

WARREN-HAMILTON COUNTIES
OFFICE FOR THE AGING
1340 STATE ROUTE
LAKE GEORGE, NEW YORK 12845

CHRISTIE SABO
DIRECTOR

TEL: (518) 761-6347
FAX: (518) 761-6344

HUMAN SERVICES COMMITTEE MEETING
FRIDAY, JULY 23, 2010 10:45AM
OFFICE FOR THE AGING AGENDA

- I. Committee meeting called to order by Chairman Dave Strainer
- II. Motion to approve minutes of June 10 meeting
- III. Action Agenda
 - a) Resolution Request # 3 to enter into a contract with Northway Service for repairs to meal site equipment in Warren County
 - b) Resolution Request #10 Transfer of Funds in EISEP codes to claim NGA maximums in personnel costs
- IV. Old business/pending items- none known
- V. Current business
 - a) Financial Report YTD ending 6/30/10
 - b) Cedars rent increase request

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Office for the Aging

DATE: 7/23/10

- (a) Is this a Result of a Bid or Request for Proposal? No

- (b) Purpose of Contract: To repair stoves and dishwashers at Warren County meal sites

- (c) Name of Contractor: Northway Service

- (d) Address of Contractor: 65 South Street, Glens Falls, NY 12801

- (e) Contractor's Contact Person and Telephone Number: Peter Shabat 793-7619

- (f) Has or will the Contract be provided, if so, please attach:

- (g) Commencement Date of Contract: 8/1/10

- (h) Termination Date of Contract: 12/31/10

- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed \$2,000.00
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.

- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, Title, and Amount: A.6773 422 (Nutrit. For Elderly- War.Co.Repair/Maint-Equipment) \$1,000
A.6774 422 (S.N.A.P.Repair/Maint-Equipment) \$1,000 (100% reimbursed)

Sample: A.1010 470 Legislative Board – Contract \$xx.xx

Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: JOAN SADY, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

FROM: Office for the Aging

SIGNED:

DATE:

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.6788 470	EISEP Warren-Contract	A.6788 110	EISEP Warren- Salaries- Regular	\$ 5,405.00
A.6789 470	EISEP Hamilton-Contract	A.6789 110	EISEP Hamilton- Salaries- Regular	\$ 5,405.00

Sample: A.4018.0020 110 Preventive Program – Family Health – Salaries – Regular \$xxx.xx

Please state reason for transfers requested: Transfer necessary to claim full amount allowed under personnel as per the Notification of Grant Award for the EISEP program.

*Please note: All amounts must be in whole dollars – no cents.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request:

Please file original request with Clerk of the Board and retain copy for your records.



SUMMIT
Property Management Group, L.L.C.

May 11, 2009

Candy Kelly
Warren/Hamilton County Office for the Aging
333 Glen Street, Suite 306
Glens Fall, New York 12801

RE: Cedars Expenses with Home Delivered Meals

Dear Candy,

As I mentioned briefly in early April the maintenance costs being incurred by the Cedars in association with running the Home Delivery program for Warren County has become significant. We estimate that annually our costs exceed revenues the county provides us by \$10,500. It is my hope that we can start a dialog and figure out a solution to this problem. Let me break out for you how the economics of how the program is currently working.

Revenues:

- 50 cents per meal reimbursement for Cedars residents: 400 meals \$200.00
- Electricity reimbursement \$215.00
- Air conditioning reimbursement \$100.00

The \$315.00 is an estimate for electrical costs that we established in 2005 to defray and acknowledge this increased expense at the Cedars. What we are really left with is \$200.00 per month to offset all the remaining expenses that are related to the HDP. Those expenses are listed below.

Expenses:

	<u>Yearly</u>	<u>Monthly</u>
Inspection of the ansal system twice a year	\$800.00	\$66.66
Cleaning of hood twice a year	\$400.00	\$33.33
Trash generated by HDF	\$4800	\$400.00
Pump Station maintenance	\$6900	\$575.00
Total:	\$12,900	\$1,075.00

