

WARREN-HAMILTON COUNTIES OFFICE FOR THE AGING
1340 STATE ROUTE ♦ LAKE GEORGE, NY 12845
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**HUMAN SERVICES COMMITTEE MEETING
OFFICE FOR THE AGING AGENDA
October 24, 2017 9:30AM**

Committee Members: Chairman Edna Frasier, Matthew MacDonald, Ron Vanselow, Ronald Montesi, Claudia Braymer, Peter McDevitt, Craig Leggett

- I. Committee meeting called to order by Chairman
- II. Motion to approve minutes of prior Committee meeting
- III. Action Agenda
 1. **Request:** Enter into lease agreements for operation of the meal sites.
Rationale: See attached "Schedule A."
 2. **Request:** Submit application for NY Connects program, base funding, for period of 10/1/17-3/31/18.
Rationale: This funding covers personnel costs, as well as the cost of supplies, training, travel expense, etc., for the NY Connects program. There is no County match requested. 100% funded.
 3. **Request:** Amend Resolution 407 of 2017 to delete contract with Catholic Charities in the amount of \$450 for psychological counseling, and increase amounts of other contracts so total funding does not exceed \$52,767.
Rationale: NYSOFA funding does not cover the services provided under this agreement.
- IV. Referral/pending items- N/A
- V. Information for Discussion/Review
 - a) RFP to see if we can contract with an entity to prepare meals for the Glens Falls/Queensbury area, instead of utilizing the Cedars location, in an effort to save monies.
- VI. Privilege of the Floor to discuss any additional items to come before the Committee
- VII. Motion to adjourn

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: OFA

DATE: October 4, 2017

- (a) Purpose of Contract Change: **Extend lease agreements with the attached entities for the operation of WHCOFAs meal sites. The lease agreements can be extended without the need for a resolution in the future, providing there are no material changes to the lease agreements.**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract:
- (c) Name of Contractor:
- (d) Address of Contractor:
- (e) Contractor's Contact Person and Telephone Number:
- (f) Commencement Date of Extension: **1/1/2018**
- (g) Termination Date of Extension: **12/31/2022**
- (h) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. **see attached**)
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, and Title, and Amount: **See Attached.**

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

*as listed in budget and LOGOS

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“SCHEDULE A”

WARREN COUNTY - 6772

1. CEDARS SENIOR LIVING COMMUNITY

- a. Annual Rent = \$14,500 for 2018; \$14,935 for 2019, paid in quarterly amounts
- b. County Responsibilities:
 - i. Routine Maintenance or repair of equipment owned by the County;
 - ii. Other supporting charges incurred in the operation of the nutrition program including paper products and sanitary supplies;
 - iii. Pay directly the cost of telephone service and equipment use for the nutrition program;
- c. Lessor Responsibilities:
 - i. Responsible for routine maintenance or repair of equipment used in the program owned by the Lessor; all utility expenses including, but not limited to cooking fuel, heating fuel, electrical expenses including air conditioning (to be maintained at 74 degrees during the summer); trash removal, recycling items; snow removal, snow shoveling and sanding; janitorial services; grease trap cleaning and pumping; kitchen hood inspection and cleaning; pest control services; etc.

2. CHURCH OF SAINT SACRAMENT(Bolton)

- a. Annual Rent = \$1
- b. County Responsibilities:
 - i. Routine Maintenance or repair of equipment used in the program, whether owned by the County or the Lessor;
 - ii. Pay directly to the vendor for all cooking fuel relating to the nutrition program;
 - iii. Pay directly for septic tank pumping if necessary;
 - iv. Pay directly to the contractor for all pest control services rendered for the leased premises;
 - v. Other supporting charges incurred in the operation of the nutrition program including janitorial service, paper products and sanitary supplies;
 - vi. Reimburse the following percentage amounts of the following utility expenses paid,
 - 1. 80% of Electrical Expense, but not more than:
2018 - \$4,300; 2019 - \$4,500; 2020 - \$4,700; 2021 - \$4,900;
2022 - \$5,100
 - 2. 80% of Actual Water Expenses, but no more than:
2018 - \$1,500; 2019 - \$1,600; 2020 - \$1,800; 2021 - \$2,100;
2022 - \$2,300
 - 3. 80% of Actual Fuel Oil Expenses, but no more than:
2018 - \$5,200; 2019 - \$5,500; 2020 - \$5,800; 2021 - \$6,100;
2022 - \$6,400
 - vii. Pay directly the cost of telephone service and equipment use for the nutrition program;
- c. Lessor Responsibilities:

