AGENDA
PUBLIC WORKS COMMITTEE
Tuesday, October 13, 2020 at 5:30PM
Live Stream Link: https://youtu.be/JkNo75Imj5Q

CALL TO ORDER: By Hon. Tucker Whitman

MEMBERS: Legislators Andy Dennison, Ryan Foley, Timothy Lattimore, Hans Pecher, Paul Pinckney, and Ben Vitale (Vice Chair)

EXCUSED:

MINUTES TO APPROVE: September 8, 2020

APPOINTMENTS:

Water and Sewer Authority

Michael Quill, 86 Lansing St., Auburn, NY 13021, Term – 1/2/21 to 12/31/23
Christie Waters, 135 South St., Auburn, NY 13021, Term – 1/1/21 to 12/31/23
(Legislator apt.)

DEPARTMENT UPDATES FOR COMMITTEE:

- **Jeanine Wilson (CCWSA) –**

WATER/SEWER UPDATES:

- Monthly and quarterly water quality testing and sampling throughout districts continues as mandated by NYS and Cayuga County Department of Health.
- Additional industry webinars are being conducted to assist in the ever changing industry standards.
- Curb stop maintenance and fall lawn rehabs ongoing.
- Preparation/maintenance of equipment for winter season. Clean up completed around water meter buildings and pits; and garage. Scrap discarded and new stone at entrance to building at county highway.
- Continuing water and sewer supervisory duties in Town of Springport/Fleming district(s). Low pressure sewer preventative maintenance continues. Seasonal properties have been active throughout the summer.
- Conference call with representatives of Northern Border Commission to discuss the two applications that were denied for funding. Working on strategy to meet 2021 deadlines for funding processes.

County Sewer District 2

- CCWSA will continue the policy of requesting customers to mail in payments to avoid personal contact.
- "NYS DigSafely" requests are being logged, alarms for malfunctioning grinder pumps checked and main pump stations are monitored daily.
- Pump station 2 "wet well -Wizard" flow agitator demonstration successful. Board approved purchase of equipment for moving flow to prevent high h2s.
- Gravity and Low-pressure mains flushed to prepare for low/non-seasonal use. This reduces the pressure in the line, thus reducing failure at home grinder pump systems and gravity systems. Low pressure mains routine flushing will continue to move low flow and prevent stagnant strain of system.

Master Regional Plan and Report

- CC Regional Water System – Steering Committee meeting held on September 29. Members of the committee were briefed on the history of the project; and began discussion of the overall water system project. Feedback from the committee members will be ongoing. At future meetings Non-steering committee members will be limited to conference call connection to the meetings.

Miscellaneous:

- Annual required training for staff has been completed – NYS Sexual Harassment.
- FY21 Budget is under final review –- processing within timeline to meet NYS ABO deadline. October 2020 deadline for approval and required reporting.
- Outreach to municipalities regarding County water district program is ongoing.
- Communication with County regarding current COVID-19 closures and information is ongoing. Water and Sewer operations are considered "essential", continuing to monitor our systems daily. Contact with the public is kept at a minimum. All doors of the building in which we lease our offices will continue to be locked until further notice. Small meetings will be acceptable if

follow guidelines i.e.: social distancing, masks when unable to stay at least 6', sanitary conditions kept before, during and after meetings.

- CCWSA legislation mandates nine (9) members to the board of directors, for three-year terms each. Therefore, each year three board membership terms expire on December 31st. CCWSA has recommended Christie Waters and Michael Quill to be reappointed. The legislators will appoint someone to fill the vacancy left by Mr. Ripley's departure from the legislature.

If you have questions regarding CCWSA and our projects, please contact me at the office (315.252.0920) or by email at jwilson@ccwsa.us at your convenience. Thank you for your continued regulatory and project support.

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

In August we purchased 12 Gas/Diesel samples.
3 gas from Fastrac in Weedsport
3 gas and 1 diesel from Kwik Fill on Grant Ave.
3 gas and 1 diesel from D&L Truck Stop on Owasco St.
1 gas Non Ethanol from Wilcox General Store in Ledyard
All 12 passed.

We Tested 3 Truck Scales.
Black Rock Farm in Cato passed +20 lbs. @ 27,000 lbs. A smaller coal scale.
Bart Farms in Bethel has a new temporary indicator. It failed -60 lbs. @ 19,000 lbs.
It was adjusted and passes +20 lbs. @ 122,620 lbs.
A new permanent indicator is on order.
DeGroff Grains in Fleming passed +60 lbs. @ 65,540 lbs.

