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To: <geddington@geneva.ny.us>
CC: "Bart Putzig" <bxputzig@gw.dec.state.ny.us>
Date: 3/18/2008 7:29 PM
Subject: Geneva Foundry - demolition report
Attachments: Geneva Foundry SAC-reimbursement & Status of 305 Main St.; SAC amendment for Geneva Foundry

Gordon, We received the payment request package (dated 1/9/08) for the Foundry demolition on 3/14/08. Given the amount of time that has elapsed and the requirements specified in attached guidance, the package is very disappointing. Other than a 2 page list of invoices followed by a 100 pages or so of invoices, the package is devoid of any detail as to what occurred at the site. A demolition report should include detailed descriptions, dates, and photos of the work performed in order to substantiate the costs incurred. It seems that the ERP Record Keeping and Payment Guide was not even consulted. On page one, it notes:

"Adequate financial accounts and records must be established and consistently maintained in accordance with generally accepted accounting principles and practices in effect during the term of the State Assistance Contract. The Municipality must also keep a cost ledger for costs incurred by the Municipality for work performed under the State Assistance Contract. The accounts and records must clearly identify eligible and ineligible costs incurred by task according to the budgeted expenditure categories within each task."

Please review this document and revise the package accordingly. Note that the Standard Voucher is missing the Payee ID # and the Payee Amount is missing the first digit (i.e., "1").

Regarding the equipment rentals, it is not clear what was rented or for what purpose. Was any City equipment used and/or available? The disposal receipts note "State St. Project"; is related to the Foundry? Was any of the material disposed usable as daily cover? What is the disposal rate for daily cover?

In short, the document lacks the information necessary to confirm the work performed and the costs incurred. An updated voucher and package will also be necessary for the previous investigation phase of work.

Please revise these packages as soon as possible so that we can submit adequate packages for reimbursement.

Thanks,

- Jim

Hi Gordon, Wondering if there's been any progress on the attached.
Thanks, - Jim