McCarthy Catherine Owens
Terri Ward Joseph Perrello Ira Steingart Alan Sorensen

Call to Order

County Manager's Monthly Report:

1. County Manager's Monthly Report for March 2019

Resolutions::

1. **Resolution to accept the recommendations of the solid waste/recycling fee grievance committee**
2. **To authorize the award & execution of an agreement with Suit Kote Corporation**
3. **Authorize Preparation and Administration of a National Fish and Wildlife Grant**
4. **Hospitality Green Phase 4**

Public Comment

Adjournment:



Sullivan County County Manager
SULLIVAN COUNTY GOVERNMENT CENTER
 100 NORTH STREET
 PO BOX 5012
 AddressCity, AddressState, AddressPostal

County Manager's Monthly Report 3-14-19

County Manager's Activities

- Met regularly with commissioners and department heads to discuss current issues, initiatives and concerns
- Refining new public transportation route with Laura Quigley
- Toured new jail
- Focused on numerous goals meetings with every department
- Attended Hudson Valley Regional Council Board meeting
- Discussed marketing of parcels at Emerald Corporate Center Board meeting
- Met with IDA about Community Choice Aggregation
- Participated in strategic planning session at SUNY Sullivan
- Continued negotiations with Teamsters and CSEA
- Met with police chiefs, DA and Sheriff's Office about public safety issues
- Attended compliance kickoff meeting with Bonadio
- Continuing to explore with NYSDOT a site for billboard in Town of Mamakating
- Held meetings with committee chairs and department heads to discuss monthly agendas
- Attended monthly Legislative Committee and Full Board meetings

Assistant County Manager's Activities

- Concluded goals meetings with every department (as many as 15 meetings in one week)
- Oriented and handed over directorship of Office for the Aging to Lise-Anne Deoul

- Introduced myself and my role to every department
- Toured new jail
- Participated in Bonadio's kickoff of diagnostic assessment and testing of corporate compliance program
- Attended Legislature meetings
- Assisting HIPAA Officer with investigations
- Involved in union negotiations

Director of Communications' Activities

- Completed and delivered 2018 Annual Report, a two-month effort
- Set up and participated in two tours of new jail; working on third tour
- Posted job openings on multiple social media sites, then forwarded applications to Personnel
- Continue to develop and modify content of County website
- Working on County Manager's Newsletter for March
- Coordinated pickup and delivery of doves for SCVA Dove Trail
- Reviewed and approved designs for doves
- Continuing to develop potential shuttle bus loop to link Woodstock anniversary events
- Working on recruitment brochures for Human Resources and Probation
- Assisted Care Center in latest monthly newsletter, "Sunset Lake News"
- Participated in monthly County Manager's meeting
- Photographed and promoted Care Center resident's 110th birthday, leading to front-page coverage in Times Herald Record
- Participated in interviews of Deputy County Manager candidates
- Developed "mini" version of State of the County Speech for Luis to deliver to local townships
- Attended and photographed civil rights discussion held in Hurleyville by Human Rights Commission

- Participating in NYSDOH Regional Coalition Exercise to test response to simulated public health crisis
- Developed talking points for Chairman Alvarez's weekly Thunder 102 radio appearance
- Answered and forwarded multiple media inquiries, including coordination of much-needed foster care coverage
- Issued various press releases
- Maintain and regularly post to Facebook, Twitter, Instagram, LinkedIn and YouTube channels
- Continue to increase Facebook activity across a range of channels, posting press releases, alerts, photos and videos throughout each week:
 - o Main SC Gov't. Facebook page has 3,541 fans
 - o Public Health Services page has 457 fans
 - o **911 page has 4,704 fans, an increase of 115 fans over last month**
 - o Bureau of EMS has 1,210 fans
 - o Bureau of Fire has 661 fans
 - o Fort Delaware has 308 fans
 - o Office for the Aging Senior Nutrition Program has 85 fans
 - o **Sullivan Recycles page has 681 fans, up 112 fans in past month**
 - o Homegrown Artists Exhibition Program has 59 fans
- Twitter page has 326 followers
- Instagram page has 619 followers
- LinkedIn page has 54 followers
- YouTube channel has 27 subscribers



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

To: Executive Committee

Fr: Nancy Buck, County Treasurer

Re: Resolution to accept the recommendations of the solid waste/recycling fee grievance committee

Date: March 14, 2019

Purpose of Resolution:

RESOLUTION OF THE EXECUTIVE COMMITTEE ACCEPTING THE RECOMMENDATIONS OF THE SULLIVAN COUNTY SOLID WASTE/RECYCLING FEE GRIEVANCE COMMITTEE.

