

PUBLIC WORKS COMMITTEE MEETING MINUTES
MARCH 27, 2018

PUBLIC WORKS COMMITTEE MEMBERS PRESENT: Fedler, Shaw, Campbell, Haff, Hicks, Skellie, Middleton, Rozell

PUBLIC WORKS COMMITTEE MEMBERS ABSENT: Shay

SUPERVISORS: Henke, LaPointe, O'Brien, Hogan, Clary

Debra Prehoda, Clerk

Roger Wickes, County Attorney

Chris DeBolt, County Administrator

Al Nolette, County Treasurer

Jack McMillan, Acting DPW Superintendent

Melissa Fitch, Personnel Director

Public

Media

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Accept Minutes – February 27, 2018
3. Department Reports/Requests:
 - A. Sewer District
 - 1) Request for Budget Amendment – Polymer Transfer Pump
 - 2) Update – WC Sewer District #1/Kingsbury Sewer District #1 Inter-Municipal Agreement
 - B. Department of Public Works
 - 1) Discuss 2018 Equipment Purchases
 - 2) Department Updates
 - a) WQIP Grant
 - b) Bridge NY/Culvert NY
4. Review Applications for Superintendent of Department of Public Works Position
5. Other Business
6. Adjournment

Chairwoman Fedler called the meeting to order at 10:00 A.M.

A motion to accept the minutes of the February 27, 2018 meeting was moved by Mr. Middleton, seconded by Mr. Skellie and adopted.

SEWER DISTRICT – Joe Brilling, Executive Director of the Sewer District, addressed the following items:

- 2017 Budget Amendment – Polymer Transfer Pump – Requesting a budget amendment to purchase a polymer transfer pump needed at the plant. He is requesting to transfer \$1,030 from a maintenance line to an equipment line. A motion to approve a budget amendment transferring \$1,030 from a maintenance line to an equipment line to purchase a polymer transfer pump, was moved by Mr. Campbell, seconded by Mr. Skellie and adopted.
- Update WC Sewer District #1/Kingsbury Sewer District #1 Inter-Municipal Agreements – Joe is trying to complete agreements between SD#2, SD#1 (Industrial Park south of Casey Road) and Kingsbury SD#1 (north of Casey Road in the Industrial Park). These agreements will cover preventive maintenance, i.e. checking on pump stations. Trying to correct/close some holes that were in the original agreements. Also looking to come to an agreement for preventive maintenance with Kingsbury for other sewer districts (Dean Road & Hannaford Plaza). Historically this preventive maintenance hasn't been done. Joe has put some pricing together. Also looking at the billing and rate structure in the Industrial Park. Part of the impetus for the Industrial Park is the necessity for a capital project to do I&I reduction. Joe wants to get these agreements done prior to starting any capital project. Joe is hopeful to bring something back to the committee next month. The County Administrator added that there are a couple of options of how to move forward and one idea may be something that may be incorporated into the county wide shared services plan.
- Got pricing for rental of a piece of equipment at the compost facility. It's a small loader. He has money in the budget for rental of this piece of equipment. He has two quotes for rental of equipment from OGS. The commissioners have not seen this information and he is hoping to

get approval from this committee so that when the commissioners meet in a few weeks, they can approve and get that equipment operating at the compost facility. Lake George and Granville are both on board. He got prices for three and five years at 1000 and 1500 hours per year. He is leaning toward the five year because the price is cheaper per month. He does not want to buy because he is unsure of the long-term status of the compost facility. Looking for something with a tighter turn radius. The rental would be billed monthly, \$17,000 per year for three years. Mr. Middleton stated that the resale value of the loader is fairly good and recommends buying it and it could always be sold. Joe stated this is something that needs to be done and he is just looking for ways to move this forward. The Treasurer added that it is important to be clear, is it a rental, lease or lease/purchase because the rules are different for each scenario. Joe added that if the decision is purchase, he would have to go back to Lake George and Granville to see if they are comfortable with it. The OGS contract price is \$66,000. The Sewer Board of Commissioners meet on April 10th prior to the next Finance Committee meeting. A motion to move this to the Finance Committee to allow the Sewer Board of Commissioners to make a recommendation, was moved by Mr. Middleton, seconded by Mr. Hicks and adopted.

