



Sullivan County

Public Works Committee

Meeting Agenda - Final

100 North Street
Monticello, NY 12701

Chairman George Conklin
Vice Chairman Michael Brooks
Committee Member Robert Doherty
Committee Member Alan J. Sorensen
Committee Member Joseph Perrello
Committee Member Nicholas Salomone Jr.
Committee Member Ira Steingart

Thursday, September 8, 2022

10:00 AM

Government Center

Call To Order

Roll Call

Comments:

Reports:

1. Division of Public Works

[ID-4913](#)

Attachments: [September monthly report](#)

Discussion: None

Public Comment

Resolutions:

1. To amend Resolution No. 6-19 to include language regarding the issuance of assigned vehicles and allowing those employees to bring vehicles home if they reside outside of the County of Sullivan.

[ID-4888](#)

Attachments: [Amended VUP 2022.docx](#)

2. Resolution to authorize the County Manager to execute a modification agreement with Sullivan County Paving, Inc. to complete the construction services detailed in the original resurfacing of County Roads contract.

[ID-4910](#)

Adjourn



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-4913

Agenda Date: 9/8/2022

Agenda #: 1.

PUBLIC WORKS
Monthly Report September 8, 2022

BRIDGES / BUILDINGS & GROUNDS OPERATIONS

- Delivered and retrieved Voting Machines and accessories
- Continued the in house Mowing of County Facilities
- Removed Sand Bar, installed pile and concrete to correct and prevent further scour under the pier, repaired concrete deck- Bridge repair CB273 – CR117 Town of Delaware
- Installed temp water main, removed old water main, demolished existing bridge and excavated for replacement bridge - CB228 – Lilly Pond Road Town of Liberty
- Built concrete inlet and outlet structures to widen the road by extending existing bridge, Shoulder repairs - CB206 - Flyn Road Town of Liberty
- Continued Repairs to the Dam at Sunset Lake

SHOP STAFF

- Continued services and 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
- Prepared new vehicles and equipment for service
- Prepared estimates on damaged vehicles
- Continued to sandblast and refinish County equipment and parts for County Bridges
- Continued to manage 120 Enterprise lease vehicle fleet
- Worked on automobile, light and heavy truck bids
- Completed Specifications for new truck bids for 2022

SIGN SHOP

- Fabricated signs for the Division of Public Works and Towns
- Repaired signs on county roads and bridges
- Continued addressing sign complaints
- Placed Sullivan County decals on new vehicles and equipment
- Continued sign inventory and data entry
- Installed new signage for County Bridges as needed

AIRPORT

- Continued 5 Bay Hangar Rehab
- Completed RSQ for Airport Engineering Consultant

BRIDGES

- Addressed NYSDOT bridge flags/notices for Bridges 273 & 279 (DEL), 34 & 427 (FAL), 432 (HIG), 296 (LIB) and 116 & 227 (ROC)
- Prepared correspondences to the vehicle owner and driver responsible for damages to Bridge 51 (LIB) to seek reimbursement for repair costs
- Provided follow-up for a stream disturbance permit to remove gravel deposits from the Bridge 99 waterway (CAL)
- Coordinated with Ulster County for repair work needed for inter-county Bridge 67 (MAM)
- Continued monitoring scour settlement and inspection work for the DPW repair of Bridge 273 (DEL)
- Continued to advance the preparation of plans and specifications for the construction of the Kohlertown Flood Risk Reduction Project (KFRRP) (DEL)
- Continued coordination with NYSEG for changes needed for the electric line of CR 164 completed coordination with one of the two property owners we needed owner releases from for the KFRRP (DEL) and continued coordination with the one remaining owner
- Continued project close out of the Bridge Maintenance Project construction and consultant inspection contracts
- Continued administration work and coordination work with NYSDOT for the Bridge Maintenance Project to waterproof the decks of seven bridges
- Continued the preparation of the design approval and bid documents for the maintenance project to paint several bridges in the 2023 construction season
- Continued coordination with DPW Operations for the Bridge 449 (VMONT) replacement project
- Continued follow-up with NYSEG for utility work needed for the Bridge 449 (VMONT) bridge replacement project
- Completed shop drawing review for the concrete beams for the Bridge 449 (VMONT) bridge replacement project
- Continued administration work for the Bridge 198 (HIG) Replacement Project construction and engineering contracts
- Completed the review of preliminary plans and details prepared by the consultant for the re-waterproof the Bridge 198 (HIG) box culvert
- Completed a kick-off meeting with the consultant and NYSDOT for the start of engineering services needed for Bridge 82 (FOR) and Bridge 77 (HIG) replacement projects
- Continued coordination and inspection work with the Village of Liberty for the relocation of the Village's waterline on Bridge 228 (LIB)
- Continued followed-up on procuring materials and pile testing services and with Verizon for utility work needed for moving their service to the relocated NYSEG poles for the Bridge 228 (LIB) bridge replacement project
- Completed coordination with DPW Operations for planning work for the stabilization of a wing wall for Bridge 17 (CAL) and will schedule inspection

work when needed

- Continued work for the procurement of reimbursement for the accident damaged Bridge 51 (LIB) bridge railing
- Developed alternatives for repairs to the Bridge 116 (ROC) railing system
- Continued follow-up and inspection work for repairs to the Bridge 23 (DEL) roadway embankment
- Providing follow-up with DPW Operations for the improvement of the settlement of the road at Bridge 110 (DEL)
- Continued coordination and inspection work for the improvement and repair of the Bridge 206 (LIB) headwalls
- Started preparing presentation materials for a seminar at Statewide Conference on Local Bridges

