

HIGHWAY, BUILDINGS AND GROUNDS
Committee Meeting
Agenda - REGULAR Meeting- September 23, 2020
Chambers

Call to order

Approval of minutes of August 26, 2020 regular meeting minutes.

County Sewer Study

1. Taylor Bottar from Barton & Loguidice will re-present draft of the County Sewer Engineering report.

Highway

A. Resolutions

1. Authorizing the modification of the 2020 adopted county budget for County Road Fund.
2. Authorizing the Chairman to enter into an agreement with Madison County Snowmobile Association-Swallows Bridge Rd.
3. Authorizing the Chairman to enter into an agreement with Madison County Snowmobile Association-Hardwood Island Road Bridge
4. Authorizing the modification of the 2020 adopted county budget for Capital Projects Highway Road & Bridge.
5. Surplus Designation

B. Highway Highlights

Buildings & Grounds

A. Resolutions

6. Authorizing the Chairman to enter into an agreement with Northeast Site & Tower for per-diem 911 Tower repairs.

B. Buildings & Grounds Highlights

C. Central Services Monthly Report

Other Committee Business

A. Preferred Agenda

Next meeting: October 28, 2020 2:00 p.m. Chambers

Adjournment

Highway, Buildings and Grounds Committee

Minutes, August 26, 2020 Regular Meeting

PRESENT: Chairman Ron Bono, Vice Chairman Alexander Stepanski, Supervisors Fred Lawrence, William Zupan, Rocco DiVeronica

ALSO: Director of Public Facilities John Regan, Maintenance Supervisor David Reiss, Highway Superintendent Joe Wisinski, Deputy Highway Superintendent Brad Newman, Highway Operations Manager Rich Durant, Assistant County Attorney Jeff Aumell, Public Information Office Samantha Field, County Treasurer Cindy Edick, Director of Emergency Management Dan DeGear

Call to Order: The meeting was called to order at 2:01 p.m. in the Supervisors Chambers by Chairman Ron Bono.

The minutes for the July 22, 2020 Regular Meeting were unanimously approved on the motion of Supervisor Fred Lawrence and second of Supervisor Rocco DiVeronica.

BUILDINGS & GROUNDS:

Budget Modification: The Committee unanimously approved a resolution authorizing the modification of the 2020 adopted county budget for New Highway Facility on the motion of Vice Chairman Alexander Stepanski and second of Supervisor William Zupan.

Resolution: The Committee unanimously approved a resolution authorizing the chairman to renew an agreement with MEGA Direct Energy for Natural Gas Supply on the motion of Lawrence and second of DiVeronica.

Resolution: The Committee unanimously approved a resolution authorizing the chairman to renew an agreement with MEGA Constellation for Electrical Supply on the motion of Stepanski and second of Lawrence.

Resolution: The Committee unanimously approved a resolution authorizing the chairman to renew an agreement with NY State Unified Court System for court cleaning and minor repairs on the motion of DiVeronica and second of Stepanski.

Resolution: The Committee unanimously approved a resolution authorizing the chairman to renew a lease agreement with Kenwood Community Properties for BOE Machine storage on the motion of Lawrence and second of Zupan.

Resolution: The Committee unanimously approved a resolution authorizing the chairman to renew an agreement with LaBella Associates for incidental asbestos services on the motion of Stepanski and second of Lawrence.

Buildings & Grounds Highlights: Director of Facilities John Regan presented the highlights of the previous month's work by the Maintenance Department & Project updates which is attached to and made part of.

CENTRAL SERVICE: Monthly report was reviewed.

HIGHWAY

Resolution: The Committee unanimously approved a resolution authorizing the chairman to award Bid 2019 and enter into an agreement with Tracey Road Equipment for Salt Brine Production System & Installation at the New Highway Facility on the motion of Zupan and second of Stepanski.

Budget Modification: The Committee unanimously approved a resolution authorizing the modification of the 2020 adopted county budget for County Road Funds on the motion of Lawrence and second of DiVeronica.

Discussion: The Committee reviewed the list of surplus materials and unanimously agreed to move onto A&O committee.

Highway Highlights: Highway Superintendent Joe Wisinski presented the highlights of the previous month's work by the Highway Department which is attached to and made part of.

NEXT MEETING: Wednesday, August 26, 2020 @ 2:00 p.m.