We tested 3 of the 4 fuel trucks for E&V Energy in Fleming. All 9 K-factor tests passed along with the 3 air eliminator tests. The 4th truck is out for repairs and will take a couple of more weeks.

We tested the pumps at 11 gas stations. We also checked for skimmers to protect your identity from theft. All 72 card readers passed. Last month it was reported they arrested 4 people for using skimmers in Albany, Broom, and Montgomery Counties.

Speedway in Meridian has 3 mix blend pumps out to the customers favor. They also had a broken seal and were warned of a future fine if this happens again.

Thruway gas station in Port Byron had 1 pump out to the customers favor 1.6 cents per gallon. It has been repaired and is ready for retest.

Ed & Jeans has 6 blend grades that are out to the customers favor. The only way to adjust is to change the 87 and 93 grades.

Lakeside got a new Diesel and Kerosene pump. I was not informed to test them. They were warned of possible fine in future.

VanNorstrand Oil Co. in Cato had 2 pumps that are to the customers favor 1.8 cents per gallon. They are scheduled to be recalled in October.

Kwik Fill in Moravia had 1 pump that was shorting the customer 1.6 cents per gallon. It was ordered out of service. Their pumps were also predominately negative against the customer. They have had the pump that failed along with 4 other pumps (The worst of the against the customer pumps) and are ready to retest.

We had a complaint that the #1- 87 pump in the Kwik Fill on W. Genesee St. was jumping +35 to 50 cents before the pump started flowing. I tested all the pumps and they passed with no pump jump. When the pump starts it runs very slow, hard to detect, until the air eliminator senses there is no more air in the line. Then it kicks into a faster, more detectable speed. There was gas before this and it is registered.

Fingerlakes Farms is not using their scale this year as there was no one to plant due to covid-19
Picar Farms is not using their scales as farm markets were cut back due to covid-19.
Wild's Eats & Sweets was not using its scale for self-serve due to covid-19

Reuse Refuge on 28 E. Genesee St. is a new business. They have a new scale, and it was tested and passed.

Heart & Hands in Union Springs has a scale they use to 2,200 lbs. It was tested to 500 lbs. and failed +3 lbs. It was adjusted by Rochester Scale and now passes +0 lbs. @ 2,500 lbs.

Nutripharms in Throop got in a new used scale. It failed +1.25 lbs. @ 30 lbs. It was replaced with another used scale and this time it passed.

Tractor supply has 1 scale with a new seal, and I was not notified. They have been warned this is a violation and will be fined if it happens again.

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

BUILDINGS AND GROUNDS ADMINSTRATION: Crew Gary Duckett and Donna Blumrick:

1. In these difficult times I have removed my thoughts on the County Office Building.
2. We do need to work on overall Capital Planning for the County. Other counties do this as part of the annual budget process. Gary has begun this process for Buildings and Grounds.
3. Assisting highway to get the chimney and roof repaired at the Venice Highway Garage.
4. Gary is working with the County Attorney and Doug Kierst on a proposal for the power at the facility.
5. Gary is working answering questions from Abundant Solar concerning easements.
6. Status update on resolution 297-20 approved in September for renovations to the Dill street Clinic:
    - Ed Eberhardt is providing the remaining information the state needs to approve the project.
    - Mitch Brown has agreed to manage and participate in the work with the support of Jon Borsa and Al Raymond.

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

1. In addition to routine maintenance and the day to day efforts to keep the lawn maintenance under control and repair the grounds Ed and his team responded to over 122 maintenance requests in June.
2. Busy preparing for the change of seasons including HVAC changes and prepping snowplows.
3. The last new door at highway has been installed.

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 doing PM work for the PSB, Nursing Home and 911 Towers Mitch and his team responded to over 144 maintenance requests.
2. The generator is on order and Mitch has already been working with the vendor on plans for the project. We hope to have a proposed schedule by October first. We need to declare the old generator surplus so it and be loaded on a truck when the crane is on site to remove it from the pad.
3. Replaced the sewer grinder serving the PSB.
4. Busy preparing for the change of seasons including PM's on boilers and prepping snowplows.

Nursing Home Update: Mitch and Ben repaired the water leaks in the building.