Is subject of Resolution mandated? YES

Is this a renewal of a prior contract? NO

Date of prior contract? N/A

Amount authorized by prior contract \$N/A

Does Resolution require expenditure of funds? YES

If "Yes", provide the following information

Amount to be authorized by Resolution: \$<Insert Amount Here>

Are funds already budgeted? Yes/No

If "Yes" specify appropriation code(s): <Insert Code(s) Here>

If "No", specify proposed source of funds:

Estimated Cost Breakdown by Source

County: \$<Insert Amount Here>

Grant(s): \$<Insert Amount Here>

State: \$<Insert Amount Here>

Other: \$<Insert Amount Here>

Federal Government:\$<Insert Here>

(Specify):

Specify Compliance with Procurement Procedures:

N/A

Person(s) responsible for monitoring contract (Title): Nancy Buck County Treasurer

RESOLUTION OF THE EXECUTIVE COMMITTEE ACCEPTING THE RECOMMENDATIONS OF THE SULLIVAN COUNTY SOLID WASTE/RECYCLING FEE GRIEVANCE COMMITTEE.

WHEREAS, the Sullivan County Legislature (“Legislature”) Amended Local Law No. 7 of 2009 to add Article VIII to said Local Law Establishing a Solid Waste Recycling Fee, and

WHEREAS, Local Law No. 7 of 2009 as amended provides for a Sullivan County Solid Waste/Recycling Fee Appeals Committee (“Committee”) to review written appeals from property owners, and

WHEREAS, the Committee wishes to report its recommendations to the Legislature, and

WHEREAS, the Committee has reviewed the appeal of St. Joseph’s Chapel for the parcel known as MA47.-1-54 and it recommends approving the elimination of the user fee of \$80.00 due to the fact that the property is unimproved vacant land and should not have been charged a user fee.

NOW, THEREFORE, BE IT RESOLVED, that the Legislature acknowledges receipt of the Committee’s recommendation as set forth above and hereby ratifies the same.

BE IT FURTHER RESOLVED, that the Legislature hereby authorizes the Sullivan County Treasurer, on behalf of the Committee to notify the property owners regarding approval of their appeal.



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

To: Executive Committee

Fr: Edward McAndrew, Commissioner

Re: To authorize the award & execution of an agreement with Suit Kote Corporation

Date: March 14, 2019

Purpose of Resolution:

To authorize the award and execution of a construction agreement for the Chip Sealing of Portions of Various County Roads and Micro-Surfacing of County Road 178 bid with Suit Kote Corporation the lowest responsible bidder for the surface treating of approximately twenty-six (26) miles of County Road.

Is subject of Resolution mandated? Explain:

No – It is the responsibility of the County to maintain the County Road network for the safety of the traveling public.

Is this a renewal of a prior contract? No

Date of prior contract?

Amount authorized by prior contract

Does Resolution require expenditure of funds? Yes

If “Yes”, provide the following information

Amount to be authorized by Resolution: \$991,846.45

Are funds already budgeted? Yes

If “Yes” specify appropriation code(s):D5110-47-45-4518,A1620-197-47-4717,A1620-23-47-4717

If “No”, specify proposed source of funds:

Estimated Cost Breakdown by Source

County: \$12,532.02

Grant(s):

State: \$979,314.43

Other:

Federal Government:

(Specify):

**Specify Compliance with Procurement Procedures:
Bid**

**Bid/RFP/Quote#
B-19-11**

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

**RESOLUTION INTRODUCED BY EXECUTIVE COMMITTEE TO AUTHORIZE
AWARD & EXECUTION OF AGREEMENT WITH SUIT KOTE CORPORATION FOR
CHIP SEALING AND MICRO-SURFACING OF VARIOUS PORTIONS OF COUNTY
ROADS**

WHEREAS, bids were received for Chip Sealing of portions of various County Roads and Micro-Surfacing of a portion of County Road Number 178; and

WHEREAS, Suit Kote Corporation, 1911 Lorings Crossing Road, Cortland, New York 13045, is the lowest responsible bidder for this project; and

WHEREAS, the Sullivan County Division of Public Works has reviewed said bid and recommends that an agreement be executed.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager be and hereby is authorized to execute an agreement with Suit Kote Corporation, at a total price not to exceed **\$991,846.45**, plus the fluctuating cost of asphalt as per "Asphalt price Adjustment" as published by the PGB Index price and in accordance with B-19-11, said contract to be in such form as the County Attorney shall approve.



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

To: Executive Committee

Fr: Shannon Cilento, Community Development and Grants Planner

Re: Authorize Preparation and Administration of a National Fish and Wildlife Grant

Date: March 14, 2019

Purpose of Resolution:

TO AUTHORIZE PREPARATION AND ADMINISTRATION OF A NATIONAL FISH AND WILDLIFE GRANT TO CONSTRUCT IMPROVEMENTS TO THE NYS DEC FISHING ACCESS LOCATED IN THE TOWN OF HIGHLAND, NY

Is subject of Resolution mandated? Explain:

NO

Is this a renewal of a prior contract? No

Date of prior contract? N/A

Amount authorized by prior contract N/A

Does Resolution require expenditure of funds? Yes

If "Yes", provide the following information

Amount to be authorized by Resolution: Up to \$250,000

Are funds already budgeted? No

If "Yes" specify appropriation code(s): <Insert Code(s) Here>

If "No", specify proposed source of funds:

