



**AGENDA**  
**PUBLIC WORKS COMMITTEE**  
**Tuesday, February 9, 2021 at 5:30PM**  
**Live Stream Link: <https://youtu.be/Nqzku5nq1IY>**

**CALL TO ORDER:** By Hon. Tucker Whitman

**MEMBERS:** Legislators Andy Dennison, Tricia Kerr, Hans Pecher, Paul Pinckney, Mark Strong, and Ben Vitale

**EXCUSED:**

**MINUTES TO APPROVE: January 12, 2021**

**APPOINTMENTS:**

**Parks Commission**

Jim Young, 4549 Rte 34B, Union Springs, NY 13160, Term – 1/1/21 to 12/31/23

Kristina Sherman, 107 Melrose Rd., Auburn, NY 13021, Term – 1/1/21 to 12/21/23

Susan Rusinko, 111 North Marvine Ave, Auburn, NY 13021, Term – 1/1/21 to 12/31/23

**DEPARTMENT UPDATES FOR COMMITTEE:**

- **Jeanine Wilson (CCWSA) – No updates**

- **Larry Roser (Weights and Measures) –**

Due to COVID-19 at a heightened level I limited my exposure to the public. I concentrated on making new folders and new spread sheets and gathering information for the New York State Annual report.

We did test 5 milk tanks to see if the charts were still correct. All 5 passed.

John B. Sensenig in IRA has a 1,250 gal. tank

Richard Stevens in Venice has a 600 gal. tank

Randy Scott in Venice has a 1,500 gal. tank

Jason Phillis in Sempronius has a 2,000 gal. tank

Charles Rameizl Jr. in Genoa has a 800 gal. tank

I had a complaint from a person in another county for some potatoes he purchased in Cayuga County at Ed & Jeans in Port Byron. The purchaser had something about the potatoes he wanted to contact the supplier about. When he called the packer on the bag of potatoes (Peaslees Vermont Potatoes), he was told they were out of business and had not bagged any potatoes in 2 years.

I went to Ed & Jeans and the potatoes seemed reasonable for this time of year, some sprouting and slightly soft but no rotten ones. I also checked the packer on the bag and called but the phone was out of order. I asked the store who their supplier was, it is Mancuso Quality Produce. I got the phone number and called them. The problem was they had bagged the potatoes but had run out of bags from their supplier. So they were using some old bags they had left over. The person packaging the product is required to put their address on the product.

They have received their correct bags and are using them now. They were instructed that if they use any but their own bags they must cross off the supplier information and put their address on the bags. They understood and will not use anyone else's bags in the future without correcting the labels.

The originator of the complaint was satisfied with the answer.

After closing out the old 2020 spread sheets and making new 2021 spreadsheets, I put together our New York State Annual report and sent it out before the 2/1/21 deadline. A copy is attached.

- **Gary Duckett (Buildings and Grounds/Parks and Trails) –**

**BUILDINGS AND GROUNDS AND PARKS ADMINISTRATION: Crew Gary Duckett and Donna Blumrick:**

1. Gary's goal this year is to create a meaningful Capital Plan for Buildings and Grounds, including Parks and Trails. This will include getting a decision from the Legislature on the future of the County Office Building.
2. Discuss possible house donation in Moravia for Museum or Historian. Legislator Mark Strong is looking into this because, of course, it is in his district.
3. VIP Structures was low bidder on the Family Court public service window (tenant work) project. Their quote was \$20,380.

4. VIP Structures was low bidder on the Health Departments Clinic updates to the Hardenberg Building. Their quote was \$16,176.
5. One of the Buildings and Grounds employees was quarantined in January. He returned to work on 1/29/2021.

**DOWNTOWN: Crew Ed Eberhardt, Al Raymond, Paul France, and Jeff King:**

1. In addition to routine maintenance, preventive maintenance and the day to day efforts for snow and ice removal Ed and his team responded to 86 maintenance requests in January.
2. Gary and Ed will be interviewing applicants for the Part Time Building Maintenance Position. So far we only have two applicants.
3. The crew will be involved in support of the Family Court public service window (tenant work) project.
4. The crew will be involved in support of the Health Departments Clinic updates to the Hardenberg Building.