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

Emerson Park:

a. CFA Grant for the Deauville Island improvements: the construction is complete as of 10/23/2020. A final walkthrough is being scheduled.
b. Parks & Planning Department continue to meet with TWMLA on design work for the Deauville Island Destination Playground and Amphitheater projects approved by resolution 138-20.
c. Emerson Park sewer station repair project: awaiting contractor.
d. The Parks Department has forwarded a request to extend the contract modification for the Emerson Park Pavilion to 10% of sales for the remainder of the 2020 due to impacts of the COVID 19 pandemic.
e. Bids for replacement trees for Emerson Park have been received. Plantings will commence in October. Parks staff will transport and install all trees.
f. 2021 budget process has begun.
    1. Department request has been completed and 2020 forecast has been updated.
    2. The Parks Department has included the Assistant Parks Maintenance Supervisor (vacant since 2017) and Sterling Nature Center Director (PT – FT) positions as recommended by the Parks Commission at the August Parks Commission meeting. It is important to note that Parks Department currently operates with only 1 full time administrative position (Parks Maintenance Supervisor) and shares a part time clerk with the Buildings and Grounds Department as its' only administrative staff.

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

A. The museum has reopened following all CDC guidelines for Social Distancing, sanitizing and reduced capacity.
B. The Patron Recognition Event and Halloween events are still on hold.
C. A resolution to fill the vacant Part Time Museum Aide position has been drafted for October.

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. Cost estimating is currently being performed.
2. Limited building hours and programming is taking place following all appropriate guidelines

Trail Update: Nothing new to report.

1. The Auburn Fleming Trail: ATV activity has been reported by trail users.
2. The Cato-Fair Haven Trail:

    Bridge A: (Chase Rd) CFA funding has been approved and we are awaiting a contract from NYS. This contract will not be released until Federal funding is released to New York State.

    Bridge C: (Jorolemon Rd) In February Resolution submitted to fund this project was approved. Funding from the Parks & Trails budget is being identified for site work to be performed by the CCSWCD. The bridge structure bid will be distributed in October to be returned in early November.

3. Cayuga County Highway will be assisting with some trail maintenance and tree removal along the Hojack trail as schedule and weather allows.

Owasco Flats:

1. Trail, road maintenance and mowing will be completed as staff time allows.

Any Questions?

- **Vacant (Highway) – No updates**

RESOLUTIONS

BUILDINGS & GROUNDS

10-20-PW-1 Amending the 2020 County Budget to allow the court "tenant" work to be completed in the Historic Post Office with the cost to be reimbursed by the State of New York

10-20-PW-2 Declaring the 30 year old backup generator serving the Public Safety Building as surplus

10-20-PW-3 Authorizing the Buildings and Grounds Department to hire a part time Building Maintenance Mechanic to replace a part time Building Maintenance Mechanic who accepted a full time position within the department

10-20-PW-4 Authorizing the hiring of four (4) seasonal laborers to assist with snow and ice removal for the 2020-2021 winter season

PARKS & TRAILS:

10-20-PW-5 Authorizing the hiring of a part time museum aide to fill a vacancy.

10-20-PW-6 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

ADJOURNMENT: Tuesday, November 10, 2020

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.

CAYUGA COUNTY LEGISLATURE
160 Genesee Street, 6th Floor
Auburn, NY 13021
County of Cayuga

REQUEST FOR APPOINTMENT FORM

Requested Appointment to: **CAYUGA COUNTY WATER AND SEWER AUTHORITY**

Length of Term (Start date and end date, not just years) **Jan 2 2021-Dec 31 2023**

New Term? **yes** Unexpired Term? **No**

Is this a compensated position? **NO**

Is this a new appointment? **NO** Reappointment? **YES**

Describe briefly the duties required of the proposed appointee:
ATTEND ALL REGULAR AND SPECIAL MEETINGS OF THE CCWSA BOARD OF DIRECTORS; SERVE ON COMMITTEES; SERVE AS A LIAISON TO THE COMMUNITY.

Name of Recommended Appointee: **Michael Quill**
Address: **Lansing Street**
Auburn, NY 13021

This appointment is recommended by:
The Cayuga County Water and Sewer Authority - Board of Directors, October 2020. Mr. Quill is currently a member of the Audit Committee and the Finance/Project Management Committee. He has completed the mandated Public Authority Accountability training, Authority Budget Office.