BUILDINGS & ENVIRONMENTAL COMPLIANCE

- Participated in phone calls and site visits with NYPA about SCCC project
- Coordinated and attended sprinkler inspections at 26 Hamilton and 20 Community Lane facilities
- Provided documents to Lexington Center for Recovery's OASAS inspection
- Monitored Veterans Office renovation progress
- Continued follow up on EV Charging Station situation at SCCC
- Provided square footages for NYSDOH Space at GOB
- Wrote resolution for award of Architectural Design Services for Housing Gateway Center and worked with Purchasing on contract development
- Met NYSEG Representatives on site about excessive charges at storage building
- Developed RFQ for Architectural and Engineering Design Services for Aquatic and Recreation Center at SCCC
- Developed RFQ for Engineering Design Services for Redundant Potable Water Storage Tank at Human Service Complex
- Coordinated exploration of roof leak issue at Courthouse and repair at Annex Roof
- Revised 26 Hamilton Ave tenant space CAD plans for new evacuation plans and created new occupancy load signs
- Created and installed 26 Hamilton Ave evacuation plans and occupancy load signs
- Updated SCGC Quadrant CAD plans
- Updated SCGC MILOR CAD plans
- Updated SCHSC MILOR CAD plans
- GC & GC Annex MILOR plan updates on evacuation plans
- Created new GC HVAC/Zone Valve/Thermostat plans for facility operations
- Continued facility plan notebook updates
- Assisted in facilitating Facility Master Plan Department Interviews
- Prepared and submitted the SCIA and Human Service Complex mandated monthly water chlorination system operation reports to NYSDOH

- Continued mandatory water testing at the SCIA and Human Service Complex water chlorination systems
- Prepared the SCIA and Human Service Complex mandated quarterly coliform, nitrate and sodium letters for submittal of reports to NYSDOH
- Continued mandatory NYSDOS Code Enforcement In-Service Trainings online
- Continued mandatory OneGroup Safety classes online
- Continued mandatory 2022 annual/triennial Sullivan County Building Inspections
- Updated 2022 Building Inspection Summary Chart
- Continued coordinating County Buildings and Parks water sampling program with laboratory vendor
- Field assisted water sampling lab with collecting water samples at the Human Service Complex
- Attended health insurance meeting by Risk Management
- Worked with Office of Sustainable Energy on Building data updates
- Monitored County T-Hangar Renovation Project
- Provided technical support for County facility operations and maintenance
- Prepared Monthly Report
- Reviewed and approved various invoices and vouchers for payment as needed
- Communicated with Environmental staff concerning ongoing projects and reports
- Coordinated monthly rinse rack outfall sampling event with testing contractor at Maplewood
- Reviewed and reported rinse rack outfall sampling results
- Continued work with Engineering Consultant on environmental issue at SCIA
- Reviewed responses to B-22-50 for the purchase & delivery of several new petroleum tanks for future tank updates/replacements at various County facilities
- Reviewed responses to R-22-23 for pre-renovation/pre-demolition survey and testing for hazardous building materials

HIGHWAYS

- Provided ROW and record mapping research to the public, other County departments and SCDPW operations - (6) instances
- Continued work on the East Broadway/County Road 173 (THO) reconstruction project with NYSDOT, consultant (Stantec) and contractor Argenio – contractor has mobilized and begun drainage work – attended kick-off and progress meetings
- Continued work with contractor (Sullivan County Paving & Construction, Inc.) for the 2022 contract paving, repair and striping of 36 miles of county road - coordinated with county operations personnel on schedule and road preparations - field marked partial depth repair areas on multiple County Roads - provided daily inspection and quantity tracking of the paving operations – coordinated plant testing of asphalt materials – 33.5 miles (92 %) fully completed and 3 miles almost complete on CR 176 to complete the road portion of the contract –

prepared a resolution for additional funding (already allocated) to cover increased asphalt and fuel price adjustments

- Continued work with contractor (Gorman Bros.) for the 2022 crack sealing, chip sealing, fog sealing and striping of approximately 36 miles of county road – all work 100% complete – awaiting final paperwork before retainage release
- Continued work with contractor (Gorman Bros.) for the 2022 crack sealing of approximately 52 miles of county road in addition to the government center parking lots – all work 100% complete – awaiting final paperwork before retainage release
- Continued work with contractor K5 Corp. for the 2022 contract striping/pavement marking of approximately 79 miles of higher volume county roads – all work 100% complete – awaiting final paperwork before retainage release
- Continued with the design of a new drainage system on County Road 143 (LIB) from Cutler Road to State Route 52 –ROW and property bounds mapping – field staking of drainage structure layout and elevations for phase I
- Continued required One Group safety training online
- Attended OGS presentation on shared folder for DPW bids
- Reviewed and/or researched the following for safety issues, potential impacts to and conflicts with the County’s right-of-way (ROW), drainage, infrastructure and maintenance on County Roads (CR): CR 74 advanced warning signs on “S” curve – reviewed options with sign shop; Parksville crosswalk at rail trail – not County jurisdiction – referred to DOT; and CR 114 speed zone signs reviewed with sign shop – signs installed
- Provided comments to county planning for G.M.L. 239 review on the following projects on or adjacent to a County Road (CR): CAL22-04 (CR 122) Rudy Roth and COC22-04 (Daub Road) Hofer Subdivision
- Issued permits on various County Roads – no O (Overweight) permits – two M (Misc./Access) permits – one D (Dig) permit and no U (Utility) permits – Field inspected (8) existing/proposed access locations for compliance and/or closeout related to permitting including multiple sight distance measurements at proposed accesses on County Roads 56, 93 and 163

