

PUBLIC WORKS COMMITTEE MEETING MINUTES

MAY 28, 2019

Information Added June 4, 2019

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

PUBLIC WORKS COMMITTEE MEMBERS ABSENT: None

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

Sandy Huffer, Deputy Clerk

Roger Wickes, County Attorney

Chris DeBolt, County Administrator

Al Nolette, County Treasurer

Deborah Donohue, Supt. of DPW

Joe Brilling, Sewer Dist. Director

Public

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Accept Minutes – April 29, 2019
3. Department Reports/Requests:
 - A. Sewer District
 - 1) Request for Budget Amendment – Pumps
 - 2) Staffing/Personnel
 - a.) Labor Position Addition – Staffing Pattern Change
 - b.) Discuss Personnel Needs/Updates
 - 3) WCSD #1/KSD #1 Map/Plan/Report Request
 - 4) Create Feeder Street Sewer Upgrade Project
 - B. Department of Public Works
 - 1) Design Consultant Agreements
 - 2) Loader Quotes
 - 3) Pit Fence
 - 4) Transfer Funds for AutoCad
 - 5) Miscellaneous
4. Other Business
5. Adjournment

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

A motion to accept the minutes of the April 29, 2019 meeting was moved by Mr. Rozell, seconded by Mr. Shay and adopted.

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

- Request for Budget Amendment for Pumps – Are in the process of switching from one brand of pumps (Myers) to another brand (Ebarra). The Ebarra pumps hold up very well and are easier to repair. Requesting to purchase two for a couple of the smaller pump stations. Would like to move \$11,000 from fund balance to the 8120 equipment line. A motion to approve a budget amendment transferring \$11,000 from fund balance to 8120 equipment line to purchase two pumps, moved by Mr. Campbell, seconded by Mr. Middleton and adopted.
- Staffing/Personnel – Labor Position Addition – Wants to add another laborer. The Board approved adding one laborer position last month and the District is still short two, staff wise. Staff prefers bringing in new employees at the laborer position and see if they hold out, fit. He hasn't had any luck hiring at the advanced positions. There's a lot of work to get done. A motion to approve adding one laborer in the Sewer District and forward to the Personnel Committee, was moved by Mr. Shay, seconded by Mr. Middleton and adopted.
- WCSD#1/KSD#1 Map/Plan/Report Request – Not sure if he needs approval from this committee. Went to the IDA meeting last week and they've adjusted the boundaries of what they would like to include in that extension/consolidation. Like to extend SD#1 to include the new and approved boundaries of Kingsbury SD#1. Would also change the way we do billing. Everyone who owns a lot within the district would pay. Lots that are connected would pay

more. He feels it would be more equitable. Would like to go to an EDU system for the debt service. Would like to include this project in a CFA. Grants available for removal of I&I and storm water are getting more complicated. These districts are commercial, not residential. A motion to support updated map plan and report request, was moved by Mr. Skellie, seconded by Mr. Shay and adopted.

- Grant Application – On Burgoyne Avenue near the end of John Street, we have potential for storm water relief. They received an environmental planning grant a few years ago to look at this and believe they can make something happen there to provide storm relief, which includes the county and village's MS4. Most importantly, it would also provide a relief point for storm water and allow the Sewer District to do some storm separation on the sewers. This falls under their long term control plan. It would most likely be a joint application and asked that Sewer District be the lead. He will reach out to Beth at LCLGRP for assistance on the application. A motion to approve applying for this grant, moved by Mr. Middleton, seconded by Mr. Skellie and adopted.
- The County Administrator received an overnight stay authorization form from the Sewer District to send an employee to Ithaca for a compost operation ***certificate training program which upon successful completion, the employee will be a certified compost operator.*** They have funds in the budget for this. A motion to approve overnight stay for a compost operating conference, moved by Mr. Shay, seconded by Mr. Middleton and adopted.
- Create Feeder Street Sewer Upgrade Project was addressed last month.

DEPARTMENT OF PUBLIC WORKS – Deborah Donohue, Superintendent of Public Works, addressed the following items with the committee:

- Project updates
 - CR 40 & 75 Pavement Preservation project – Final inspection should be this week.
 - CR113 – Still working to agree on where the gas main will go.
 - Bike bridge over Slocum Creek – Bids were opened but no award has been recommended yet.
 - Will be paving County Route 67 next.
- Design Consultant Agreements – McFarland Johnson was selected design consultant for the Church Street bridge. All the state resolutions have been done but need a resolution to authorize the Chairman to sign an agreement for design of Church Street phase 2. A motion for a resolution authorizing the Chairman to sign an agreement with McFarland Johnson for Church Street design phase 2, moved by Mr. Campbell, seconded by Mr. Skellie. Mr. Haff asked if there are “cookie cutter” bridges that would fit that span. This bridge is a designed prefab bridge. The reason McFarland Johnson was selected is because they're doing prefabricated design which minimizes traffic disruption. A motion for a resolution authorizing the Chairman to sign an agreement with McFarland Johnson for Church Street design phase 2, moved by Mr. Campbell, seconded by Mr. Skellie and adopted.
- Loader Quotes – Received five quotes for a new loader (attached). Need to decide whether to replace it or fix the old one. The Capital Tractor and Nortrax bids are in compliance with the spec. The Tracey Road quote didn't have the full locking differential, which is a feature they need. The Administrator explained that the base price for the equipment includes a one year warranty and we asked for options for three and five year warranties. He added that the warranties are not all the same. The DPW Superintendent confirmed that the Doosan warranty was the most extensive. She stated it was bumper to bumper and only excludes normal wear items such as hoses. A motion to approve the Capital Tractor quote with the three year warranty, moved by Mr. Hicks, seconded by Mr. Shay. The Administrator noted that they are all on state contract, so technically we don't have to go with the lowest quote. Ms. Donohue stated that the department has concerns with the John Deere 544L because it is a

new model. Mr. Skellie recommends going with the five year warranty. There is enough in the budget, if the sweep money is re-appropriated into the vehicles line of the road machinery fund. There may be enough in the budget without the sweep but there is concern of the possibility of outstanding encumbrances. A motion to amend the motion to include the five year warranty, was moved by Mr. Skellie, seconded by Mr. Shay and adopted. Mr. Shaw expressed concern about future equipment needs expressed by the department last year during the budget process such as a paver and gradall. Trade-in was not included in the quote. The Superintendent confirmed that this is the most pressing need in the department. A motion to approve the Capital Tractor quote with the three year warranty, moved by Mr. Hicks, seconded by Mr. Shay and adopted as amended to go with the five year warranty. There is about \$156,000 available for the sweep in the road machinery fund. In the past, the Board has elected to sweep these funds to the county road fund for additional paving. The Administrator strongly recommends that the funds stay in the road machinery fund and be used to replace older, costly equipment. A motion to appropriate \$50,000 of fund balance for road machinery equipment for the loader purchase, was moved by Mr. Hicks, seconded by Mr. Campbell. The Treasurer added that the Committee can decide to remove the fund balance ceiling in the road machinery fund. This would allow the fund to grow. Messrs. Haff and Skellie recommend removing the ceiling. Ms. Donohue asked if the committee would postpone removing the ceiling until next month after she has had time to thoroughly investigate the impact on the department's budget. A motion to appropriate \$50,000 of fund balance for road machinery equipment for the loader purchase, was moved by Mr. Hicks, seconded by Mr. Campbell and adopted. Prior to the Finance meeting, exactly how much funds are needed for this purchase will be determined. Mr. Campbell feels the ceiling should remain in place. Mr. Moore recommends removing the ceiling. The Administrator stated some counties have a fund balance policy that establishes guidelines/ranges for each fund. The Treasurer added the Board could establish a number they are comfortable with in fund balance and at the end of each year, any money over that amount could be placed in an equipment reserve, that could only be used for equipment.

- Pit Fence – Over the last few years, they've lost the staging areas for culverts, bridge materials and guiderail. For next year, they are considering including funds in the budget to put up a fence at the pit. The estimated cost is just under \$25,000 for 1300 linear feet of six foot high chain link fence. Materials were being stored near the Valmet building but were moved. She is asking for the committee's opinion. Mr. Shaw asked if the materials could go back near the Valmet building. The Buildings and Grounds Superintendent doesn't want the materials stored there. The Administrator doesn't feel that is an ideal location due to security at the jail, adding that the pit is probably the best solution they have currently. There is still a need to expand the current footprint of the jail fence to incorporate a secure impound lot. The area left to do that and not interfere with the fire road impacts where the materials could be stored. He isn't sure if there is enough room there for the secure impound lot and storing the materials but will look into it and report back. The committee's consensus is to hold off for now.
- Transfer Funds for AutoCad – Need to transfer \$6,000 from county road fund engineering to the IT budget to purchase AutoCad software. A motion to approve transferring \$6,000 from the county road fund to the IT budget to purchase AutoCad software, was moved by Mr. Shaw, seconded by Mr. Skellie and adopted.
- Miscellaneous – Mr. Hicks stated that this committee approved purchasing a new loader and asked if we are going to fix the broken one. The Superintendent stated that the new loader will come to this campus and a used one will go to Putnam. The cost to fix the loader is about \$10,000. The question is do we fix it and declare surplus or just declare it surplus. Mr. Shaw added, it could be fixed but there is no guarantee we'd get back what we invested and recommends selling it the way it is. Mr. Middleton asked if Capital Tractor would give us

anything for a trade-in. The Administrator stated we didn't include trade-in in the bid so it would have to be rebid which would delay the purchase. We could put it up for auction and reserve the right to reject the bid. A motion to not fix the loader, declare it surplus and put up for auction, was moved by Mr. Hicks, seconded by Mr. Shaw. The County Attorney stated we do not have to declare it surplus. County law states that personal property, anything that is not real estate, can be disposed of at the whim of the Board. A motion to not fix the loader, declare it surplus and put up for auction, was moved by Mr. Hicks, seconded by Mr. Shaw and adopted.

OTHER BUSINESS: None.

The meeting adjourned at 11:10 AM.

*Sandy Huffer, Deputy Clerk
Washington County Board of Supervisors*

QUOTE COMPLIANCE SHEET

Quote #2019-16
2019-2020 Wheel Loader

OPENING DATE: May 23, 2019 @ 2:30PM

Company	Notary	Non-Collusive	Bid Sheet	Lump Sum Price	Warranty Option 1	Warranty Option 2	Model
Milton CAT 500 Commence Drive Clifton Park, NY 12065	x	x	x	\$174,236.00	Not enough information to give accurate quote	Not enough information to give accurate quote	930M
Capital Tractor 1135 State Route 29 Greenwich, NY 12834	x	x	x	\$145,165.00	36 month/5000 hours = \$2,459.92	60 month/5000 hours = \$8,723.41	DL250
Tracey Road Equipment 280 Corinth Rd Queensbury, NY 12804	x	x	x	\$174,864.00	Included	5 year/5000 hour = \$5,833.80	HL955TM
Nortrax PO Box 433 14 The Crossing Blvd. Clifton Park, NY 12065	x	x	x	\$155,000.00	3 year/2000 hours = \$1197.00	5 year/3000 hours = \$3835.00	John Deere 544L
Nortrax PO Box 433 14 The Crossing Blvd. Clifton Park, NY 12065	x	x	x	\$170,000.00	3 year/2000 hours = \$1328.00	5 year/3000 hours = \$4269.00	John Deere 624K-II