- The Treasurer is requesting a budget amendment to Finance for a budgetary error. The Sewer District pays the Treasurer for collection of sewer user fees and the two numbers in the budget do not agree. A motion to move an interdepartmental expense budget amendment to the Finance Committee, was moved by Mr. Middleton, seconded by Mr. Campbell and adopted.

DEPARTMENT OF PUBLIC WORKS – Jack McMillan, Acting Superintendent of Public Works, addressed the following items with the committee:

- 2018 Equipment Purchases – Distributed the 2018 budget requested equipment for Car Pool and Road Machinery funds (attached). Mr. Shaw, Budget Officer has asked that any department wishing to change their equipment plan adopted in the 2018 budget go through their oversight committee for approval of the changes.
 - Car Pool
 - DPW Foreman trucks (2) went out to bid (Mini-Bid Number: T18020040 attached), bids are in and Jack recommends not accepting the first bid from Robert Green Auto & Truck Inc. because it is not compliant to our specifications, $\frac{3}{4}$ ton and not a 1 ton. He recommends accepting the Robert Green Auto & Truck Inc. bid for \$63,259.12. These are just the Dodge trucks, doesn't include plows.
 - (5) Sheriff Explorers (Mini-Bid Number: 18030092 attached) – Genesee Valley Ford LLC was the low bid at \$162,004.80. It was noted that Carmody Ford Inc. of Greenwich was the second bidder at \$162,340.80. GML states that we must accept the lowest responsible bidder.
 - Road Machinery Fund
 - Two Tandem Dump Trucks – Still working on the specs. This has not been put out to bid yet. Tandem dump trucks are new trucks not glider kits. This will be bid. May be limited on the number of vendors who would bid because we are trying to stay away from multiplex wiring because salt eats it up.
 - Skid Steer is out for bid.
 - 3 C.Y. Loader – Still working on the specs.
 - Stainless steel box for army truck - Jack is apprehensive about putting a stainless-steel box on an army truck. Not exactly the truck we want in certain places. He is looking at possibly making the army truck into a rock body so they have something to haul rocks in instead of beating up the stainless-steel bodies. He would like to have two of these.