SOLID WASTE & RECYCLING - MONTHLY REPORT

Month	2020 MSW/CD	2021 MSW/CD	2022 MSW/CD
January	4098	4290	4423
February	3630	3401	4256
March	4430	5491	6163
April	4379	7116	5935
May	5398	7259	7392
June	7346	9209	9323
July	9973	12816	12137
August	10004	11507	
September	7427	6562	
October	6106	6185	
November	4848	6039	
December	4756	5475	
TOTAL	72395	85353	

(T) - Total Monticello Transfer Station

SOLID WASTE & RECYCLING

- *Education/Outreach:* DSW has completed interviews and will to refill the Recycling Coordinator position and restart the series of short educational programs at the landfill and advertised thru Facebook on an ongoing basis.
- *Accounts:* continue to address any delinquent accounts so they remain current with payment and provide electronic communication for customers.
- *Annual Reports:* continue to track data for NYSDEC and EPA reporting.
- *Composting:* continue working on start up for an effective (Residential Pilot Phase I) composting program, reviewing recently completed Organics Management Plan, and contacted UCRRA to ascertain feasibility of bringing collected organics to their facility. Preparing documents in conjunction with the NYSDEC. Preparing documents to acquire totes to be used for compost collection.

- Have begun to work with Cornerstone a consultant to update the Solid Waste Management Plan in accordance with NYSDEC Part 360 regulations.



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-4888

Agenda Date: 9/8/2022

Agenda #:

Narrative of Resolution:

To amend Reso. 6-19 to include language that allows County employees that reside outside of Sullivan County that have assigned vehicles to bring those vehicles home with the approval by the County Manager or designee.

If Resolution requires expenditure of County Funds, provide the following information:

Amount to be authorized by Resolution: \$0

Are funds already budgeted? Choose an item.

Specify Compliance with Procurement Procedures:

WHEREAS, the Sullivan County Legislature adopted Resolution No. 6-19 on January 24, 2019 that approved a Vehicle Use Policy for the County of Sullivan; and

WHEREAS, there is a need to amend the Vehicle Use Policy to include language that allows a County employee that resides outside of Sullivan County that has been issued an assigned vehicle to take that vehicle home if it is there is a business justification for such allowance, with the approval of the County Manager or his designee.

NOW THEREFORE BE IT RESOLVED, that the Sullivan County Legislature hereby amends the Vehicle Use Policy by adding to number 10 in the Vehicle Use Policy “(a) any employee that is assigned a County vehicle for business purposes and resides outside of the County of Sullivan, must request permission to bring that assigned vehicle home by the County Manager or his designee”.



Vehicle Use Policy

I. Purpose and Scope

It is the purpose of this Vehicle Use Policy (the “*Policy*”) is to define the general policy for the use of County Vehicles (as defined below) that are operated by Employees in the scope of their employment with the County. Employees in County departments that have additional requirements with respect to the use of County Vehicles are responsible to follow such departmental policies and procedures in addition to the ones contained herein. This Policy shall not apply to the Office of the Sheriff, whose office is covered by specific operating procedures.

II. Definitions

“*Assigned Vehicle*” means a County Vehicle that has been assigned to a specific Employee for a specific period of time or on a permanent basis.

“*Barryville Facility*” means DPW’s Barryville facility located at 450 Rt. 55, Barryville, New York 12719.

“*County Vehicle*” means any County-owned or -leased motor vehicle that is registered for use on public roads or which is required for undertaking authorized public works.

“*DPW*” means the County of Sullivan’s Division of Public Works.

“*Employee*” means a person employed by the County.

“*Maplewood Facility*” means DPW’s Maplewood facility located at 745 State Route 17b, Mongaup Valley, NY 12762.

“*Private Vehicle*” means a non-County Vehicle used by an Employee in the performance of their job.

“*Pool Vehicle*” means a County Vehicle that has been provided to an Employee for a specific trip or trips during a day or week (*i.e.*, not an Assigned Vehicle).

“*Risk Management*” means the County of Sullivan’s Department of Risk Management.

III. General Provisions

A. Department Heads are responsible for ensuring that the Provisions of this Policy are followed. Department Heads are responsible for authorizing Employees to use a County Vehicle and for taking corrective action, including the institution of disciplinary proceedings, with respect to violations of this Policy.

County of Sullivan Vehicle Use Policy

- B. An Employee shall not operate a County Vehicle until and unless the Employee satisfies the following:
1. Maintains a valid driver's license appropriate for the class/type of County Vehicle to be operated.
 2. Been enrolled in the LENS¹ program through Risk Management; and
 3. Reviewed this Policy and acknowledged in writing that it has been read.
- C. Employees shall operate County Vehicles and Private Vehicles in a safe manner. Unsafe operation includes, but is not limited to, excessive speed, tailgating, use of cellphone or texting while driving and driving while impaired.
- D. An Employee who causes damage to a County Vehicle where the Employee is at fault may result in an Employee's loss of authorization to operate a County Vehicle. In addition, an Employee shall be responsible for reimbursement of costs associated with road service, towing or vehicle damage that results from willful abuse, misuse or gross negligence on the part of the Employee.
- E. Employees shall store County Vehicles in a safe location. A safe and secure location storage area is a place that meets the following conditions:
1. One in which it is lawful to park a motor vehicle;
 2. One which does not create the perception of impropriety by a County Employee (*e.g.*, parking in front, or in the parking lot, of a tavern or bar, a shopping mall or movie theater during traditional work hours) unless parking the County Vehicle in such place is necessary for County business; and
 3. One where it is reasonable to expect that the County Vehicle will not be damaged as a result of being parked in such location.
- F. All accidents involving County Vehicles or Private Vehicles, if in the performance of an Employee's job, must be reported to Police.
- G. An Employee who violates this Policy may be subject to discipline.

IV. Motor Vehicle Use

- A. An Employee operating a County Vehicle shall:
1. Have a valid driver's license that authorizes them to operate the class/type of vehicle being operated.
 2. Obey all laws, including the New York State Vehicle and Traffic Law, while operating County Vehicles and drive the County Vehicle in a safe, lawful, alert and courteous manner.

¹ License Event Notifications Service (LENS) provides an employer of driver license events as they post to a driver's record.

County of Sullivan Vehicle Use Policy

3. Use County Vehicles for official County business only. Such use may include transporting passengers, business associates (*i.e.*, contractors), County or other government employees and materials within the scope of Employee's job responsibilities.
4. Wear a seat belt and ensure that all occupants of the County Vehicle are wearing a seat belt when the vehicle is being operated.
5. Complete a County Vehicle Use Report on a daily basis with summary of traveled route, start and end mileage, gas usage, and servicing done.
6. With respect to Assigned Vehicles, ensure the County Vehicle undergoes regular maintenance as outlined in Section V of this Policy.

B. An Employee operating a County Vehicle or a Private Vehicle (on County business) shall **NOT**

1. Use a County Vehicle on personal business unless authorized by the Department Head and County Manager.
2. Permit another person, including another Employee, to operate a County Vehicle unless such person has been authorized to drive that County Vehicle by a Supervisor, Department Head or the County Manager.
3. Use a County Vehicle to transport family members or friends to places other than those for County business (*e.g.*, to work, daycare, etc.).
4. Smoke in a County Vehicle.
5. Speed in a County Vehicle.
6. Drink alcoholic beverages or be under the influence of alcohol while operating a County Vehicle.
7. Use or be under the influence of illegal drugs while operating a County Vehicle.
8. Use or be under the influence of controlled substances (including prescription of or over the counter drugs) that affect their ability to drive a County Vehicle.²
9. Use computing devices, cellphones or text. If the Employee must make a phone call or text, he/she must safely leave the traveled way of the roadway, safely place the County Vehicle in park, and make and complete the phone call or text.
10. Drive a County Vehicle home without express permission of their Supervisor or Department Head, or as otherwise authorized by a County or Department Policy.

² To the extent a County employee is concerned about the impact of prescription medicine on their ability to operate a County Vehicle, they are expected to seek and have received medical approval for same.

County of Sullivan Vehicle Use Policy

(a) any employee that is assigned a County vehicle for business purposes and resides outside of the County of Sullivan, must request permission to bring that assigned vehicle home by the County Manager or his designee.

11. Travel outside the confines of New York State without prior approval from their Supervisor, Department Head or the County Manager.

12. Operate any device that impairs their hearing or negatively impacts the safe operation of a County Vehicle.

13. Leave the County Vehicle unattended without turning the vehicle off, removing the keys and locking the doors.

V. Vehicle Breakdown, Repairs and Maintenance

A. Breakdown and Repairs: If major problems occur while the County Vehicle is in use, the Employee shall contact their Department Head or supervisor, if possible, to determine the most efficient manner to effect repair. For Employee's safety and the proper care of County-owned property, the Employee shall NOT attempt to fix a County Vehicle unless that Employee is authorized to do so.

In the event of a breakdown of a County Vehicle, after contacting their Department Head, the Employee shall contact the Maplewood Facility. If it is determined that the County Vehicle should be towed, DPW will be responsible for arranging for such towing. If it is not during business hours, the Employee shall call the DPW hotline. If DPW cannot be reached and safe storage is not possible, the Department Head shall call a County-approved service center to tow the vehicle to the Maplewood Facility.

B. Maintenance: With respect to Assigned Vehicles, the Employee is responsible for ensuring that the County Vehicle is serviced every 4,000 miles. Vehicle maintenance is done at the Maplewood Facility or through authorized Enterprise vendors. Please contact Maplewood Facility to determine the appropriate maintenance process. Service includes change of oil, grease, checking of all fluid levels, lights, belts, and tire condition. A sticker on the windshield shows date and mileage of the last service. Between October 15th and November 15th of each year, the Employee shall arrange with DPW to have winter tires installed on the County Vehicle and its antifreeze checked.

C. Annual Inspection: A sticker on an Assigned Vehicle's windshield shows the expiration month for the current year's New York State safety and emissions inspection. During that month, Employee is responsible for contacting DPW to schedule an inspection appointment before the month is over.

D. Fuel: With the exception of emergencies, when travelling within Sullivan County, the Employee shall refuel at the Maplewood Facility or the gas pumps at the County's Liberty complex. A pump key is assigned to each County Vehicle and is located on the key chain. Each Employee will be assigned a PIN to use at the gas pumps.

County of Sullivan Vehicle Use Policy

The Employee shall refuel a Pool Vehicle to full whenever said gas tank is less than half full.

E. Cleaning: It is the responsibility of the Employee using a County Vehicle to keep it clean. All garbage must be removed and disposed of prior to the vehicle's return. Spills must be cleaned up immediately to avoid permanent stains.

VI. Accidents

A. Reporting – Generally. Employees shall report accidents involving a County Vehicle or Private Vehicle (if the accident occurred while on County business) to the police and to Risk Management.

1. In case of an accident, the Employee will be required to show evidence of insurance. Risk Management provides insurance cards to DPW, and a copy of the insurance card should be kept in every County Vehicle.

2. To report an accident to the police, Employee shall call 911 while at the scene of the accident, if possible. If for some reason the Employee is unable to report the accident, it is the responsibility of the Employee's immediate supervisor to report the accident upon receipt of notice of same.

3. To report an accident to Risk Management, Employee shall complete Risk Management's *Motor Vehicle Accident Report*, a copy of which is attached to this Policy as Attachment A, and submit the original to Risk Management **within 10 days** of the date of the accident. A blank version of the form is printed on blue card stock and included on the clipboard kept in each County Vehicle. (A blank version of the form may also be found on the County's website.)

4. Accidents involving death, personal injury or property damage in excess of \$1,000.00, require the Employee or their supervisor to file a New York State MV-104 *Report of Motor Vehicle Accident*, a copy of which is attached to this Policy as Attachment B, and submitted to the New York State Department of Motor Vehicles at the address listed thereon, with a copy to Risk Management (A blank version of the form may also be found on the New York Department of Motor Vehicle's website.)

B. Additional Reporting – County Vehicles. In addition, if the accident involves serious injuries or fatality, contact Risk Management immediately or the Commissioner of Public Works as soon as possible.

C. Additional Reporting – Private Vehicles. In addition, if the accident involves a Private Vehicle while driven on County business and resulted in death, personal injury, or property damage in excess of \$1,000.00, the Employee or their supervisor shall obtain two copies of the report submitted to the insurance carrier and forward them to Risk Management.

D. Additional Reporting - Accidents Involving Injuries to Employees. If the accident involves an injury to an Employee at work (whether in an Assigned Vehicle or Private

County of Sullivan Vehicle Use Policy

Vehicle), the Employee shall report the accident on the County's form *Accident /Illness Injuries to an Employee at Work*, a copy of which may be obtained from Risk Management.

E. Inquiries by Insurance Companies: An Employee shall not discuss with any person not a County employee any accident involving a County Vehicle without written permission of the Director of Risk Management or the Commissioner of the DPW.

Contact Numbers	
Maintenance and Inspections – DPW Maplewood	(845) 807-0297
Breakdown and Accidents (During Business Hours) – DPW Maplewood	(845) 807-0297
Breakdown and Accidents (After Business Hours) – DWP Hotline (E911 non-emergency #)	(845) 583-7180
Risk Management, Director	(845) 807-0475
DPW, Commissioner	(845) 807-0261

VII. Acknowledgement

I hereby acknowledge that I have received and read the Vehicle Use Policy, and I agree to comply with the requirements set forth therein.

Date

Signature

Print Name

Department: _____

**SULLIVAN COUNTY RISK MANAGEMENT
MOTOR VEHICLE ACCIDENT REPORT**

Date of Accident:	Time:	Weather & Light Conditions:
Where Did Accident Occur? <i>(Give exact information, such as street, intersection, cross road, landmark)</i>		
Was this vehicle actively involved in snowplowing? <input type="checkbox"/> YES <input type="checkbox"/> NO		
OTHER VEHICLE:		
Operator's Name:	Driver's Lic. No.:	
Address:	Date of Birth:	
Owner's Name:	Address:	
Year, Make & Model of Vehicle:	Plate No.:	
Insurance Co. & Policy No. (from ID card):		
Damage to Other Vehicle:		
SULLIVAN COUNTY VEHICLE:		
Vehicle Type:_____ #:_____	Year, Make & Model:	Lic. Plate # _____
Operator's Name:	Driver's Lic. No.:	
Other Persons in County Vehicle:		
Damage to our Vehicle:		
INJURED PERSONS (if any) Give Name, Address and extent of injury:		
Was accident reported to Police? Yes _____ No _____	If so, to whom and where?	
Give your version of how accident happened:		
Signature of person driving County Vehicle:		
Signature of person completing this form (if different from above):		
Draw diagram on reverse side of this report, showing North and showing direction of all vehicles involved and general location of each and what Traffic Control existed; ie. lights, signs, none, etc.		
List names, addresses and telephone numbers of witnesses on reverse side.		
TOWING: Should the County Vehicle require towing, please call the following:		
Weekdays: (845) 807-0297 (DPW Maplewood Shop)	Nights/Weekends: (845) 583-7100 (Emergency Control Center)	
=NOTE=		
Report to your office IN PERSON as soon as possible after accident to sign NYS Accident Report Forms.		

Additional Information/Comments:

MV-104 (5/11) PAGE 1 of 2

FOLD → ← HERE

New York State Department of Motor Vehicles
REPORT OF MOTOR VEHICLE ACCIDENT
 www.dmv.ny.gov

Use only for accidents that
happen in New York State

BEFORE COMPLETING THIS FORM, READ THE INSTRUCTIONS IN SECTION A ON PAGE 2

DO NOT FORGET ACCIDENT DATE		Page _____ of _____		<input type="checkbox"/> RUSH - DRIVER OF VEHICLE 1 - LICENSE SUSPENDED FOR FAILURE TO REPORT		1					
Accident Date Month _____ Day _____ Year _____		Day of Week _____ Time <input type="checkbox"/> AM <input type="checkbox"/> PM		Number of Vehicles _____ Number Injured _____ Number Killed _____		Did police investigate accident at scene? <input type="checkbox"/> Yes <input type="checkbox"/> No					
1 DRIVER	DRIVER OF VEHICLE 1			<input type="checkbox"/> VEHICLE 2 <input type="checkbox"/> PEDESTRIAN <input type="checkbox"/> BICYCLIST <input type="checkbox"/> OTHER PEDESTRIAN			2				
	Driver License ID Number _____ State of License _____			Driver License ID Number _____ State of License _____							
	Driver Name—exactly as printed on license (Last, First, M.I.) _____			Name—exactly as printed on license (Last, First, M.I.) _____							
	Address (Include Number & Street) _____ Apt. Number _____			Address (Include Number & Street) _____ Apt. Number _____							
City or Town _____ State _____ Zip Code _____			City or Town _____ State _____ Zip Code _____								
Date of Birth _____ Sex _____ Number of People in Vehicle _____ Public Property Damaged <input type="checkbox"/>			Date of Birth _____ Sex _____ Number of People in Vehicle _____ Public Property Damaged <input type="checkbox"/>				3				
2 REGISTRANT	Name—exactly as printed on registration _____ Date of Birth _____ Sex _____			Name—exactly as printed on registration _____ Date of Birth _____ Sex _____							
	Address (Include Number & Street) _____ Apt. Number _____			Address (Include Number & Street) _____ Apt. Number _____							
	City or Town _____ State _____ Zip Code _____			City or Town _____ State _____ Zip Code _____							
	Plate Number _____ State of Reg. _____ Vehicle Year & Make _____ Vehicle Type _____ Ins. Code _____			Plate Number _____ State of Reg. _____ Vehicle Year & Make _____ Vehicle Type _____ Ins. Code _____			5				
3 VEHICLE DAMAGE	Estimated Cost of Property Damage - Vehicle 1 <input type="checkbox"/> \$1,001-\$1,500 <input type="checkbox"/> \$1,501-\$2,500 <input type="checkbox"/> Over \$2,500			Estimated Cost of Property Damage - Vehicle 2 <input type="checkbox"/> \$1,001-\$1,500 <input type="checkbox"/> \$1,501-\$2,500 <input type="checkbox"/> Over \$2,500			6				
	Describe damage to vehicle 1 9. _____			Describe damage to vehicle 2 _____			7				
	ACCIDENT DIAGRAM: Circle one of the 9 diagrams (numbered 0-8) if it describes the accident, or draw your own diagram below in space #9. Number the vehicles. Your vehicle is # 1			<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;">Left Turn 0. </div> <div style="width: 33%;">Rear End 1. </div> <div style="width: 33%;">Sideswipe (same direction) 2. </div> <div style="width: 33%;">Left Turn 3. </div> <div style="width: 33%;">Right Angle 4. </div> <div style="width: 33%;">Right Turn 5. </div> <div style="width: 33%;">Right Turn 6. </div> <div style="width: 33%;">Head On 7. </div> <div style="width: 33%;">Sideswipe (opposite direction) 8. </div> </div>			23				
	9. _____						24				
4 ACCIDENT LOCATION	Place Where Accident Occurred in New York State:										
	County _____ <input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Town of _____ Permanent Landmark _____										
	Road on which accident occurred _____ (Route Number or Street Name)										
	at <input type="checkbox"/> 1) intersecting street _____ (Route Number or Street Name)										
or 2) _____ <input type="checkbox"/> N <input type="checkbox"/> S <input type="checkbox"/> E <input type="checkbox"/> W of _____ (Milepost, Nearest intersecting Route Number or Street Name)											
How did the accident happen?							26				
5 ALL INVOLVED	Names of All Persons Involved			8. Which Veh. Occupied	9. Position In/on Vehicle	10. Safety Equip. Used	12. Age	13. Sex	16. Injury A B C	Describe Injuries	If Deceased, Enter Date of Death
6 INSURANCE	Identify Damaged Property Other Than Vehicle(s)			VIN							
	Name of Insurance Company That Issued Policy For Vehicle 1			Policy Number							
	Name and Address of Policy Holder			Policy Period From To							
	If Vehicle was Operated Under Permit (ICC, USDOT or NYSDOT), give No.			Name and Address of Permit Holder			and State				
If Self-Insured, give Certificate No.											30
Date		Print Name of Driver (or Representative*) of Vehicle 1		Signature of Driver (or Representative*) of Vehicle 1							
<p>* A representative may sign for the driver if the driver is unable to sign because of injury or death. If you are signing as the driver's representative, check the box that describes why the driver cannot sign. <input type="checkbox"/> Injury <input type="checkbox"/> Death</p> <p>An accident report is not considered complete and filed unless it is signed, and if not signed may result in the suspension of your driver's license.</p>											

MV-104 (5/11) PAGE 2 of 2

SECTION A

You must report within 10 days any accident occurring in New York State causing a fatality, personal injury or damage over \$1,000 to the property of any one person. Failure to do so within 10 days is a misdemeanor. Your license and/or registration may be suspended until a report is filed. Check the "RUSH" box at the top of page 1 if your license is suspended for failure to report this accident on time. You must fill in all information requested on the report.

Then fill in the boxes numbered 1-7 and 23-30 in the right margin on page 1 by entering the number of the item from Section B that best describes the circumstances of the accident. If a question does not apply, enter a dash ("-"). If you do not know an answer, enter an "X".

INSTRUCTIONS - PLEASE PRINT OR TYPE ALL INFORMATION - USE BLACK INK

* First — fold along this shaded, dotted line.

* Don't fold internet form. Instead, place page 2 over page 1, with the arrows on page 2 pointing to the boxes on the right edge of page 1.

VEHICLE INVOLVEMENT - If you were in an accident involving:

- **two-cars**, enter your information in the **VEHICLE 1** section and the other driver's information in the **VEHICLE 2** section.
- **a pedestrian, bicyclist or other pedestrian** (a person using a non-motorized conveyance such as in-line skates, skateboard, sled, etc.), enter the information in the "Driver" spaces provided for Vehicle 2, and check the **PEDESTRIAN, BICYCLIST or OTHER PEDESTRIAN** box.
- **a vehicle other than a motor vehicle** (such as a snowmobile, mini-bike, aircycle, all-terrain vehicle, trail bike, or other non-motor vehicle), enter the driver, registrant and vehicle information in the space provided for **VEHICLE 2**.
- **an unoccupied vehicle**, enter all available information. Be sure to enter the correct vehicle Plate Number and Vehicle Type in the **VEHICLE 2** block.
- **more than two vehicles**, fill out additional accident reports. On these reports, place the information for the third vehicle in the space marked **VEHICLE 1** and mark it #3. Use the space marked **VEHICLE 2** for the fourth vehicle, and mark it #4 and so on. Additional forms are available at any Motor Vehicles office or from the DMV website: www.dmv.ny.gov.

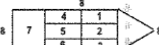
- 1 DRIVER** - Enter the information for each driver EXACTLY as it appears on his/her driver license.
- 2 REGISTRANT** - Enter registrant information EXACTLY as it appears on the registration of each vehicle involved in the accident.
- 3 VEHICLE DAMAGE** - Indicate if the accident exceeds the \$1,000 threshold for property damage to any one vehicle or property caused by the accident, and describe the vehicle damage.
- 4 ACCIDENT LOCATION** - Enter the county, locality and street(s) where the accident occurred. Check the box if there is an intersecting street. If available, identify a **permanent landmark** nearby, such as a business, school, shopping mall, parking lot, water tower, railroad, mountain or cell tower.
- 5 ALL INVOLVED** - List the names of all persons involved in the accident, and provide the date of death if anyone was killed in, or as a result of, the accident. If more than four people are involved, complete another report. In the **ALL INVOLVED** section of that report, provide the required information for everyone else involved in the accident. Enter the following codes in the appropriate columns:

WHICH VEHICLE OCCUPIED (Column 8) - Enter the appropriate number or letter.

1. Vehicle 1 2. Vehicle 2 B. Bicyclist P. Pedestrian O. Other Pedestrian

POSITION IN/ON VEHICLE (Column 9) - Enter the number from this diagram which corresponds to each person's position.

1. Driver 2-7. Passengers 8. Riding/Hanging on Outside



SAFETY EQUIPMENT USED (Column 10)

- | | | |
|-----------------------------|---|------------------|
| 1. None | 7. Air Bag Deployed | |
| 2. Lap Belt | 8. Air Bag Deployed/Lap Belt | |
| 3. Shoulder Restraint | 9. Air Bag Deployed/Shoulder Restraint | C. Helmet Only |
| 4. Lap Belt Restraint | A. Air Bag Deployed/ Lap Belt/Restraint | D. Helmet/Other |
| 5. Child Restraint Only | B. Air Bag Deployed/Child Restraint | E. Pads Only |
| 6. Helmet (Motorcycle Only) | O. Other | F. Stoppers Only |

INJURY (Columns 16A-C) - Check all column(s) that apply and DESCRIBE INJURIES:

A - Severe lacerations, broken or distorted limbs, skull fracture, crushed chest, internal injuries, unconscious when taken from the accident scene, unable to leave accident scene without assistance.

B - Lump on head, abrasions, minor lacerations.

C - Momentary unconsciousness, limping, nausea, hysteria, complaint of pain (no visible injury), whiplash (complaint of neck and head pain).

- 6 INSURANCE** - Enter damage to private property, if any, insurance policy information and VIN. Attach additional reports to page one. Each page of the report must be numbered in the upper left corner. Mark additional sheets #2, #3, etc. Date and sign on the bottom line of each attached report. THE REPORT MUST BE SIGNED BY THE DRIVER OF VEHICLE 1, UNLESS HE OR SHE IS UNABLE TO SIGN BECAUSE HE/SHE IS INJURED OR DECEASED.