**COUNTY HOUSE ROAD and TOWERS: Crew Mitch Brown, Ben McIntyre, Bruce Simmons and Greg Purcell:**

1. In addition to routine maintenance and the day to day efforts including snow and ice removal and doing PM work for the PSB and 911 Towers Mitch and his team responded to 165 maintenance requests in January.
2. The crew continues to spend a lot of time disinfecting cells.
3. The generator and other equipment is scheduled for delivery in late April. Mitch will be coordinating this project with the vendor and the PSB.

**PARKS AND TRAILS Crew Doug Dello Stritto, Mike Dagnesi and Jon Borsa**

**Emerson Park:**

1. Parks & Planning Departments and TWMLA continue design work for the Deauville Island Destination Playground and Amphitheater projects approved by resolution 138-20. Layout design and architecture review is underway.
2. Doug is coordinating with the City of Auburn to schedule the contractor with the City of Auburn to perform a clean-out of the culvert pipes at Emerson Park extending from the Pavilion side of the park to the outlet.
3. Doug has been working from home as much as possible to facilitate social distancing.

**Ward W. O'Hara Ag Museum/Dr. Joseph F. Karpinski Sr. Educational Center Update (Tim Quill Director PT):**

- a. New program at Museum Sunday March 7 Thru Saturday April 3, 2021 Easter Egg Scavenger Hunt at Museum.
- b. In process of installing 32 camera security system in Museum. System has recording and monitoring capabilities.
- c. The museum is installing 11 new TV DVD exhibits that will feature various exhibits at museum. DVD will feature: Maple Syrup, Honey, Case Tractors and more.
- d. Working on updating and refurbishing some Museum Exhibits

**Sterling Nature Center (Jim D'Angelo Director PT):**

1. Parks staff and Planning staff are meeting with NYS DOS & DASNY representatives weekly to report on progress. All necessary information has been submitted to NYS to receive the contract for the construction phase. Bidding for construction will immediately follow. Final design is being reviewed. Preliminary and exploratory well drilling has been performed as a part of the design process.

**Trail Update:**

The Cato-Brutus Trail:

1. Bridge A: (Chase Rd) CFA planning for the installation of this bridge is ongoing.
2. Bridge C: (Jorolemon Rd) The contract for bridge fabrication has been completed, CCSWCD has begun planning for site work and abutment fabrication and associated services. Installation target is May 2021.
3. Cato - Fair Haven trail: the Parks Director has met with various landowners regarding trail usage, access, drainage and other adjoining property concerns.
4. Cayuga County Highway continues to perform trail maintenance as necessary.

**Owasco Flats:**

1. Parks staff has policed the canoe and kayak launch area, removed debris from trails and addressed concerns raised by the OFNR.

**Any Questions?**

• **Brian Soper (Highway) –**

- Scott Gulf – DEC permits are in place work will start asap weather permitting and work till 3/31/21 then again 7/15/21-10/1/21 as per DEC requirements.
- County Material Bids are out with a return/open date of 2-17-21
- Bridge NY program has been funded for another run at 200 million per the Governor's press release 1/25/21 we will be submitting multiple bridges as well as a large culvert.
- 3 new MEO positions that have been filled are going through their training and getting to know the routes that they are assigned to.
- Internet capabilities are now available in the Venice barn and as of our meeting date will be in Ira as well.
- The road repair list for this upcoming season is coming together and should be ready for March meeting.
- Snow operations are going good with only a few hiccups caused by the COVID quarantines.

## RESOLUTIONS

### **PARK & TRAILS:**

- 2-21-PW-1 Resolution to modify the current license agreement with A&M Catering for management of the Emerson Park Pavilion due to the public health restrictions on gatherings
- 2-21-PW-2 Authorization to fill 4 Part Time Museum Aide vacancies at the Ward O'Hara Agricultural Museum

### **HIGHWAY:**

- 2-21-PW-3 Authorizing the signing of Supplemental #1 with NYSDOT, increase of Capital "H" Project 15-03 ("Cr 31b-East Brutus St. Road Preservation"), authorizing the transfer of funds, and authorizing the Chair of the Legislature and the Highway Superintendent to execute any and all agreements.
- 2-21-PW-4 Authorizing the signing of Supplemental #1 with NYSDOT, increase of Capital "H" Project 19-01 ("Little Salmon Creek Bridge Replacement") to permit the repair and replacement of a bridge in the Town of Venice, authorizing the transfer of funds, and authorizing the Chair of the Legislature and the Highway Superintendent to execute any and all agreements.
- 2-21-PW-5 Authorizing the signing of Supplemental #1 with NYSDOT, increase of Capital "H" project 19-02 ("Yawger Creek Bridge Replacement") to permit the repair and replacement of a bridge in the Town of Venice, authorizing the transfer of funds, and authorizing the Chair of the Legislature and the Highway Superintendent to execute any and all agreements.
- 2-21-PW-6 Authorization to fill Senior Account Clerk position in the County Highway Department due to the resignation of a former employee

### **ADJOURNMENT: Tuesday, March 9, 2021**

IF YOU HAVE A DISABILITY AND NEED ACCOMMODATIONS, PLEASE CALL THE CLERK OF THE LEGISLATURE'S OFFICE AT 253-1308 AT LEAST 48 HOURS BEFORE THE SCHEDULED MEETING TO ADVISE WHAT ACCOMMODATIONS WILL BE NECESSARY.

RESOLUTION NO. \_\_\_\_\_ 2/23/2021 PT Amend A&M Catering License Agmt.No3.

**Resolution to modify the current license agreement with A&M Catering for management of the Emerson Park Pavilion due to the public health restrictions on gatherings**

BY: Hon. Tucker Whitman, Chair, Public Works Committee  
Hon. Keith Batman, Chair Ways and Means Committee

WHEREAS, A&M Catering has assumed the license for providing catering services for the county owned property known as the Emerson Park Pavilion for the period of January 1, 2019 through December 31, 2021, as the same has been amended (herein collectively, "License Agreement"); and

WHEREAS, as a result of the COVID-19 pandemic, Cayuga County is currently following New York State guidance, including various Executive Orders prohibiting public gatherings and encouraging social distancing; and

WHEREAS, these Executive Orders have the effect of temporarily modifying State Law as a result of a public emergency;

WHEREAS, in complying with these State guidelines, Cayuga County has prohibited from holding public events at Emerson Park Pavilion until such a time as the restrictions are lifted; and

WHEREAS, as a result of these governmental restrictions, A&M Catering has been prevented from holding catering events at Emerson Park; and

WHEREAS, as a result of these unforeseen circumstances, A&M Catering requested and the Legislature approved a contract modification for the period of May 1, 2020 to August 31, 2020 ("Modified Rental Term"), with an option to request additional extensions in the event that the restrictions on public gatherings are extended beyond that date; and

WHEREAS, by Resolution No. 212-20, the Legislature authorized an amendment to the License Agreement whereby A & M Catering would pay rent be modified to 10% of sales that occur within the Modified Rental Term, and that utilities continue to be paid as agreed in the License Agreement, and

WHEREAS, A&M Catering is requesting that the License Agreement be further modified to extend the Modified Rental Term through the time at which the restrictions on public gatherings are lifted allowing full utilization of the facility; and

WHEREAS, the Parks Commission recommends approval of the requested modification; now therefore be it

RESOLVED, that the Cayuga County Legislature hereby authorizes a modification of the License Agreement whereby:

- 1) That for the period of January 1, 2021 through the removal of Executive orders restricting capacity of such facilities, the monthly rent shall be equal to 10% of sales;
- 2) That for the period following the removal of such orders or restrictions the monthly rent shall be \$7,833 (\$94,000 annual) commencing on the first day of the first month immediately following the termination or suspension of any law, rule or regulation restricting the capacity of public gatherings; and
- 3) That except for the modifications authorized herein, all other terms and conditions of the License Agreement, as amended, shall remain in full force and effect; and it is further

RESOLVED, that the Cayuga County Attorney is hereby authorized and directed to draft a modification agreement to carry out the terms and intent of this Resolution; and be it further

RESOLVED, that the Chair of the Cayuga County Legislature is hereby authorized and directed to sign the License Agreement Modification No. 3 with A&M Catering, LLC.

**Public Works Committee**

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Tucker Whitman, Chair

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Andy Dennison

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Tricia Kerr

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Hans Pecher

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Paul Pinckney

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Mark Strong

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Ben Vitale

Co. Atty: \_\_RJG\_\_

**Ways & Means Committee**

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Keith Batman, Chair

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Elane Daly

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Ryan Foley

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Chris Petrus

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Paul Pinckney

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Ben Vitale

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Tucker Whitman

RESOLUTION NO. \_\_\_\_\_

2/23/2021

PT Auth. To Fill 4 Pt Museum Aide

**Authorization to fill 4 Part Time Museum Aide vacancies at the Ward O’Hara Agricultural Museum**

By: Hon. Tucker Whitman, Chairman, Public Works  
Hon. Keith Batman, Chairman, Ways and Means Committee

WHEREAS, Cayuga County Parks & Trails Department (CCP&T) has 4 vacancies for part time Museum Aides, and

WHEREAS, CCP&T deems these positions to be a necessary to allow the museum to be open as scheduled, and

WHEREAS, these positions do not represent an increase in the 2021 part time salaries budget allocation as the intent is to increase the pool of available staff members to maintain current levels of staffing during existing operating hours; and

WHEREAS, this position will be paid \$12.50/hour per Part II of the Cayuga County 2021 Compensation Plan, and

WHEREAS, funding for the positions is included in the 2021 budget Account A71111-51002; now therefore be it

RESOLVED, the Parks Maintenance Supervisor is hereby authorized and directed to fill the 4 vacant part time Museum Aide positions; and be it further

RESOLVED, that the positions be filled in accordance with the Civil Service Rules and Regulations and the Policies of Cayuga County, and be it further

RESOLVED, that this authorization to fill will no longer be valid after September 23, 2021

**Public Works Committee**

**Ways & Means Committee**

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Tucker Whitman, Chair

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Keith Batman, Chair

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Andy Dennison

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Tucker Whitman

Co. Atty: \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_

2/23/21

HWY Co Rd 31B Supp1 v5

**Authorizing the signing of Supplemental #1 with NYSDOT, increase of Capital “H” Project 15-03 (“Cr 31b-East Brutus St. Road Preservation”), authorizing the transfer of funds, and authorizing the Chair of the Legislature and the Highway Superintendent to execute any and all agreements.**

By: Tucker Whitman, Chairman of the Public Works Committee  
Keith Batman, Chairman of the Ways & Means Committee

WHEREAS, a project for the CR 31B-East Brutus St. Road Preservation, P.I.N. 375597, (the “Project”) is eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the costs of such program to be borne at the ratio of 80% Federal funds and 20% non-federal funds; and

WHEREAS, resolution # 134-15 authorized the creation of Capital “H” Project No, 15-03 (“CR 31B-East Brutus St. Road Preservation”), in an amount not to exceed \$2,000,000, and

WHEREAS, Supplemental Agreement No.1 has been received from the NYSDOT which authorized Construction Funding and increased the amount not to exceed to \$ 3,880,000.00; now therefore be it

RESOLVED, to sign Amended Supplemental Agreement No.1 with NYSDOT to increase the amount not to exceed to \$3,880,000.00; and be it, further;

RESOLVED to pay in the first instance 100% of the federal and non-federal share of the cost of Design, and Construction phases of work for the Project or portions thereof, with the understanding that qualified costs will be eligible for federal-aid, state-aid funds; and it is further

RESOLVED, that the Cayuga County Treasurer is authorized and directed to increase Capital “H” Project No. 15-03 (“CR 31B-East Brutus St. Road Preservation”), in an amount not to exceed \$ 3,880,000.00 with the source of additional funding for the project to be