PREFERRED AGENDA: The Committee unanimously approved all resolutions for preferred agenda on the motion of Stepanski and second of DiVeronica.

ADJOURNMENT: The meeting was adjourned at 3:35 p.m. on the motion of Lawrence and second of Stepanski.

*Respectfully submitted September 18, 2020, by Holly R. Fleming for
Chairman Ronald Bono.*

Facilities Updates 8/26/20

Maintenance Department Highlights

- Installed pads and new garbage cans in all parks
- Refinished picnic tables in the Oxbow turnaround park
- Moved several staff around DSS
- Ongoing grounds and park summer maintenance activities
- Completed numerous repairs, preventive maintenance and aesthetic tasks at CAC

Facilities Projects:

- C.O.B. H.V.A.C. Project- The maintenance staff along with Knapp Electric and Simplex Fire Alarm replaced three Fire Damper Supply Duct motors and three Return Air Transfer Grille motors that serviced County Clerks space. Danforth is working on their punch list. Argus Engineering will be checking contractor's punch list to confirm contractors are complete. Argus will provide As-Built's and O&M's to the County. Johnson Controls have completed the Air Balancing of the H.V.A.C. System.
- Hot Water Project at the Jail – County IT Department is to provide Fiber and Data for JCI Metasys Controllers.
- Public Health Reception Security Project – Contractor to start work September 14th 2020.
- Clockville Water District – Barton & Loguidice submitted a revised formation plan to the State Comptroller, we are presently waiting for approval off the plan. Once approved it will then go before the Board of Supervisors for approval. Once Board approved it will move to Highlander Construction for a fall 2020 or spring 2021 start of project.
- Sanitary Sewer Survey Project – Barton & Loguidice is asking if Highway Buildings and Grounds Committee is interested in further discussions and plans for the project.
- New Highway Complex – The Salt Building last foundation wall pour will be Wednesday 26th. The Calhoun Hybrid Building roof structure will be started the first week of September. The excavation of the H.W. building will start 8/25, the GC will start on the south end and work toward the north. The north end of the building foundation reinforcing will be delivered on September 14th once delivered the priority for the GC will to install the north end of the building and work toward the south. The north half of the building steel will start being erected October 26th – November 27th. The south half of the building erection of steel will be November 30 – January 1st 2021. The Cold Storage Building poles and foundation are ongoing.
- C.O.B. Elevator Upgrade R.F.P. – Prebid was 8/21, Q&A 8/28th and Bid Opening September 16th.

Highway Highlights August 26, 2020

1. Our Chip Seal work is progressing very well. Weather and good planning have helped things progress. The village of Caz was consulted for Chip Seal on Foreman Street, prior to.
2. Our Contract Paving on our recycled roads has begun. We tried to plan this out a bit earlier than usual and it has worked out.
3. Site work for the Morrisville Shop is mostly complete for now, with just some minor Stormwater maintenance items to take care of while the other contractors complete their work.
4. We are going to be short our some of our regular staff this winter so we are training our Mechanics to be OPP certified.
5. We are going to assist the Solid Waste Department by doing some roll off dumpster repairs.
6. We are assisting the Towns of Georgetown and DeRuyter with our shoulder machine, and providing gravel for the Town of Madison. We are also going to assist the Town of DeRuyter install wing stops on their plow trucks.
7. We have completed several bridge shotcrete repairs, using a contractor.
8. Started some work in preparation for next year's road projects.
9. The Morrisville Gradall had an engine failure last Fall, that was just out of warranty. We have been working with the Dealer Vantage Equipment to try to get some assistance from the Manufacturer to cover the replacement costs. The County Attorney's office is writing a letter to Vantage to request support.

RESOLUTION NO. _____

AUTHORIZING THE MODIFICATION OF THE 2020 ADOPTED COUNTY BUDGET

WHEREAS, in 2018 the County decided to deliberately reduce the amount of fund balance in the General Fund in order to ensure compliance with the maximum threshold outlined in the County's Fund Balance Policy; and

WHEREAS, at that time fund balance in the County Road Fund had diminished and was identified as an item that could be replenished by using excess fund balance from the General Fund; and

WHEREAS, by Resolution No. 18-662 the County transferred \$300,000 from the General Fund to the County Road Fund; and

WHEREAS, fund balance in the County Road Fund has since improved greatly as documented in the audited financial statements for the fiscal year ending 2019; and

WHEREAS, maintaining adequate fund balance in the General Fund is now of concern due to revenue shortfalls arising from the pandemic; and

WHEREAS, transferring \$300,000 from the County Road Fund back to the General Fund is not expected to impair the condition of fund balance in the County Road Fund, and would improve the outlook of fund balance in the General Fund.

NOW, THEREFORE, BE IT RESOLVED, that the 2020 Adopted County Budget be modified as follows:

General Fund

9901 Contribution To/From Other Funds

Revenue

	<u>From</u>	<u>To</u>
A990199 450316 Transfer from County Road Fund	\$530,200	\$830,200

Fund Balance

A 300599 Appropriated Fund Balance	<u>\$6,006,886</u>	<u>\$5,706,886</u>
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Control Total	<u>\$6,537,086</u>	<u>\$6,537,086</u>
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County Road Fund

5010 County Highway Administration

Expense

D501050 594215 Transfer to General Fund Mid-Year	<u>\$530,200</u>	<u>\$830,200</u>
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Control Total		<u>\$300,000</u>
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Fund Balance

D 300599 Appropriated Fund Balance	<u>\$-0-</u>	<u>\$300,000</u>
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Control Total		<u>\$300,000</u>
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Dated: October 13, 2020

Ron Bono, Chairman
Highway, Buildings & Grounds Committee

Yvonne M. Nirelli, Chairwoman
Finance, Ways & Means Committee

RESOLUTION NO.

**AUTHORIZING THE CHAIRMAN TO ENTER INTO
AN AGREEMENT WITH THE MADISON COUNTY SNOWMOBILE
ASSOCIATION, INC FOR THE USE OF THE
SWALLOWS BRIDGE ROAD BRIDGE**

WHEREAS, the County of Madison co-owns the Swallows Bridge Road Bridge situated in the City of Oneida, over Oneida Creek with the County of Oneida; and

WHEREAS, the Bridge has been closed to regular vehicle traffic since May 11, 2005; and

WHEREAS, Madison County has allowed the Madison County Snowmobile Association, Inc. to use and maintain the bridge for recreational snowmobile traffic in the past and wishes to continue to do so; and

WHEREAS, the Swallows Bridge Road Bridge is the most suitable crossing of Oneida Creek between Madison and Oneida Counties for snowmobiles; and

WHEREAS, the Madison County Snowmobile Association, Inc. has again agreed to certain terms and conditions for the use and maintenance of the Bridge for recreational snowmobile traffic from October 1, 2020 through September 30, 2022;

NOW, THEREFORE BE IT RESOLVED, that the Chairman of the Board of Supervisors be and is hereby authorized to enter into an Agreement on behalf of the County of Madison with the Madison County Snowmobile Association Inc. , in the form as is on file with the Clerk of the Board.

Dated: October 13, 2020

Ronald C. Bono, Chairman
Highway, Buildings and Grounds
Committee

RESOLUTION NO.

**AUTHORIZING THE CHAIRMAN TO ENTER INTO
AN AGREEMENT WITH THE MADISON COUNTY SNOWMOBILE
ASSOCIATION, INC FOR THE USE OF THE
HARDWOOD ISLAND ROAD BRIDGE**

WHEREAS, the County of Madison owns the Hardwood Island Road Bridge situated in the Town of Lenox, over Cowaselon Creek; and

WHEREAS, the Bridge has been closed to regular vehicle traffic since 1988; and

WHEREAS, Madison County has allowed the Madison County Snowmobile Association to use and maintain one other bridge of this type for recreational snowmobile traffic; and

WHEREAS, the Hardwood Island Road Bridge is the most suitable crossing of Cowaselon Creek between Oneida Lake, the Old Erie Canal and other Madison County points for snowmobiles; and

WHEREAS, the Madison County Snowmobile Association, Inc. has agreed to certain terms and conditions for the use and maintenance of the Bridge for recreational snowmobile traffic from October 1, 2020 through September 30, 2022;

NOW, THEREFORE BE IT RESOLVED, that the Chairman of the Board of Supervisors be and is hereby authorized to enter into an Agreement on behalf of the County of Madison with the Madison County Snowmobile Association, in the form as is on file with the Clerk of the Board.

Dated: October 13, 2020

Ronald C. Bono, Chairman
Public Works Committee

RESOLUTION NO. _____

AUTHORIZING THE MODIFICATION OF THE 2020 ADOPTED COUNTY BUDGET

WHEREAS, the 2020 Adopted County Budget contains a \$200,000 transfer from the County Road Fund to the Capital Projects Fund for engineering and design costs associated with planned bridge replacements on Larkin Road and Creek Road; and

WHEREAS, it is necessary to establish the budget within the Capital Projects Fund.

NOW, THEREFORE, BE IT RESOLVED, that the 2020 Adopted County Budget be modified as follows:

Capital Projects Fund

5197 Capital Projects Highway Road & Bridge

Revenue

	<u>From</u>	<u>To</u>
H519750 450315 Transfer from County Road Fund	<u>\$-0-</u>	<u>\$200,000</u>

Control Total

\$200,000

Expense

H519750 529077 Larkin Road Bridge Replacement	<u>\$-0-</u>	<u>\$100,000</u>
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H519750 529078 Creek Road Bridge Replacement	<u>\$-0-</u>	<u>\$100,000</u>
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Control Total

\$200,000

Dated: October 13, 2020

Ron Bono, Chairman
Highway, Buildings & Grounds Committee

Yvonne M. Nirelli, Chairwoman
Finance, Ways & Means Committee

RESOLUTION NO. _____

**DESIGNATING DISPOSAL OF OBSOLETE AND/OR SURPLUS COUNTY
PERSONAL PROPERTY**

WHEREAS, in accordance with Madison County Purchasing Policy and Procedures, certain County personal property is required to be declared obsolete and/or surplus by the Board of Supervisors before disposal; and

WHEREAS, the current County personal property waiting obsolete and/or surplus designation is listed below;

NOW, THEREFORE, BE IT RESOLVED, the Board of Supervisors declares the list of said items as obsolete and/or surplus.

ITEM	DEPARTMENT	MILEAGE	CONDITION	COMMENT
EM1534 - 2015 Chevy Silverado 2500HD	Emergency Mgmt	55,458	Good	Surplus
PH6109 - 2016 Chevy Impala	Public Health	44,243	Good	Surplus
PRB9352 - 2018 Chevy Impala	Probation	12,991	Good	Surplus
SH3739 - 2018 Ford Taurus	Sheriff	45,548	Good	Surplus
SH3979 - 2016 Chevy Tahoe	Sheriff	90,987	Good	Surplus
SH5416 - 2017 Ford Taurus	Sheriff	48,329	Good	Surplus
SH6930 - 2017 Chevy Impala	Sheriff	16,514	Good	Surplus
SH7442 - 2017 Ford Taurus	Sheriff	55,505	Good	Surplus
SH7443 - 2017 Ford Taurus	Sheriff	73,089	Good	Surplus
SS0433 - 2017 Chevy Impala	Social Services	45,220	Good	Surplus
SS0661 - 2016 Chevy Impala	Social Services	31,813	Good	Surplus

Dated: October 13, 2020

David Jones, Chairman
Administration and Oversight Committee

Highway Highlights 9-23-20

Crews are installing shoulders on our project roads.

Completed some stormwater repairs at the new Morrisville Facility.

Provided shoulder machine and Operator assistance to DeRuyter and City of Oneida.

Provided a truck evaluation for the Town of Georgetown.

We are rotating out about 8 dump trucks, one at a time, for a Transmission Flex Plate Warranty repair.

We are replacing structurally deficient culverts on North Main Street, Union Street, Campbell Road, Tuscarora Road, and South Lebanon Road.

We have nearly completed the inspection and mapping of all driveway culverts, nearly 3000 Total, with regular bridge and road inspection beginning around the end of this month.

We repaired and paved a section of the parking lot next to the Highway Administration office.

We mistakenly trimmed a homeowners trees, without any prior notification on Pleasant Valley Road.

We have reviewed our departmental procedures and we are going to implement a new letter for distribution on project roads. We are also looking at a way to include a check on the work orders issued to the foreman on their tablets.