- Army Surplus Lump Sum – It is not for a vehicle. The department has bought some good items through army surplus but Jack does not believe we need to buy army trucks. He would like to put some of those funds in a small equipment line. The Treasurer stated that this is a vehicle budget line that DPW has been buying small tools out of. That needs to stop.
- Fork Lifts – None of the fork lifts meet PESH standards. Fork lifts are used in the shop and by Buildings & Grounds. Jack asked Ty to get prices for purchase, long term rental and lease. Only have prices from one vendor (Tri-Lift, Inc.) so far. To purchase - Mitsubishi - \$24,739.68 and Cat - \$27,194. Don't have OGS pricing yet. They have four fork lifts, three of which haven't been run in years. The Safety Officer wants these fork lifts gone. This has not been put out to bid. Per the purchasing policy, must either use OGS pricing or go out bid. Mr. Campbell would like to move this to Finance, getting rid of the four fork lifts and getting a new one. There won't be enough time to get bids by Finance but should have the OGS pricing by then. The Administrator stated he would do his best to have OGS price and/or mini-bids back by Finance, or at the latest prior to the April Board meeting. The County Administrator recommends taking the fork lifts out of operation effective immediately and asked the committee to authorize Jack to get a short-term rental as soon as possible. A motion to take the fork lifts out of operation immediately and authorize rental of a fork lift on a short-term basis, was moved by Mr. Middleton, seconded by Mr. Campbell. The normal rental rates are: \$1,180 per month for six months; \$950 per month if rented longer than six months. That does not include delivery charge. The Safety Officer was asked to work with Jack to make sure the fork lift rented and bid meets both department's needs. A motion to take the fork lifts out of operation immediately and authorize rental of a fork lift on a short-term basis, was moved by Mr. Middleton, seconded by Mr. Campbell and adopted. The Treasurer clarified that funds for a fork lift rental would be funds spent in addition to the purchase of a new one. Mr. O'Brien suggested authorizing going with OGS pricing and not rent. A motion that if OGS has a bid then proceed, was moved by Mr. Campbell, seconded by Mr. Haff and adopted. Mr. Hicks opposed.
- Equipment Rentals for 2017 (handout attached). There is a good chance these will be rented this year. They obtained at least three written quotes for the 2017 equipment rentals and used the lowest price for all of them.
 - Car Pool
 - Foreman's pickups – A motion to accept the low bid of \$63,259 from Robert Green Auto & Truck, Inc. for two foreman pickups, was moved by Mr. Campbell, seconded by Mr. Middleton and adopted.
 - Sheriff Cars – A motion to accept the low bid of \$162,004.80 from Genesee Valley Ford LLC for five Sheriff Explorers, was moved by Mr. Campbell, seconded by Mr. Hicks and adopted.
 - Road Machinery – Items up for change in the 2018 equipment plan are \$96,000 budgeted for a stainless-steel box for an Army Truck and \$25,000 budgeted for army surplus. As discussed earlier in this meeting, the stainless-steel box is not needed and some funds need to be transferred to the appropriate line to purchase small equipment. The new fork lift will be purchased from these funds. Use of any of the remaining funds must come back to committee.
- Department Updates:
 - WQIP Grant (handout attached) – Need a resolution to move remaining WQIP funds from 2017 to 2018. A motion for a resolution to move remaining WQIP funds from 2017 to 2018, was moved by Mr. Skellie, seconded by Mr. Campbell. The Treasurer explained that this is similar to what Public Health does with grants that cross years. Unspent funds from the grant will be recognized in the 2018 budget. A motion for a

- resolution to move remaining WQIP funds from 2017 to 2018, was moved by Mr. Skellie, seconded by Mr. Campbell and adopted.
- Bridge NY/Culvert NY - Have submitted the following for review and waiting for comments from DOT:
 - Bridge NY – Hickory Hill Road bridge in the Town of Salem, major rehab and superstructure.
 - Culvert NY – CR 113 in the Town of Easton – Wanted to include as part of the CR 113 Clarks Mills bridge project but did not go through so was submitted under Culvert NY. Also culvert for CR 49 in the Town of Greenwich.
 - Temporary Construction Easement for CR 10 Bridge into West Haven, VT. – Vermont is the lead agency for this project. Need a resolution to authorize signature of the easement, about \$700 for use of the property. A motion for a resolution authorizing the Chairman’s signature of the easement, was moved by Mr. Hicks, seconded by Mr. Rozell and adopted.
 - CR 10 Bridge Supplemental Agreement – Needs a resolution to increase the funding and authorize the Chairman’s signature. A motion for a resolution authorizing the Chairman’s signature and increase the funding, was moved by Mr. Hicks, seconded by Mr. Campbell. The Treasurer stated this needs to go to Finance because there is a budget piece attached. A motion for a resolution authorizing the Chairman’s signature and increase the funding, was moved by Mr. Hicks, seconded by Mr. Campbell and adopted.
 - Pavement Preservation Project CRs 75 & 40 - Need to move remaining 2017 grants funds (\$52,251.08) to 2018. A motion to approve a budget amendment recognizing unspent pavement preservation project grant funds of \$52,251.08 for CRs 75 & 40, was moved by Mr. Campbell, seconded by Mr. Skellie and adopted.
 - Would like to create a budget for small tools for the Traffic account D3310. Requesting to transfer \$200 from the safety equipment account to small tools account. The Treasurer stated that if it is a .2 to .2, it can be done by budget transfer form.

OTHER BUSINESS:

Highway School is June 4 – 6 and would like to send four Foreman to it. The registration fee is \$150 and rooms are \$122 per night. They will stay for two nights and will share rooms. This is a budgeted expense. A motion to approve sending four Foreman to highway school June 4 - 6, was moved by Mr. Campbell, seconded by Mr. Middleton and adopted.