STP Federal Funds	\$3,104,000
NYSDOT Construction Funds	\$582,000
Highway Road Maintenance Repair & Bridge Reserve Fund (A18600)	\$194,000

RESOLVED, that the Cayuga County Legislature hereby agrees that the County of Cayuga shall be responsible for all costs of the Project which exceed the amount of federal-aid, or state-aid awarded to the County of Cayuga; and it is further

RESOLVED, that the Cayuga County Legislature hereby agrees that construction of the Project shall begin no later than twenty-four (24) months after award and the construction phase of the Project shall be completed within thirty (30) months; and be it further

RESOLVED, that the Chair of the Legislature of the County of Cayuga is hereby authorized to execute on behalf of the County of Cayuga all necessary agreements, certifications or reimbursement requests for federal-aid and/or state-aid with the New York State Department of Transportation in connection with the advancement or approval of the Project and providing for the administration of the Project and the County of Cayuga’s funding of Project costs and permanent funding of the local share of federal-aid and state-aid eligible Project costs and all Project costs within appropriations therefore that are not so eligible; and it is further

RESOLVED, that a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching any necessary Agreement in connection with the Project; and it is further

RESOLVED, that the Cayuga County Treasurer is authorized to accept 80% Federal STP Fund and 15% NYSDOT Construction Funds for County Road 31B East Brutus Street Road Preservation.

**Public Works Committee**

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Tucker Whitman, Chair

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Andy Dennison

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Hans Pecher

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Paul Pinckney

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Mark Strong

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Ben Vitale

Co. Atty: \_\_\_\_\_

**Ways & Means Committee**

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Keith Batman, Chair

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Ben Vitale

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Tucker Whitman



RESOLUTION NO. \_\_\_\_\_

2/23/21

HWY Co Rd 45A Supp1 v5

**Authorizing the signing of Supplemental #1 with NYSDOT, increase of Capital “H” Project 19-01 (“Little Salmon Creek Bridge Replacement”) to permit the repair and replacement of a bridge in the Town of Venice, authorizing the transfer of funds, and authorizing the Chair of the Legislature and the Highway Superintendent to execute any and all agreements.**

By: Tucker Whitman, Chairman of the Public Works Committee  
Keith Batman, Chairman of the Ways & Means Committee

WHEREAS, a project for the County Road 45A over Little Salmon Creek Bridge Replacement, BIN 3311830, P.I.N. 375655, (the Project”) is eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the costs of such program to be borne at the ratio of 95% Federal funds and 5% non-federal funds; and

WHEREAS, resolution #102-19 authorized the creation of Capital “H” Project No, 19-01 (“Little Salmon Creek Bridge Replacement”), in an amount not to exceed \$801,563.00;

WHEREAS, resolution #414-20 increased the budget of the Capital “H” Project 19-01 (“Little Salmon Creek Bridge Replacement”) to \$843,750.00;

WHEREAS, Capital H Project 19-01 was established utilizing \$42,188.00 from D51204 54107 Bridge funds, and NYSDOT Construction Funding of \$801,562.00;

WHEREAS, Supplemental Agreement No.1 has been received from the NYSDOT which authorized Construction Funding and increased the amount not to exceed to \$843,750.00; and

WHEREAS, The Engineering firm Barton & Lodguidice have estimated construction costs of 1,063,750; now therefore be it

RESOLVED, to sign Amended Supplemental Agreement No.1 with NYSDOT; and be it further

RESOLVED, to pay in the first instance 100% of the federal and non-federal share of the cost of Design, and Construction phases of work for the Project or portions thereof, with the understanding that qualified costs will be eligible for federal-aid, state-aid, or reimbursement from Bridge NY Funds; and it is further

RESOLVED, that the Cayuga County Treasurer is authorized and directed to increase Capital “H” Project No. 19-01 (“Little Salmon Creek Bridge Replacement”), in an amount not to exceed \$1,063,750 with the additional source of funding for the project to be