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- i. Responsible for all trash removal, recycling items, snow removal, snow shoveling and sanding.
- 3. **COUNTRYSIDE ADULT HOME**
 - a. Annual Amount = \$64,000, paid in quarterly amounts of \$16,000
 - b. County Responsibilities:
 - i. Providing two employees (30hrs/week and 25hrs/week);
 - ii. Payment of costs associated with annual physicals and PPD every two years.
 - c. Lessor Responsibilities:
 - i. All other costs associated with running nutrition program (supplies, foods, pest control, fire inspections, waste removal, snow removal, water/sewer taxes, utilities, repairs & maintenance to equipment, etc.)
- 4. **FIRST PRESBYTERIAN CHURCH OF GLENS FALLS**
 - a. Annual Rent = \$3,000
 - b. Lessor Responsibilities:
 - i. Pay directly for any costs associated with utilities, water or sewer charges, taxes and/or assessments, property taxes or assessments, rents, cleaning & maintenance, ordinary wear and tear of the premises, fixtures and equipment.
 - ii. Responsible for all trash removal, recycling items, snow removal, snow shoveling and sanding.
- 5. **TOWN OF CHESTER (Town Hall)**
 - a. Annual Rent = \$1
 - b. County Responsibilities:
 - i. Routine Maintenance or repair of equipment used in the program, whether owned by the County or the Lessor;
 - ii. Other supporting charges incurred in the operation of the nutrition program including janitorial service, propane, paper products and sanitary supplies;
 - iii. Reimburse the following percentage amounts of the following utility expenses paid, 85% of Electrical Expense, but not more than:
2018 - \$8,000; 2019 - \$8,200; 2020 - \$8,400; 2021 - \$8,600;
2022 - \$8,800
 - iv. Pay directly the cost of telephone service and equipment use for the nutrition program;
 - v. Annually clean the carpet(shampoo) and floor(strip, clean, wax, buff, etc.).
 - c. Lessor Responsibilities:
 - i. Pay directly for septic tank pumping if necessary;
 - ii. Responsible for all trash removal, recycling items, snow removal, snow shoveling and sanding.
- 6. **TOWN OF JOHNSBURG (Senior Center)**
 - a. Annual Rent = \$1
 - b. County Responsibilities:
 - i. Routine Maintenance or repair of equipment used in the program, whether owned by the County or the Lessor;

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- ii. Other supporting charges incurred in the operation of the nutrition program including janitorial service, propane, paper products and sanitary supplies;
 - iii. Pay directly the cost of telephone service and equipment use for the nutrition program;
 - iv. Pay directly to the contractor for all pest control services rendered for the leased premises.
 - c. Lessor Responsibilities:
 - i. Pay directly for septic tank pumping if necessary;
 - ii. Pay directly all utility costs;
 - iii. Responsible for all trash removal, recycling items, snow removal, snow shoveling and sanding;
- 7. TOWN OF LAKE LUZERNE (Lake Luzerne Senior Center, 539 Lake Avenue)**
- a. Annual Rent = \$13,000/annually paid in quarterly payments of \$3,250
 - b. County Responsibilities:
 - i. Routine Maintenance or repair of equipment used in the program, owned by the County;
 - ii. All other supporting charges incurred in the operation of the nutrition program including janitorial service, electric and fuel costs, and sanitary supplies.
 - c. Lessor Responsibilities:
 - i. Pay directly for septic tank pumping if necessary;
 - ii. Pay directly all utility costs;
 - iii. Responsible for all trash removal, recycling items, snow removal, snow shoveling and sanding.