Vocation of Prospective Appointee:
Mayor, City of Auburn

Please provide a brief sketch of the proposed appointee(s) background (education, outside interests, etc.) **Mr. Quill is currently affiliated with the following committees: NYS Governor appointments include:** Regional Economic Development Council; State Workforce Investment Board; New York Municipal Insurance Reciprocal (NYMIR) Board of Governors; Syracuse Regional Airport Authority. **County appointments include:** Cayuga Economic Development Agency**. City involvement includes:** Auburn Industrial Development Authority; Auburn Local Development Committee; Auburn Municipal Power Authority.

CAYUGA COUNTY LEGISLATURE
160 Genesee Street, 6th Floor
Auburn, NY 13021
County of Cayuga

REQUEST FOR APPOINTMENT FORM

Requested Appointment to: **CAYUGA COUNTY WATER AND SEWER AUTHORITY**

Length of Term (Start date and end date, not just years) **Jan 1, 2021 – Dec 31 2023**

New Term? **YES** Unexpired Term? **No**

Is this a compensated position? **NO**

Is this a new appointment? **NO** Reappointment? **YES**

Describe briefly the duties required of the proposed appointee:
ATTEND ALL REGULAR AND SPECIAL MEETINGS OF THE CCWSA BOARD OF DIRECTORS; SERVE ON COMMITTEES; SERVE AS A LIAISON TO THE COMMUNITY.

Name of Recommended Appointee: **Christie Waters**
Address: **135 South St**
Auburn, NY 13021

This appointment is recommended by:
The Cayuga County Water and Sewer Authority - Board of Directors, October 2020. Ms. Waters in the current Treasurer of the Authority; replaced outgoing treasurer Spring 2017. She is a current member of the Audit Committee and the Finance/Project Management Committee. Ms. Waters completed the mandated Public Authority Accountability training, Authority Budget Office.

Vocation of Prospective Appointee:
Cayuga Community College – Department Chair (retired) – Div. of Natural & Health Science, Mathematics & Tech.; Associate Professor, Engineering Science/Mechanical Tech.

Please provide a brief sketch of the proposed appointee(s) background (education, outside interests, etc.) **BS Cornell University (Chemical Engineering); MS Syracuse University (Manufacturing Engineering)**; **Honors & Awards include: CCC Student Senate Award for Excellence in Teaching & SUNY Chancellor's Award for Excellence.**

10-20-PW-1

RESOLUTION NO. _____ 10/27/20 BLD Budget Court Tenant Work 10 20 Rev 1

Amending the 2020 County Budget to allow the court "tenant" work to be completed in the Historic Post Office with the cost to be reimbursed by the State of New York

By: Tucker Whitman, Chair, Public Works
By: Christopher Petrus, Chair, Ways & Means Committee

WHEREAS, each year the court system requests certain improvements to the court facilities owned by Cayuga County; and

WHEREAS, New York State reimburses Cayuga County for these "Tenant Work" improvements; and

WHEREAS, for 2020-2021 Court Tenant Request is $40,045 to restructure the Family Court Public Service Window on second floor of the Historic Post Office which needs to be completed before 3/31/21; and

WHEREAS, in order to allow these improvements to be made the Construction/Renovation Account #A16234-54178 for the Historic Post Office would need to be increased by $40,045; and

WHEREAS, to offset this increased cost the Court Reimbursement Revenue Line Account #A16230-43021 will also need to be increased by $40,045; now therefore be it

RESOLVED, that the Cayuga County Budget Director and Cayuga County Treasurer are hereby authorized and directed to increase the Construction/Renovation Account A16234-54178 for the Historic Post Office by $40,045 and to increase the Court Reimbursement Revenue Line Account #A16230-43021 by $40,045.

Public Works Committee	**Ways & Means Committee**
_____	_____
Tucker Whitman, Chair	Christopher Petrus, Chair
_____	_____
Andy Dennison	Keith Batman
_____	_____
Ryan Foley	Elane Daly
_____	_____
Timothy Lattimore	Ryan Foley
_____	_____
Hans Pecher	Hans Pecher
_____	_____
Paul Pinckney	Benjamin Vitale
_____	_____
Benjamin Vitale	Tucker Whitman

Co. Atty:_____

RESOLUTION NO._____ 10/27/2020 Bld Declare PSB Generator Surplus 10 20

DECLARING THE 30 YEAR OLD BACKUP GENERATOR SERVING THE PUBLIC SAFETY BUILDING AS SURPLUS

By: Hon. Tucker Whitman, Public Works Chairperson
Hon. Christopher Petrus, Ways and Means Chairperson

WHEREAS, the replacement of the current 30 year old Onan backup generator serving the Public Safety Building will be replaced per Resolution 284-20; and

WHEREAS, the Superintendent of Buildings and Grounds believes the old generator is of no use to Cayuga County and is recommending the unit be declared surplus by legislature so it can be disposed of per County Policy 60a Fixed asset Policy; and

WHEREAS, the old generator is scheduled to be replaced in December 2020; now therefore be it

RESOLVED, that the Cayuga County Legislature does hereby declare the old generator surplus; and be it further

RESOLVED, that the Superintendent of Buildings and Grounds is hereby authorized and directed to work with the Chair of the Legislature and the Director of Purchasing to dispose of the generator per policy 60a.

Public Works Committee	**Ways & Means Committee**
_____	_____
Tucker Whitman, Chair	Christopher Petrus, Chair
_____	_____
Andy Dennison	Keith Batman
_____	_____
Ryan Foley	Elane Daly
_____	_____
Timothy Lattimore	Ryan Foley
_____	_____
Hans Pecher	Hans Pecher
_____	_____
Paul Pinckney	Benjamin Vitale
_____	_____
Benjamin Vitale	Tucker Whitman

Co. Atty:_____

RESOLUTION NO. _____ 10/27/20 BLDHirePTBuildingMaintenanceMechanic10-27-20Rev

Authorizing the Buildings and Grounds Department to hire a part time Building Maintenance Mechanic to replace a part time Building Maintenance Mechanic who accepted a full time position within the department

BY: Tucker Whitman, Chair Public Works Committee
Christopher Petrus, Chair Ways & Means Committee.

Whereas, Resolution 359-19 authorized the hiring of a full time Building Maintenance Mechanic to replace a full time Building Maintenance Mechanic who retired; and

Whereas, a part time Building Maintenance Mechanic accepted the full time position; and

Whereas, the part time Building Maintenance Mechanic typically works at the beginning or end of the work day and/or weekends as needed to give the department better coverage during the buildings normal operating hours and to help manage overtime; and

Whereas, funding for the part time Building Maintenance Mechanic will come from the Buildings and Grounds Budget Account A16201-51002 Salaries Part Time in an amount not to exceed the budgeted amount of $19,692.00; now therefore be it

Resolved, the Superintendent of Buildings and Grounds and the Human Resources Administrator are hereby authorized and directed to complete the necessary steps to fill this vacant position; and be it further

Resolved, that this authorization to fill will no longer be valid after April 28, 2021.

Public Works Committee	**Ways & Means Committee**
_____	_____
Tucker Whitman, Chair	Christopher Petrus, Chair
_____	_____
Andy Dennison	Keith Batman
_____	_____
Ryan Foley	Elane Daly
_____	_____
Timothy Lattimore	Ryan Foley
_____	_____
Hans Pecher	Hans Pecher
_____	_____
Paul Pinckney	Benjamin Vitale
_____	_____
Benjamin Vitale	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	9/4/2020
Authorization To:	Fill Only
** New Position Duties Statement (NPDS) - Short Form *REQUIRED IF the title exists within the department*	
** New Position Duties Statement (NPDS) - Long Form *REQUIRED IF the title does NOT exist within the department*	
Do you anticipate this request to result in fill-behinds?	No
Cayuga County Department	Buildings & Grounds
Job Title Being Requested (Exact Civil Service Title)	BUILDING MAINTENANCE MECHANIC
Position Control Number	05002
Position Status	Permanent
Position Designation	Part-Time
Budget Account Number	A16201-51002
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	Part II
Probationary Salary Amount	$19.11

Step 1 Amount (Part II)	$19.26
Starting Salary for Position Requested	$19.11/HOUR
Justification for Salary Requested	THIS IS THE ESTABLISHED SALARY IN THE 2020 COMP PLAN DATED 7/21/2020
Does position include fringe benefits?	No
What is the justification for filling this position AND why is it important for your department?	THIS IS A PART TIME POSITION. WE ARE REPLACING A PART TIME PERSON WHO TOOK A FULL TIME POSITION WITH US. IT ALLOWS US TO EXTEND THE HOURS OF SERVICE THE DEPARTMENT PROVIDES WITHOUT WORKING OVERTIME. IT ALSO PROVIDES US WITH A WAY TO ACQUIRE MORE SKILLS IN THE DEPARTMENT. IT ALSO GIVES US ADDITIONAL HANDS WHEN WE ARE WORKING ON PROJECTS. PLEASE CONSIDER THE FACT THAT THE BUILDINGS AND GROUNDS DEPARTMENT WAS NEVER ASKED TO MAINTAIN THE HIGHWAY DEPARTMENT BUILDINGS UNTILL THE FORMATION OF THE PUBLIC WORKS DEPARTMENT.
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?	THIS POSITION IS INCLUDED IN THE 2020 BUDGET IN THE AMOUNT OF $19,692 AND IS IN THE DEPARTMENT PROPOSED 2021 BUDGET.
Department Head	GARY DUCKETT
Date	9/4/2020
Attestation	I am the department or agency head listed above authorized to submit by the appointing authority
	(Section Break)

Lhlippoldt approved 9/4/2020

10-20-PW-4

RESOLUTION NO._____ 10/27/20 BLD Seasonal Laborers

Authorizing the hiring of four (4) seasonal laborers to assist with snow and ice removal for the 2020-2021 winter season

By: Hon. Tucker Whitman, Chair, Public Works Committee
Hon. Christopher Petrus, Chair Ways and Means Committee

Whereas, the Buildings and Grounds Department is responsible to remove snow and ice from County parking lots, sidewalks and entrance ways during the winter season; and

Whereas, in prior years the Buildings and Grounds Department have been assisted in that effort by Core Crew and Summer Youth program participants; and

Whereas, the Buildings and Grounds Department, due to COVID 19, will not have the benefit of these programs for the winter of 2020-2021; and

Whereas, the Buildings and Grounds Department must keep the parking lots, sidewalks and building entrances safe for County employees and the public; and

Whereas, to provide this essential service the Buildings and Grounds Department is asking permission to create and fill four (4) seasonal laborer positions to be called in as needed; now, therefore, be it

Resolved, that the Superintendent of Buildings and Grounds is hereby authorized and directed to hire four (4) seasonal Laborers to be called in as needed and to be paid $13.35/hour; and be it further

Resolved, that the funding for the above-stated positions shall be paid from appropriated funds in the 2020 Building and Grounds Budget Account A16201-51002 (Part Time Salaries) for a total not to exceed $2,500; and be it further

Resolved, that this authorization to fill will no longer be valid after April 28, 2021.

Public Works Committee	**Ways & Means Committee**
_____	_____
Tucker Whitman, Chair	Christopher Petrus, Chair
_____	_____
Andy Dennison	Keith Batman
_____	_____
Ryan Foley	Elane Daly
_____	_____
Timothy Lattimore	Ryan Foley
_____	_____
Hans Pecher	Hans Pecher
_____	_____
Paul Pinckney	Benjamin Vitale
_____	_____
Benjamin Vitale	Tucker Whitman

Co. Atty:_____

Authorization to Create/Fill

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Date	9/23/2020
Authorization To:	Create and Fill **
** New Position Duties Statement (NPDS) - Short Form *REQUIRED IF the title exists within the department*	
** New Position Duties Statement (NPDS) - Long Form *REQUIRED IF the title does NOT exist within the department*	
Do you anticipate this request to result in fill-behinds?	No
Cayuga County Department	Buildings & Grounds
Job Title Being Requested (Exact Civil Service Title)	Laborer
Position Control Number: #2314,#2318,#2322,#2332	
Position Status	Temporary
How long do you anticipate the temporary appointment to last?	3-6 months
Position Designation	Part-Time
Budget Account Number	A16201-51002
Is a position being abolished to create the new position?	No
Is the salary of requested position in the current comp plan?	No
Comp Plan Requested Position WILL BE IN	Part II
Probationary Salary Amount	$13.35
Step 1 Amount (Part II)	$13.35

Starting Salary for Position Requested	$13.35
Justification for Salary Requested	The persons being hired will be doing snow and ice removal. $13.35 seems a reasonable rate for such work.
Does position include fringe benefits?	No
What is the justification for filling this position AND why is it important for your department?	Buildings and Grounds is responsible to insure that all County parking lots, sidewalks and entranceways.
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?	These will be seasonal positions for the 2020-2021 Winter season. We will process a resolution to allow 4 of these positions to be filled. The employees hired to provide this service will be called in as needed. We anticipate the total cost for the 2020-2021 winter season will be less than $2,500.
Department Head	GARY DUCKETT
Date	9/23/2020
Attestation	I am the department or agency head listed above authorized to submit by the appointing authority
(Section Break)	