*Company out of Vermont
NY Fire + security*

3/4 dampers per week

*John
NOT AUNT
22nd/23rd*

*Grease piece
Company out of Rutland*

7 Aspen Drive, Suite 1
South Burlington, VT 05403-6247

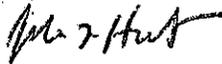
Phone: 802-846-5437
Fax: 802-864-9000



The simple math is if you take the \$200 per month that we receive from the county and the \$1,075 in expenses that we incur our deficit is approximately \$875 per month which is not sustainable for our affordable housing community. The two big expenses are trash which costs the Cedars annually \$14,520. The HDP fills up 3/4 of one trash dumpster per week which translates to \$4,800 annually. Our pump station preventative maintenance costs run \$6,900 annually which is a bi-monthly cleaning and grease removal annually. According to our maintenance contractor for the sewer pump station, this maintenance is directly related to the kitchen. In a nut shell this is the financial burden that we are realizing with the kitchen operations. It is my hope that we can start a dialog to find a solution to have the county cover more of the overhead costs of running the HDP from the Cedars.

Thanks again for your participation in the community transportation meeting. Need less to say there are enough issues facing senior to keep us busy for a lifetime.

Sincerely,



John L. Hunt
General Manager

cc. Charlie Brush

Sabo, Christie

From: John Hunt [jhunt@summitpmg.com]
Sent: Tuesday, July 20, 2010 3:14 PM
To: Sabo, Christie
Subject: FW: Cedars -Kitchen invoice expenses

Attachments: Scan001.PDF



Scan001.PDF (1
MB)

Hi Christie,

Attached are the invoices that you have requested related to the maintenance operations of the Home Delivery program out of the Cedars kitchen.

Dimmick Wastewater Services: Our contract calls for them to make a bi-monthly service (6) times per year. I have enclosed two service trip invoices so you can see what those visits cost of each time (\$1,150). The issue we had in late 2008 was that grease from the Kitchen was overflowing the grease trap area and getting into our pumping station. After replacing a pump at a significant expense we monitored the grease trap on a monthly basis and determined that at approximately the two month mark the grease trap need to be emptied before it caused damage to the pump station. To prevent a major malfunction of the pump station which would shut the kitchen down, Dimmeck cleans out the pump tank and cleans the actual grinder pumps.

Dimmeck has indicated that this preventative maintenance program is necessary due to the amount up grease that is discharged from the kitchen.

One possible solution to reduce this overall expense is to have the grease traps pumped monthly by a vendor who works for the city. This might reduce the number of trips that our vendor would need to take to clean the pump and service the lift stations.

Waste Mgt trash: I have enclosed our monthly bill for Cedars I which includes the kitchen area. \$677.02 is the monthly bill and according to our maintenance person he estimates that 1/3 of the trash & recycling is attributable to the meals program.

Norris Technical Service: This is the service contractor who we use to do the semi-annual cleaning of the hood (\$250 each time). For your reference I did include invoices for service calls to the kitchen this year which we have been absorbing.

Inspection of the ansal system: Our vendor is life Safety from Vermont. This cost is \$125 per time and is bill to us in September. Annual cost is \$250.

Some of these expenses the inspection which is required by law, and the cleaning of hood are direct expenses which should be picked up by the county. Unfortunately our garage does not have enough space to put in a separate trash dumpster just for the kichen. If we can figure out a way to de-couple this cost to us that would be great, or pay a % of our existing monthly trash bill.

The largest cost is the maintenance of the pump station which must run 24/7 for everyone. If you want to pick up the cost of cleaning the grease trap on a monthly basis and a annual service of the pump station (\$885) that might be ok.

Christie, we understand that having the meal program on site is going to cost of money, we simply need it to be a reasonable expense and one that we can afford to subsidize.

Let me know what additional information I can provide you. I know we need to put together a new contract prior to our existing one expiring in late October. Let me know a timetable for doing that and I am always available to come down and meet in person.

John

John L. Hunt
Summit Property Management
802-846-5430 x4

-----Original Message-----

From: pines@gmdgseniorliving.com [mailto:pines@gmdgseniorliving.com]
Sent: Tuesday, July 20, 2010 10:10 AM
To: Hunt, John
Subject: Scan from a Xerox WorkCentre Pro

Please open the attached document. It was scanned and sent to you using a Xerox WorkCentre Pro.

Sent by: Guest [pines@gmdgseniorliving.com] Number of Images: 6 Attachment File Type: PDF

WorkCentre Pro Location: machine location not set Device Name:
XRX_0000NWL111151

Scanned From the Xerox WCP 55

Dinmick Wastewater Service

11 Hedding Drive
 Randolph, VT 05060
 802-728-9170
 802-728-9163 (fax)

Invoice

Date	Invoice #
3/11/2010	3397

Bill To
Chris Boffa Pinnacle Builders 7 Aspen Drive South Burlington, VT 05403

Ship To
Cedars Sr. Center

P.O. No.	Terms
	Due on receipt

Description	Qty	U/M	Rate	Amount
Pump and Service Lift Station	1		885.00	885.00
Grease Trap Pumping	1		265.00	265.00
Sales Tax			6.00%	0.00

Handwritten:
 CJD
 Cejus
 #6640
 OKCB

POSTED

Thank you for your business.	Total	\$1,150.00
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Dimmick Wastewater Service

11 Hedding Drive
 Randolph, VT 05060
 802-728-9170
 802-728-9163 (fax)

Invoice

Date	Invoice #
4/29/2010	3558

Bill To
Chris Boffa Pinnacle Builders 7 Aspen Drive South Burlington, VT 05403

Ship To
Cedars Senior Living

P.O. No.	Terms
	Due on receipt

Description	Qty	U/M	Rate	Amount
Pump, clean and service lift station	1		885.00	885.00
Grease Trap Pumping	1		265.00	265.00
Sales Tax			6.00%	0.00

*Call
6040*

POSTED

Thank you for your business.	Total	\$1,150.00
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INVOICE

Waste Management of Eastern NY
PO Box 15009
Albany, NY 12212-5009

(800) 339-4770
(518) 445-6720 FAX

Customer: CEDAR I L P
Account Number: 965-0019153-0449-5
Invoice Date: 05/01/2010
Invoice Number: 5519019-0449-2
Due Date: Due Upon Receipt
WM ezPay Account ID: 00014-13816-22004

Current Invoice Amount	Total Amount Due
677.02	1,350.08

Account Summary

Description	Amount
Previous Balance	673.06
Total Credits and Adjustments	0.00
Total Payments Received	0.00
Total Current Charges	677.02
Total Amount Due	1,350.08
Total Amount Past Due	673.06

Service Period: MAY 2010

Description	Amount
Commercial	677.02
Total Current Charges	677.02

Please pay total amount due. Thank you for your business.



CGD
Trash contract

Full payment of the invoiced amount is not received within 30 days of the invoice date, you will be charged a monthly late fee of 1.5% of the unpaid amount; with a minimum monthly charge of \$3.00, or such lesser late fee allowed under applicable law, regulation or contract. For each returned check, a fee will be assessed on your next billing equal to the maximum amount permitted by applicable state law.

POSTED

Want to pay this bill on-line? Go to www.wm.com to learn more about WMezPay and make a convenient, secure payment.

Current Due	Over 30	Over 60	Over 90	Over 120	Total Due
677.02	673.06	0.00	0.00	0.00	1,350.08



INVOICE

MORRIS TECHNICAL SERVICE
 P O Box 633
 CHESTER TOWN NY 12817

00000

TO CEDARS Senior Living Center
 ADDRESS 35 EVERGREEN LANE
 CHESTER TOWN NY 12804
 ATTENTION GARY

DATE ORDERED 4-5-10 ORDER TAKEN BY
 PHONE NO. CUSTOMER ORDER #
 JOB LOCATION Kitchen
 JOB PHONE STARTING DATE
 TERMS

QTY	MATERIAL	UNIT	AMOUNT	DESCRIPTION OF WORK	
1	3/4 HP 150-105000 w/ 3/8 conn		39.95	Hateco C-12 Mod 951580326 S.#	
Kitchen dishwasher repair					
<div style="border: 1px solid black; padding: 5px;"> Payer Cedars Expense Account 7460 Date 4/6/10 Amount 159.95 Approved By [Signature] </div>					
<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: auto;"> RECEIVED APR - 6 2010 </div>					
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> POSTED </div>					
				MISCELLANEOUS CHARGES	
				Service Call 70.00	
		LABOR	HRS	RATE	AMOUNT
		4-12-10	1		50.00

WORK ORDERED BY
 DATE ORDERED
 DATE COMPLETED

CUSTOMER APPROVAL SIGNATURE [Signature]
 AUTHORIZED SIGNATURE

TOTAL LABOR	50.00
TOTAL MATERIALS	39.95
TOTAL MISCELLANEOUS	70.00
SUBTOTAL	—
TAX	—
GRAND TOTAL	159.95

VOICE

@ NORRIS
 NORRIS Technical Service
 PO Box 633
 Chester town Ny 12817
 Cedars Senior Living Center
 ADDRESS 35 Evergreen Lane
 Queensbury NY 12804
 ATTENTION