RESOLUTION NO. _____

**AUTHORIZING CHAIRMEN TO ENTER INTO AGREEMENT WITH
NORTHEAST SITE AND TOWER INC**

WHEREAS, Madison County has a need for repair services in relation to the 911 towers & water towers throughout the Madison County properties and facilities; and

WHEREAS, Madison County desires to have a professional in place when such need arises; and

WHEREAS, Northeast Site and Tower Inc. with the proper certification and training for these special services, has satisfactorily provided these services to Madison County in the past; and

WHEREAS, Northeast Site and Tower Inc has agreed to provide such per-diem repair services for the 911 Towers & water towers, \$125 per hour/minimum of 2 people, \$185 per hour for night rate/weekends, beginning November 7, 2020 and terminating November 6, 2021; and

WHEREAS, the Buildings and Grounds Committee has reviewed said agreement and recommend that the agreement be accepted; and

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Board of Supervisors is hereby authorized to enter into an Agreement with Northeast Site and Tower Inc relating to general repairs throughout Madison County. Accordingly, a copy of said Agreement is filed with the Clerk of the Board.

Dated: October 13, 2020

Ronald Bono, Chairman
Highway, Buildings & Grounds Committee

Northeast Site and Tower Inc.

Proposal

Date: September 20, 2020

To: Madison County
138 North Court Street
Wampsville, New York 13163
Attention: John Regan

Labor rate is \$125 per man hour from home base in Syracuse, New York.
Tower work requires two men minimum.

Weekend or night rate if required \$185 per man hour.

Materials would be cost plus 12%

Terms are net 30 days

Thank you,
Michael Cortese
Northeast Site and Tower Inc.
4487 Abbey Road
Syracuse, New York 13215

4487 Abbey Road
Syracuse, New York 13215
315-427-7422

Facilities Updates 9/23/20

Maintenance Department Highlights

Facilities Projects:

- C.O.B. H.V.A.C. Project- The maintenance staff received training on the Liebert AC Unit in the IT Server Room and all Air handling Units.
- Hot Water Project at the Jail – County IT Department is to provide Fiber and Data for JCI Metasys Controllers.
- Public Health Reception Security Project – Alexander Construction has started the work, they are on track for completing the end of October.
- Clockville Water District – Barton & Loguidice submitted a revised formation plan to the State Comptroller, we are presently waiting for approval off the plan. Once approved it will then go before the Board of Supervisors for approval. Once Board approved it will move to Highlander Construction for a fall 2020 or spring 2021 start of project.
- Sanitary Sewer Survey Project – Barton & Loguidice is asking if Highway Buildings and Grounds Committee is interested in further discussions and plans for the project.
- New Highway Complex – The Salt Building has had a delivery of Calhoun Hybrid Building roof structure, they are to start install this week. The Construction Schedule has been completed and all contractors will agree on 9/22/20 that it is the schedule to use for the project. The foundations are underway for the main building and delivery for building is scheduled for later October. The GC will to install the north end of the building and work toward the south. The north half of the building steel will start being erected October 26th – November 27th. The south half of the building erection of steel will be November 30 – January 1st 2021. The Cold Storage Building poles and foundation are ongoing.
- C.O.B. Elevator Upgrade R.F.P. – Re-bid.
- ARE Park Water – Barton & Loguidice and County will meet on 9/22/20 with O.C.W.A. to discuss option for flushing of water at ARE Park and Landfill.



MADISON COUNTY CENTRAL SERVICES

PO Box 546
Wampsville, NY 13163
315/366-2380

ALEX BROWN
Technician

TO: Buildings & Grounds Committee
FROM: Alex Brown
Central Service Technician
DATE: Sept. 1, 2020
SUBJECT: MONTHLY REPORT

Listed below are the totals for the month Aug. 20 for the Central Services Department.

PRINTING

Jobs - 17
Impressions (Copies) - 55,206
Charge Back - \$ 1,115.14

YEAR TO DATE

238
399,556
\$ 10,989.72

MAIL

Pieces processed - 36,872
Charged postage - \$ 20,609.35

122,602
\$ 77,868.30

UPS

Incoming pieces - 153
Outgoing pieces - 55

1828
449

FREIGHT & OTHER DELIVERIES

Incoming shipments - 41

330

STOCK SUPPLY
REPLACEMENTS -

23

160

If you have any questions, please contact me at X380.