General Fund Unreserved Unrestricted Fund Balance (A-19090) \$220,000.00

RESOLVED, that the Cayuga County Legislature hereby agrees that the County of Cayuga shall be responsible for all costs of the Project which exceed the amount of federal-aid, state-aid, or NY Bridge funding awarded to the County of Cayuga; and it is further

RESOLVED, that the Cayuga County Legislature hereby agrees that construction of the Project shall begin no later than twenty-four (24) months after award and the construction phase of the Project shall be completed within thirty (30) months; and be it further

RESOLVED, that the Chair of the Legislature and Highway Superintendent of the County of Cayuga is hereby authorized to execute on behalf of the County of Cayuga all necessary agreements to fulfill the intent of this resolution, certifications or reimbursement requests for federal-aid and/or state-aid with the New York State Department of Transportation in connection with the advancement or approval of the Project and providing for the administration of the Project and the County of Cayuga's funding of Project costs and permanent funding of the local share of federal-aid and state-aid eligible Project costs and all Project costs within appropriations therefore that are not so eligible; and it is further

RESOLVED, that a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching any necessary Agreement in connection with the Project. And it is further

RESOLVED, that the Cayuga County Treasurer is authorized to accept 95% of funding for the County Road 45A over Little Salmon Creek Bridge Replacement.

**Public Works Committee**

**Ways & Means Committee**

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Tucker Whitman, Chair

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Keith Batman, Chair

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Andy Dennison

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Tucker Whitman

Co. Atty: \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_ 2/23/21

HWY Yawger Creek Suppl

**Authorizing the signing of Supplemental #1 with NYSDOT, increase of Capital “H” project 19-02 (“Yawger Creek Bridge Replacement”) to permit the repair and replacement of a bridge in the Town of Venice, authorizing the transfer of funds, and authorizing the Chair of the Legislature and the Highway Superintendent to execute any and all agreements.**

By: Tucker Whitman, Chairman of the Public Works Committee  
Keith Batman, Chairman of the Ways & Means Committee

WHEREAS, a project for Ridge Road over Yawger Creek Bridge Replacement, BIN 3311560, P.I.N. 375658, (the Project”) is eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the costs of such program to be borne at the ratio of 95% Federal funds and 5% non-federal funds; and

WHEREAS, resolution #103-19 authorized the creation of Capital “H” Project No, 19-02 (“Ridge Road over Yawger Creek Bridge Replacement”), in an amount not to exceed \$768,950.00, and

WHEREAS, Supplemental Agreement No.1 has been received from the NYSDOT which authorized Construction Funding and increased the amount not to exceed to \$768,950.00; and

WHEREAS, Capital H Project 19-02 was established utilizing \$38,448 from D51204 54107 Bridge funds, and NYSDOT Construction Funding of \$730,502

WHEREAS, The Engineering firm Barton & Lodgudice have estimated construction costs of \$1,220,400.00; now therefore be it

RESOLVED, to sign Amended Supplemental Agreement No.1 with NYSDOT; and be it further

RESOLVED to pay in the first instance 100% of the federal and non-federal share of the cost of Design, and Construction phases of work for the Project or portions thereof, with the understanding that qualified costs will be eligible for federal-aid, state-aid, or reimbursement from Bridge NY Funds; and it is further

RESOLVED, that the Cayuga County Treasurer is authorized and directed to increase Capital “H” Project No. 19-02 (“Ridge Road over Yawger Creek Bridge Replacement”), in an amount not to exceed \$1,220,400.00 with the additional source of funding for the project to be

General Fund Unreserved Unrestricted Fund Balance (A-19090)	\$451,450.00
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RESOLVED, that the Cayuga County Legislature hereby agrees that the County of Cayuga shall be responsible for all costs of the Project which exceed the amount of federal-aid, state-aid, or NY Bridge funding awarded to the County of Cayuga; and it is further

RESOLVED, that the Cayuga County Legislature hereby agrees that construction of the Project shall begin no later than twenty-four (24) months after award and the construction phase of the Project shall be completed within thirty (30) months; and be it further