Send original to: CRASH RECORDS CENTER
6 EMPIRE STATE PLAZA
PO BOX 2925
ALBANY NY 12220-0925

SECTION B

USE TO COMPLETE

BOXES 1-7 and 23-30 ON PAGE 1

Be sure your answers are marked INSIDE THE BOXES ON PAGE 1

PEDESTRIAN/BICYCLIST/OTHER PEDESTRIAN LOCATION		PAGE
1. Pedestrian/Bicyclist/Other Pedestrian at Intersection		1
2. Pedestrian/Bicyclist/Other Pedestrian Not at Intersection		
PEDESTRIAN/BICYCLIST/OTHER PEDESTRIAN ACTION		
1. Crossing, With Signal		
2. Crossing, Against Signal		
3. Crossing, No Signal, Marked Crosswalk		
4. Crossing, No Signal or Crosswalk		
5. Riding/Walking/Skating Along Highway With Traffic		
6. Riding/Walking/Skating Along Highway Against Traffic		
7. Emerging from in Front of/Behind Parked Vehicle		
8. Going to/From Stopped School Bus		
9. Getting On/Off Vehicle Other Than School Bus		
10. Working in Roadway		
11. Playing in Roadway		
12. Other Actions in Roadway		
13. Not in Roadway		
TRAFFIC CONTROL		
1. None		
2. Traffic Signal		
3. Stop Sign		
4. Flashing Light		
5. Yield Sign		
6. Officer/Guard		
7. No Passing Zone		
8. RR Crossing Sign		
9. RR Crossing Flashing Light		
10. RR Crossing Gates		
11. Stopped School Bus-Red Lights Flashing		
12. Construction Work Area		
13. Maintenance Work Area		
14. Utility Work Area		
15. Police/Fire Emergency		
16. School Zone		
20. Other		
LIGHT CONDITIONS		
1. Daylight		
2. Dawn		
3. Dusk		
4. Dark-Road Lighted		
5. Dark-Road Unlighted		
ROADWAY CHARACTER		
1. Straight and Level		
2. Straight and Grade		
3. Straight at Hillcrest		
4. Curve and Level		
5. Curve and Grade		
6. Curve at Hillcrest		
ROADWAY SURFACE CONDITION		
1. Dry		
2. Wet		
3. Muddy		
4. Snow/Ice		
5. Slush		
6. Flooded		
0. Other		
WEATHER		
1. Clear		
2. Cloudy		
3. Rain		
4. Snow		
5. Sleet/Hail/Freezing Rain		
6. Fog/Smog/Smoke		
0. Other		
DIRECTION OF TRAVEL		
1. North		
2. Northeast		
3. East		
4. Southeast		
5. South		
6. Southwest		
7. West		
8. Northwest		
PRE-ACCIDENT VEHICLE ACTION		
1. Going Straight Ahead		
2. Making Right Turn		
3. Making Left Turn		
4. Making U Turn		
5. Starting from Parking		
6. Starting in Traffic		
7. Slowing or Stopping		
8. Stopped in Traffic		
9. Entering Parked Position		
10. Parked		
11. Avoiding Object in Roadway		
12. Changing Lanes		
13. Passing		
14. Merging		
15. Backing		
16. Making Right Turn on Red		
17. Making Left Turn on Red		
18. Police Pursuit		
20. Other		
LOCATION OF FIRST EVENT		
1. On Roadway		
2. Off Roadway		
TYPE OF ACCIDENT		
COLLISION WITH		
1. Other Motor Vehicle		
2. Pedestrian		
3. Bicyclist		
4. Animal		
5. Railroad Train		
6. In-Line Skater		
7. Deer		
8. Other Pedestrian		
10. Other Object (Not Fixed)		
COLLISION WITH FIXED OBJECT		
11. Light Support/Utility Pole		
12. Guide Rail - Not At End		
13. Crash Cushion		
14. Sign Post		
15. Tree		
16. Building/Wall		
17. Curbing		
18. Fence		
19. Bridge Structure		
20. Culvert/Head Wall		
21. Median - Not At End		
22. Snow Embankment		
23. Earth Embankment/Rock Cut/Ditch		
24. Fire hydrant		
25. Guide Rail - End		
26. Median - End		
27. Barrier		
30. Other Fixed Object		
NO COLLISION		
31. Overtaken		
32. Fire/Explosion		
33. Submersion		
34. Ran Off Roadway Only		
40. Other		

Sullivan County

Legislative Memorandum

File #: ID-4910

Agenda Date: 9/8/2022

Agenda #: 2.

Narrative of Resolution:

Resolution to authorize the County Manager to execute a modification agreement with Sullivan County Paving, Inc. to complete the construction services detailed in the original resurfacing of County Roads contract.

If Resolution requires expenditure of County Funds, provide the following information:

Amount to be authorized by Resolution: \$950,000.00

Are funds already budgeted? Yes D-5110-45-40-4037

D-5110-47-40-4037 / H-70 / D-5110-46-40-4037

Specify Compliance with Procurement Procedures: B-22-13

WHEREAS, Resolution No. 116-22, adopted March 17th, 2022, authorized an agreement with Sullivan County Paving and Construction, Inc. ("Agreement") to provide construction services; and

WHEREAS, the Project contains price escalation clauses for both Performance Grade Binder (PGB) and fuel; and

WHEREAS, during this construction season, there has been extreme volatility with supply and demand related to oil and oil products like asphalt and fuel, resulting in significant increases in both PGB and fuel since the time the project was bid/let in February/March of 2022; and

WHEREAS, these increases have exceeded the original estimates and contingencies contained in the contract for price adjustment items for PGB asphalt and fuel; and

WHEREAS, the construction services detailed in the original contract document can still be completed with previously allocated funds; and

WHEREAS, the Division of Public Works has reviewed the need to complete these construction services and recommends the approval of a Modification Agreement to cover this work.

NOW, THEREFORE, BE IT RESOLVED, that the County Legislature authorizes a Modification Agreement, to complete construction services with, Sullivan County Paving and Construction, Inc., at a cost not to exceed \$950,000 said

Modification Agreement to be in such form as the County Attorney shall approve.