A motion to enter an executive session to discuss the appointment of a particular person and negotiations regarding the purchase of highway right of ways, was moved by Mr. Hicks, seconded by Mr. Skellie and adopted.

The meeting adjourned at 12:42 PM.

Debra Prehoda, Clerk
Washington County Board of Supervisors

Washington County Department of Public Works
2018 Budget Request Car Pool
Equipment Vehicles CM.5135.2070

2018 Department Request	\$ 419,000.00
Breakdown:	
1 Plow for Buildings & Grounds Pickup	\$ 6,500.00
1 S & W Pickup	\$ 35,000.00
2 DPW Foreman Pickups	\$ 88,000.00 Includes Plows and Inserts
7 Sheriff Explorers	\$ 241,500.00
2 Ford Fusions	\$ 48,000.00

Washington County Department of Public Works
2018 Budget Request Road Machinery
Equipment Vehicles DM.5130.2070

2018 Department Request	\$ 771,000.00
Breakdown:	
2 Tandem Dump Trucks	\$ 450,000.00 SS Box, Plow & Wing
1 3 C.Y. Loader	\$ 130,000.00
1 Skid Steer w/milling head	\$ 70,000.00
1 SS Box for Army Truck	\$ 96,000.00
1 Army Surplus lump sum	\$ 25,000.00

Group 40500-22904, VEHICLES, Class 3-8; Mini-Bid Response Opening Results

Mini-Bid Number: T18020040

Bidder (#)	Mini-Bid #	Contractor	Contract #	Grand Total Evaluation Price for Mini-Bid
Response Summary (3)	T18020040	ROBERT GREEN AUTO & TRUCK INC	PC67285	\$62,601.52
Response Summary (2)	T18020040	ROBERT GREEN AUTO & TRUCK INC	PC67285	\$63,259.12
Response Summary (5)	T18020040	Genesee Valley Motors Inc DBA Genesee Valley Chrysler	PC67947	\$64,200.06
Response Summary	T18020040	JOE BASIL CHEVROLET, INC	PC67282	\$66,877.91
Response Summary (4)	T18020040	Van Bortel Ford, Inc.	PC67290	\$69,603.40
Response Summary (6)	T18020040	Carmody Ford Inc.	PC67991	\$71,688.90

Late Bid (#)	Mini-Bid #	Contractor	Contract #	Date/Time Bid Arrived
None				

No Bid (#)	Mini-Bid #	Contractor	Contract #	Reason for No Bid
None				

Award 22898 Mini-Bid Response Opening Results for Mini-Bid # 18030092

Summary of Vehicle(s) Built to Specifications offered by Contractors

Rank	Bidder (#)	Mini-Bid #	Contractor	Contract #	Total # of Vehicles	Total NYS Contract Price for Mini-Bid	Model Year	Make	Model and Trim Level
1	Bidder (6)	18030092	GENESEE VALLEY FORD LLC	PC67357	5	\$162,004.80	2018	FORD	POLICE UTILITY INTERCEPTOR
2	Bidder (9)	18030092	Carmody Ford Inc	PC67978	5	\$162,340.80	2018	Ford	Explorer police
3	Bidder (2)	18030092	Van Bortel Ford, Inc.	PC66988	5	\$162,592.55	2018	Ford	PI Utility
4	Bidder (4)	18030092	METRO FORD SALES INC	PC66990	5	\$162,868.80	2019	FORD	POLICE INTERCEPTOR UTILITY
5	Bidder (5)	18030092	NYE Automotive Group	PC67318	5	\$162,939.55	2018	Ford	Utility Police Interceptor - Explorer
6	Bidder	18030092	BEYER FORD LLC	PC68676	5	\$163,384.85	2018	Ford	Interceptor Utility
7	Bidder (8)	18030092	JOHN VANCE MOTORS, INC.	PC67967	5	\$163,583.85	2018	FORD	PISUV
8	Bidder (7)	18030092	MCFADDEN FORD DBA ED SHULTS FORD	PC67657	5	\$163,778.50	2018	FORD	POLICE INTERCEPTOR UTILITY
9	Bidder (3)	18030092	Webster Ford Inc. dba Henderson Ford	PC66744	5	\$164,305.25	2018	Ford	Police Interceptor Utility