Estimated Cost Breakdown by Source

County: up to \$250,000

Grant(s): up to \$250,000

State: \$<Insert Amount Here>

Other: \$<Insert Amount Here>

Federal Government:\$<Insert Here>

(Specify):

Specify Compliance with Procurement Procedures:

N/A

**Person(s) responsible for monitoring contract (Title): Shannon Cilentto Community
Development and Grants Planner**

RESOLUTION TO AUTHORIZE PREPARATION AND ADMINISTRATION OF A NATIONAL FISH AND WILDLIFE GRANT TO CONSTRUCT IMPROVEMENTS TO THE NYS DEC FISHING ACCESS LOCATED IN THE TOWN OF HIGHLAND, NY

WHEREAS, the National Fish and Wildlife Foundation (NFWF) administers funding for restoration activities to improve water quality in the Delaware River Watershed; and

WHEREAS, Sullivan County Planning (SC Planning), through a grant received in 2009, created a regional plan for the Upper Delaware River Corridor; and

WHEREAS, SC Planning was awarded a second grant with which they completed schematic designs for river access improvements along the Upper Delaware River Corridor, implementing a priority recommendation of the regional plan; and

WHEREAS, SC Planning was awarded a third grant to complete engineering and permitting for improvements to the access located in the Town of Highland proposed in the schematic designs, which will improve water quality; and

WHEREAS, the next phase for the Highland Access is construction of these improvements; and

WHEREAS, cost estimates have been prepared; and

WHEREAS, SEQR has been completed and a negative declaration issued by the County; and

WHEREAS, construction of the planned improvements to the Highland access to the Upper Delaware River will be a tangible outcome of long term regional planning for the river corridor, and

WHEREAS, the planned Highland access improvements include protections against riverbank erosion and water quality degradation; and

WHEREAS, funding for up to 75% of project costs for construction is eligible under the NFWF program;

NOW, THEREFORE BE IT RESOLVED, 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*) to execute any and all necessary documents to submit the Upper Delaware River Highland Access Construction LWRP application for funding of up to \$250,000, with a match of up to \$250,000; and

BE IT FURTHER RESOLVED, 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 a form as the County Attorney shall approve; and

BE IT FURTHER RESOLVED, that should the funding be terminated, the County shall not be obligated to continue any action undertaken or contemplated to be undertaken for the use of this funding.



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

To: Executive Committee

Fr: Laura Quigley, Director

Re: Hospitality Green Phase 4

Date: March 14, 2019

Purpose of Resolution:

To authorize the execution of a Contract with Hospitality Green to assist the Workforce Development Board of Sullivan and the County of Sullivan in the continued development of a Career Readiness and Orientation to Hospitality Industry training programs. Under RFP #R-18-06 this is Phase 4 to continue to build upon the work already accomplished in Phase 1, 2 & 3 of this project.

Is subject of Resolution mandated? Explain:

Under WIOA (Workforce Innovations Opportunity Act) services, this must be competitively procured.

Is this a renewal of a prior contract? Yes

Date of prior contract? April 1, 2018

Amount authorized by prior contract \$62,000 (Not to Exceed)

Does Resolution require expenditure of funds? Yes

If "Yes", provide the following information

Amount to be authorized by Resolution: \$25,000.00 (Not to Exceed)

Are funds already budgeted? Yes

**If "Yes" specify appropriation code(s): A-6293-R4791-R341; R178; R106 & R336
(Federal Aid WIOA Adult, Dislocated Worker, Youth & Administration)**

If "No", specify proposed source of funds:

Estimated Cost Breakdown by Source

County: \$0.00

Grant(s): \$0.00

State: \$0.00

Other: \$0.00

Federal Government:\$25,000.00

(Specify):

Specify Compliance with Procurement Procedures:

Bid/RFP/Quote#

N/A

PRIOR RESOLUTION #141-

18

Person(s) responsible for monitoring contract (Title): Laura Quigley Director

RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE TO AUTHORIZE EXECUTION OF A CONTRACT WITH HOSPITALITY GREEN IN CONTINUING TO DEVELOP THE CAREER READINESS TRAINING AND HOSPITALITY TRAINING

WHEREAS, the Center for Workforce Development (CWD) issued RFP R-18-06 for consulting services for Career Readiness and Hospitality Training and the firm Hospitality Green met the requirements outlined; and

WHEREAS, Hospitality Green successfully completed work outlined in the first year of the project; and

WHEREAS, CWD reserves the right to renew the contract on a yearly basis for up to three (3) additional years. This decision will be based on vendor performance and available funding; and

WHEREAS, the Contract expired as of December 31, 2018, and there is a need to renew the Contract in order to continue the work already accomplished; and

WHEREAS, this contract will commence on January 1, 2019 and expire as of December 31, 2019.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager be hereby authorized to execute a contract with Hospitality Green in an amount not to exceed \$25,000 commencing January 1, 2019 and expiring December 31, 2019. Said Contract to be in such form as the County Attorney shall approve.