LHLippoldt Approved 9/28/2020 – Seasonal laborers pos # added

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	9/23/2020
Authorization To:	Create and Fill **
** New Position Duties Statement (NPDS) - Short Form *REQUIRED IF the title exists within the department*	
** New Position Duties Statement (NPDS) - Long Form *REQUIRED IF the title does NOT exist within the department*	
Do you anticipate this request to result in fill-behinds?	No
Cayuga County Department	Buildings & Grounds
Job Title Being Requested (Exact Civil Service Title)	Laborer
Position Control Number: #2314,#2318,#2322,#2332	
Position Status	Temporary
How long do you anticipate the temporary appointment to last?	3-6 months
Position Designation	Part-Time
Budget Account Number	A16201-51002
Is a position being abolished to create the new position?	No
Is the salary of requested position in the current comp plan?	No
Comp Plan Requested Position WILL BE IN	Part II
Probationary Salary Amount	$13.35
Step 1 Amount (Part II)	$13.35

Starting Salary for Position Requested	$13.35
Justification for Salary Requested	The persons being hired will be doing snow and ice removal. $13.35 seems a reasonable rate for such work.
Does position include fringe benefits?	No
What is the justification for filling this position AND why is it important for your department?	Buildings and Grounds is responsible to insure that all County parking lots, sidewalks and entranceways.
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?	These will be seasonal positions for the 2020-2021 Winter season. We will process a resolution to allow 4 of these positions to be filled. The employees hired to provide this service will be called in as needed. We anticipate the total cost for the 2020-2021 winter season will be less than $2,500.
Department Head	GARY DUCKETT
Date	9/23/2020
Attestation	I am the department or agency head listed above authorized to submit by the appointing authority
(Section Break)	

LHLippoldt Approved 9/28/2020 – Seasonal laborers pos # added

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	9/23/2020
Authorization To:	Create and Fill **
** New Position Duties Statement (NPDS) - Short Form *REQUIRED IF the title exists within the department*	
** New Position Duties Statement (NPDS) - Long Form *REQUIRED IF the title does NOT exist within the department*	
Do you anticipate this request to result in fill-behinds?	No
Cayuga County Department	Buildings & Grounds
Job Title Being Requested (Exact Civil Service Title)	Laborer
Position Control Number: #2314,#2318,#2322,#2332	
Position Status	Temporary
How long do you anticipate the temporary appointment to last?	3-6 months
Position Designation	Part-Time
Budget Account Number	A16201-51002
Is a position being abolished to create the new position?	No
Is the salary of requested position in the current comp plan?	No
Comp Plan Requested Position WILL BE IN	Part II
Probationary Salary Amount	$13.35
Step 1 Amount (Part II)	$13.35

Starting Salary for Position Requested	$13.35
Justification for Salary Requested	The persons being hired will be doing snow and ice removal. $13.35 seems a reasonable rate for such work.
Does position include fringe benefits?	No
What is the justification for filling this position AND why is it important for your department?	Buildings and Grounds is responsible to insure that all County parking lots, sidewalks and entranceways.
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?	These will be seasonal positions for the 2020-2021 Winter season. We will process a resolution to allow 4 of these positions to be filled. The employees hired to provide this service will be called in as needed. We anticipate the total cost for the 2020-2021 winter season will be less than $2,500.
Department Head	GARY DUCKETT
Date	9/23/2020
Attestation	I am the department or agency head listed above authorized to submit by the appointing authority
(Section Break)	

LHLippoldt Approved 9/28/2020 – Seasonal laborers pos # added

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	9/23/2020
Authorization To:	Create and Fill **
** New Position Duties Statement (NPDS) - Short Form *REQUIRED IF the title exists within the department*	
** New Position Duties Statement (NPDS) - Long Form *REQUIRED IF the title does NOT exist within the department*	
Do you anticipate this request to result in fill-behinds?	No
Cayuga County Department	Buildings & Grounds
Job Title Being Requested (Exact Civil Service Title)	Laborer
Position Control Number: #2314,#2318,#2322,#2332	
Position Status	Temporary
How long do you anticipate the temporary appointment to last?	3-6 months
Position Designation	Part-Time
Budget Account Number	A16201-51002
Is a position being abolished to create the new position?	No
Is the salary of requested position in the current comp plan?	No
Comp Plan Requested Position WILL BE IN	Part II
Probationary Salary Amount	$13.35
Step 1 Amount (Part II)	$13.35