32,400.96
32,468.16

Summary of Pre-Existing Inventory Vehicle(s) offered by Contractors

Rank	Bidder (#)	Mini-Bid #	Contractor	Contract #	Total # of Vehicles	Grand Total NYS Contract Price of Vehicles Bid

Detail of each Pre-Existing Inventory Vehicle offered by Contractors

Rank	Bidder (#)	Mini-Bid #	Contractor	Contract #	Ref. #	Total NYS Contract Price for Mini-Bid	Model Year	Make	Model and Trim Level

Late Bids and No Bids Received for Mini-Bid

Late Bid (#)	Mini-Bid #	Contractor	Contract #	Date/Time Bid Arrived
None				
No Bid (#)	Mini-Bid #	Contractor	Contract #	Reason for No Bid
None				

EQUIPMENT RENTAL

2017

RENTEE		APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
ABELE	79" ROLLER										
			2700	2700	2700	2700	1350				12150
ADMAR	3" PUMP										
			715	237.35							952.35
ANDERSON	PC 240										
							4655				4655
CAPITAL	DX225										
		3350	3350	3350	3350	3350	3350				20100
	DX 140										
		2275	2275	2275	2275	2275	2275				13650
FINKE	HAMMER										
			4016.25	4016.25	4016.25	4016.25	3442.56				19507.56
PSS of TRO	4" PUMP										
						700					700
MONTHLY		5625	13056.25	12578.6	12341.25	13041.25	15072.56				71714.91

WASHINGTON CO DPW ROUND 13 WQIP APPLICATION INFO

Town	Road Jurisdiction	Road Name	Issue	Solution	Waterbody	TMDL or PWL?	In Report	Cost
White Creek	County	Meeting House Rd & Co. Rte 68	road actively sliding into stream because of the presence of a double oxbow - losing road and land	need to extend cross culvert for discharge to redirect water away from eroding bank, stabilize outer bank and roadside	Little White Creek - direct	No - unassessed Trout Stream	No	\$100,000
Hudson Falls (V)	County	Burgoyne Ave (Co. Rte 37)			Feeder Canal	M54 area priority pollutant silt/sed	Priority waterbody in Co & Village SWMPP	\$50,000
Whitehall	County	Co. Rte 10	Active road slide within 200 yds of Poultney River	Stabilize slide	trib to Lower Poultney River	Yes - TMDL & Impaired seg	No	\$60,000
Fort Ann	County	Co. Rte 32	Roadside erosion entering Lake George. Eroding beach	Installation of trench drain, catch basin and vegetated buffer	Lake George	Yes - Impaired for silt/sed	No	\$20,000
Argyle	County	Co. Rte 48	Roadbank sliding into lake	Stabilize toe of slope	Cossayuna Lake	Yes - Impaired for silt/sed	No	\$15,000
Putnam	Town & County	Glenbernie Rd & Co. Rte 1	Continual erosion along roadsides depositing sediment into Lake George	Swales, sediment basins, check dams - stabilize roadsides and reduce water velocity	Lake George	Yes - Impaired for silt/sed	Yes - Army Corps of Engineers	\$53,000
Fort Ann	Town	Mattison Road	Road actively sliding into stream - causing road closures	Install new culvert and stabilization of roadside bank	Halfway Creek	Stressed	No	\$50,000
Easton	Town	Herrington Hill	Ditch line actively eroding into Fly Creek	Install sediment basins and slurry mix	Fly Creek - trib to Battenkill	No known impact - Trout Stream	No	\$20,000
White Creek	Town	McKie Hollow Road	Destabilized bank	Stabilize bank	Owl Kill	No known impact - Trout Stream	No	\$17,760
Jackson	Town	Murphy Lane	Steep road with lots of erosion	Installation of sediment basins to capture sediment and slow water velocity	trib to Lake Lauderdale	Stressed	No	\$10,000
								\$385,760