005487

DATE ORDERED	ORDER TAKEN BY
PHONE NO.	CUSTOMER ORDER #
JOB LOCATION	
JOB PHONE	STARTING DATE
TERMS	

QTY	MATERIAL	UNIT	AMOUNT
1	1980-036 Thermocouple		40 00
<div style="border: 2px solid black; padding: 5px; display: inline-block;"> RECEIVED FEB 17 2010 POSTED </div>			
<div style="border: 1px solid black; padding: 5px; margin: 5px;"> Payor <u>Cedars</u> Expense Account <u>7460</u> Date <u>2/15/2010</u> Amount <u>130.00</u> Approved By <u>[Signature]</u> </div>			
			40 00

DESCRIPTION OF WORK			
Corland Range Pilot out			
Repair Thermocouple chiller OK			
MISCELLANEOUS CHARGES			
2-15-10 Service Call			70.00
LABOR	HRS.	RATE	AMOUNT
2-17-10	1/2		25.00

WORK ORDERED BY Guy
 DATE ORDERED _____
 DATE COMPLETED _____

CUSTOMER APPROVAL SIGNATURE [Signature]
 AUTHORIZED SIGNATURE _____

TOTAL LABOR	25 00
TOTAL MATERIALS	40 00
TOTAL MISCELLANEOUS	70 00
SUBTOTAL	—
TAX	—
GRAND TOTAL	136 00

JOB INVOICE

**ARREN COUNTY
EMPLOYMENT & TRAINING ADMINISTRATION**

William F. Resse
Director

Northway Plaza Suite 13C-1
PO Box 4393
Queensbury, NY 12804

Telephone (518) 743-0925
Fax (518) 743-0828

**Human Services Committee
Employment & Training Agenda
7/23/10**

1. Request permission to host a meeting:
 - SWW Workforce Investment Board (WIB) meeting on 9/22/10 (see attached)
2. Request permission for attending the Fall NYS DOL/NYATEP conference: One staff person at \$400.00 plus travel costs.
3. Other

Note: all requests involve only federal grant funds for said purpose. No local county funds are requested.

Warren County Request to Host Meeting or Conference

Name of Department: Employment and Training

Name of Meeting/Conference: SWW Workforce Investment Board (WIB) meeting

Date: 9/22/10

Location: Ramada Inn, Queensbury

Purpose: SWW WIB meeting

Contact Person: (If other than Department Head)

Phone No.:

Number of People attending:

2-4 County Employees

2-4 State Employees

Volunteers

40 Others (specify) WIB members and guests

Cost to County (please include amounts):

Room rental \$ 85.00 est. plus any needed equipment fees

Food/beverage \$ 330.00 est.

Supplies \$

Other (specify) \$

Total Cost: \$ 415.00 est.

Dept Head Approval:



Signature

7/22/10

Date:

Committee Chairman Approval:

Signature

Date

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The Human Services Committee hereby authorizes Staff member to be designated
(Supervisory Committee) (Employee Name)

to attend Workforce NY 2010 Fall Conference sponsored by NYATEP/NYS DOL
(Name of meeting or organization)

at Hyatt Regency Hotel , 125 East Main Street, Rochester, NY 14604
(Address)

on 10/4-10/6/10 Mode of transportation to be used county vehicle
(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is **not** a county vehicle or mass transportation, please explain:

Proper documentation must be attached when submitting for approval.
(Please check documents attached)

- Notice of meeting or convention including cost.

For Overnight Travel

- Room rate \$ 102.00 GSA* Rate \$ 102.00
 - Meal costs - GSA*per diem rate \$ 51.00
- *www.gsa.gov

Date: 7/23/10



Department Head Signature

Date: _____

Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

- REQUEST FOR USE OF FLEET VEHICLE**

Filing Instructions:

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: JOAN SADY, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

FROM: Employment and Training
Name of Department

SIGNED:  **DATE:** 7/23/10

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
40 6293.0313 110	WIA Admin - Salaries-Regular	40 6293.0313 130	WIA Admin - Salaries-Part Time	\$ 1,000

Please state reason for transfers requested: To align budget with grant activities

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 439	Contingent Fund			

Please state reason for transfer request:

Please file original request with Clerk of the Board and retain copy for your records.