RESOLVED, that the Chair of the Legislature and Highway Superintendent of the County of Cayuga is hereby authorized to execute on behalf of the County of Cayuga all necessary agreements to fulfill the intend of this resolution, certifications or reimbursement requests for federal-aid and/or state-aid with the New York State Department of Transportation in connection with the advancement or approval of the Project and providing for the administration of the Project and the County of Cayuga’s funding of Project costs and permanent funding of the local share of federal-aid and state-aid eligible Project costs and all Project costs within appropriations therefore that are not so eligible; and it is further

RESOLVED, that a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching any necessary Agreement in connection with the Project. And it is further

RESOLVED, that the Cayuga County Treasurer is authorized to accept 95% of funding for the County Road 45A over Little Salmon Creek Bridge Replacement.

**Public Works Committee**

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Tucker Whitman, Chair

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Andy Dennison

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Mark Strong

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Ben Vitale

Co. Atty: \_\_\_\_\_

**Ways & Means Committee**

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Keith Batman, Chair

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Paul Pinckney

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Ben Vitale

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Tucker Whitman

RESOLUTION NO. \_\_\_\_\_

2/23/21

HWY Fill Sr. Acct Clerk

**Authorization to fill Senior Account Clerk position in the County Highway Department due to the resignation of a former employee**

BY: Tucker Whitman, Chairman of the Public Works Committee  
Keith Batman, Chairman of the Ways & Means Committee

WHEREAS, there is a need to fill a Senior Account Clerk position in the Highway Department due to a retirement; and

WHEREAS, this position is responsible for compiling payroll data, account maintenance, inventory, and job costing entries; and

WHEREAS, the Senior Account Clerk; position control #06543 has been budgeted for the entire 2021 budget year; now therefore be it

RESOLVED, that the Highway Superintendent is hereby authorized to fill the Senior Account Clerk position; position control # 06543 and any fill behinds, in accordance with the Civil Service Rules and Regulations and the Policies of the County of Cayuga.

**Public Works Committee**

**Ways & Means Committee**

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Tucker Whitman, Chair

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Keith Batman, Chair

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Andy Dennison

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Tucker Whitman

Co. Atty: \_\_\_\_\_

## Authorization to Create/Fill

A copy of this completed form MUST be attached to ALL Civil Service MSD-426 forms when filling a position.

Date	1/27/2021
Authorization To:	Fill Only
<b>** New Position Duties Statement (NPDS) - Short Form REQUIRED IF the title exists within the department</b>	
<b>** New Position Duties Statement (NPDS) - Long Form REQUIRED IF the title does NOT exist within the department</b>	
Do you anticipate this request to result in fill-behinds?	Yes
Cayuga County Department	Highway
Job Title Being Requested (Exact Civil Service Title)	Senior Account Clerk
Position Control Number	06543
Position Status	Permanent
Position Designation	Full-Time
Budget Account Number	D050101
Is a position being abolished to create the new position?	No
Is the salary of requested position in the current comp plan?	Yes
Comp Plan Requested IS IN	CSEA
CSEA Grade	10L
Probationary Salary Amount	44,055
Step 4 Amount (CSEA)	48,305

Starting Salary for Position Requested	44,055
Justification for Salary Requested	Salary requested is probationary in current comp plan
Does position include fringe benefits?	Yes
What is the justification for filling this position AND why is it important for your department?	This is a recently vacated position and position will maintain payroll and cost accounting and DM account keeping.
How is this position funded?	Budget
Is this a reimbursed position?	No
What will the fiscal impact of filling this position in your budget this year and in future fiscal years?	Salary is funded by open vacated position and is funded in current year budget.
Department Head	Brian Soper
Date	1/27/2021
Attestation	I have been directed to submit on behalf of the authorized department or agency head
Name of Person Submitting on Behalf of Department or Agency Head	Kayla Mayberry
Title of Person Submitting on Behalf of Department or Agency Head	Junior Accountant

(Section Break)

Lhlippoldt approved 1/27/2021