Starting Salary for Position Requested	$13.35
Justification for Salary Requested	The persons being hired will be doing snow and ice removal. $13.35 seems a reasonable rate for such work.
Does position include fringe benefits?	No
What is the justification for filling this position AND why is it important for your department?	Buildings and Grounds is responsible to insure that all County parking lots, sidewalks and entranceways.
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?	These will be seasonal positions for the 2020-2021 Winter season. We will process a resolution to allow 4 of these positions to be filled. The employees hired to provide this service will be called in as needed. We anticipate the total cost for the 2020-2021 winter season will be less than $2,500.
Department Head	GARY DUCKETT
Date	9/23/2020
Attestation	I am the department or agency head listed above authorized to submit by the appointing authority
(Section Break)	

LHLippoldt Approved 9/28/2020 – Seasonal laborers pos # added

10-20-PW-5

RESOLUTION NO._____ 10/27/20 PT AUTH. TO FILL PT MUSEUM AIDE

Authorization to fill a vacancy at the Ward O'Hara Agricultural Museum: Part Time Museum Aide, Parks & Trails Department

By: Hon. Tucker Whitman, Chairman, Public Works
Hon. Christopher Petrus, Chairman, Ways and Means Committee

WHEREAS, Cayuga County Parks & Trails Department (CCP&T) has a vacancy for a part time Museum Aide, and

WHEREAS, CCP&T deems this position to be a necessary role in allowing the museum to be open as scheduled, and

WHEREAS, this position will be paid $11.00/hour per Part II of the Cayuga County 2020 Compensation Plan, and

WHEREAS, funding for the position is included in the 2020 Account A71101-51001; now therefore be it

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

RESOLVED, that the position be filled in accordance with the Civil Service Rules and Regulations and the Policies of Cayuga County.

RESOLVED, that this authorization to fill will no longer be valid after April 28, 2021

Public Works Committee	**Ways & Means Committee**
_____	_____
Tucker Whitman, Chair	Christopher Petrus, Chair
_____	_____
Andy Dennison	Keith Batman
_____	_____
Ryan Foley	Elane Daly
_____	_____
Timothy Lattimore	Ryan Foley
_____	_____
Hans Pecher	Hans Pecher
_____	_____
Paul Pinckney	Benjamin Vitale
_____	_____
Benjamin Vitale	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	9/30/2020
Authorization To:	Fill Only
** New Position Duties Statement (NPDS) - Short Form *REQUIRED IF the title exists within the department*	
** New Position Duties Statement (NPDS) - Long Form *REQUIRED IF the title does NOT exist within the department*	
Do you anticipate this request to result in fill-behinds?	No
Cayuga County Department	Buildings & Grounds
Job Title Being Requested (Exact Civil Service Title)	Museum Aid
Position Control Number	007277
Position Status	Permanent
Position Designation	Part-Time
Budget Account Number	A7111151002
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	Part II
Probationary Salary Amount	n/a
Step 1 Amount (Part II)	n/a
Starting Salary for Position Requested	11.80

Justification for Salary Requested	min wage
Does position include fringe benefits?	No
What is the justification for filling this position AND why is it important for your department?	back filling vacancy
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?	funds are budgeted
Department Head	Doug Dello Stritto
Date	8/10/2020
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	lhl
Title of Person Submitting on Behalf of Department or Agency Head	hr

(Section Break)

LHLippoldt Approved 9/30/2020

RESOLUTION NO. _____ 10/27/2020 PT Amend A&M Catering License Agmt.No2.

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. Christopher Petrus, 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 December 31, 2020; and

WHEREAS, the Park 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 September 1, 2020 through December 31, 2020, the monthly rent shall be equal to 10% of sales;

2) That for the period of January 1, 2021 through December 31, 2021 the monthly rent shall be $7,833 ($94,000 annual); 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. 2 with A&M Catering, LLC.

Public Works Committee

_____
Tucker Whitman, Chair

_____
Andy Dennison

_____
Ryan Foley

_____
Timothy Lattimore

_____
Hans Pecher

_____
Paul Pinckney

_____
Benjamin Vitale

Co. Atty:_RJG_____

Ways & Means Committee

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Christopher Petrus, Chair

_____
Keith Batman

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Elane Daly

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Ryan Foley

_____
Hans Pecher

_____
Benjamin Vitale

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Tucker Whitman