HAMILTON COUNTY - 6771

- 1. LAKE PLEASANT SENIOR CITIZENS GROUP, INC (621 Main Street)**
- a. Annual Rent = \$1
 - b. County Responsibilities:
 - i. Routine Maintenance or repair of equipment used in the program, whether owned by the County or the Lessor;
 - ii. Other supporting charges incurred in the operation of the nutrition program including snow removal, telephone service, paper products and other supplies;
 - iii. Pay directly to the contractor for all pest control services rendered for the leased premises.
 - iv. 50% of utilities up to \$2,700/year.
- 2. TOWN OF INDIAN LAKE (Indian Lake Senior Citizens' Center)**
- a. Annual Rent = \$1
 - b. County Responsibilities:
 - i. Routine maintenance or repairs of food service equipment used in the program, whether owned by the County or the Lessor;

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- ii. Other supporting charges incurred in the operation of the nutrition program including janitorial services, paper products and sanitary supplies.
 - c. Lessor Responsibilities:
 - i. Pay directly for septic tank pumping if necessary;
 - ii. Pay directly all utility costs;
 - iii. Responsible for all trash removal, recycling items, snow removal, snow shoveling and sanding.
- 3. TOWN OF LONG LAKE (Town Hall)
 - a. Annual Rent = \$1
 - b. County Responsibilities:
 - i. Routine Maintenance or repair of equipment used in the program, whether owned by the County or the Lessor;
 - ii. Other supporting charges incurred in the operation of the nutrition program including janitorial service, propane, paper products and sanitary supplies;
 - iii. Pay directly the cost of telephone service and equipment use for the nutrition program;
 - iv. Pay directly to the contractor for all pest control services rendered for the leased premises.
 - c. Lessor Responsibilities:
 - i. Pay directly for septic tank pumping if necessary;
 - ii. Pay directly all utility costs;
 - iii. Responsible for all trash removal, recycling items, snow removal, snow shoveling and sanding.
- 4. TOWN OF WELLS (Ambulance Corp/VFW Building)
 - a. Annual Rent = \$1
 - b. County Responsibilities:
 - i. Routine Maintenance or repair of equipment used in the program, whether owned by the County or the Lessor;
 - ii. Other supporting charges incurred in the operation of the nutrition program including paper products and other program supplies;
 - iii. Pay directly the cost of telephone service and equipment use for the nutrition program;
 - iv. Pay directly to the vendor all costs of cooking fuel;
 - v. Pay directly to the contractor for all pest control services rendered for the leased premises.
 - c. Lessor Responsibilities:
 - i. Pay directly for septic tank pumping when necessary;
 - ii. Pay directly for janitorial services regarding any nutrition program activities;
 - iii. Pay directly all utility costs;
 - iv. Responsible for all trash removal, recycling items, snow removal, snow shoveling and sanding.

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: Warren/Hamilton Counties Office for the Aging

DATE: 10/5/2017

- (a) Purpose of Request: **Submit application for grant funding for the NY Connects program, base funding, for period of 10/1/17-3/31/18.**
- (b) Details: **This grant funding is for a 6 month period to cover the expenses for the NY Connects program personnel costs in both Warren and Hamilton County. It also provides for supplies, training, travel expenses for this program as well.**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: OFFICE FOR THE AGING

DATE: October 20, 2017

- (a) Purpose of Request: **Amend Resolution 407 of 2017**
- (b) Details: **Delete contract with Catholic Charities in the amount of \$450 for psychological counseling. Amend other contracts under Resolution 407 of 2017, so the overall contract amount does not exceed \$52,767. Schedule "A" to read as follows:**

GF Association for the Blind, Inc. - \$3,450; Greater Adirondack Home Aides, Inc. - \$7,000; Thomas Clements - \$15,950; Town of Chester - \$3,771; Town of Hague - \$960; Town of Horicon - \$1,230; Town of Johnsburg - \$4,048; Town of Lake George - \$3,665; Town of Lake Luzerne - \$2,892; Town of Lake Pleasant - \$1,144; Town of Long Lake - \$2,750; Town of Stony Creek - \$1,680; Town of Thurman - \$1,797; Town of Warrensburg - \$1,630; Town of Wells - \$800

- (c) Previous Resolution Number: **508 of 2016**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **A6772.10.470 - III B & Case Management**

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS