Call to order
Approval of minutes of August 28, 2019 regular meeting minutes.

Highway
A. Resolutions
1. Authorizing the modification of the 2019 adopted county budget for Capital Project close-outs.
2. Authorizing the modification of the 2019 adopted county budget for Asphalt Paving.
3. Authorizing the Chairman to accept supplemental agreement with the NYSDOT for snow & ice.
4. Authorizing the chairman to enter into an agreement with NYSDOT for plowing & sanding.
5. Surplus Designation-No action needed/Consensus of Committee

B. Highway Highlights

Buildings & Grounds
A. Resolutions
6. Authorizing the Chairman to award Bid.19.37 and enter into an agreement with HJ Brandeles for COB HVAC Project Plumbing Services.
7. Authorizing the Chairman to renew an agreement with Mullen Industrial Handling Corporation for Conveyor System Annual Inspections.
8. Trade-in Designation-No action needed/Consensus of Committee

B. Buildings & Grounds Highlight
C. Central Services Monthly Report

Other Committee Business
A. Preferred Agenda

Next meeting: Wednesday, October 23, 2019- Supervisors Large Conference Room

Adjournment
Highway, Buildings and Grounds Committee
Minutes, August 28, 2019 Regular Meeting

PRESENT:  Chairman Ron Bono, Vice Chairman Alexander Stepanski
Supervisors Rocco DiVeronica & Roger Bradstreet

ABSENT:  Supervisor William Zupan

ALSO:  Director of Public Facilities John Regan, Highway
Superintendent Joe Wisinski, Deputy Highway Superintendent
Brad Newman, Highway Operations Manager Rich Durant,
County Attorney Tina Wayland-Smith, County Attorney Intern
Joseph Mallek, County Administrator Mark Scimone, Board
Chairman John Becker, Assistant Board Chairman Dan
DeGear, Sherriff Todd Hood, Margaret Milman-Barris

Call to Order:  The meeting was called to order at 2:00 p.m. in the Supervisors
Large Conference Room by Chairman Ron Bono.

The minutes for the June 11, 2019 Special Meeting & the July 24, 2019 Regular
Meeting minutes were unanimously approved on the motion of Supervisor Rocco
DiVeronica and second of Bono.

HIGHWAY

Budget Modification:  The Committee unanimously approved a resolution
authorizing the modification of the 2019 adopted county budget for Asphalt Paving
on the motion of Supervisor Roger Bradstreet and second of DiVeronica.

Resolution:  The Committee unanimously approved a resolution authorizing the
chairman to enter into an agreement with Barton & Loguidice, DPC for required
NYS PE Stamped drawings on the motion of Bradstreet and second of DiVeronica.

Resolution:  The Committee unanimously approved a resolution authorizing the
chairman to modify an agreement with Lakelands Concrete on the motion of
Bradstreet and second of Vice Chairman Alexander Stepanski.

Resolution:  The Committee unanimously approved a resolution authorizing the
chairman to enter into an agreement with J&J Construction & Rigging for crane
services on the motion of DiVeronica and second of Bradstreet.
Resolution: The Committee unanimously approved a resolution authorizing the chairman to execute a settlement claim form on the motion of Stepanski and second of Bradstreet.

Discussion: The Committee reviewed the listing of surplus county property. The Committee unanimously approved the listing to be presented to the A&O Committee for approval.

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.

Discussion: Wisinski reviewed his department 2020 Proposed Budget Summary with the committee.

Buildings & Grounds:

Resolution: The Committee unanimously approved a resolution authorizing the chairman to renew an agreement with Mark Andy Inc. for annual maintenance on Central Services Equipment on the motion of Bradstreet and second of DiVeronica.

Resolution: The Committee unanimously approved a resolution authorizing the chairman to enter into an agreement with King & King Architects for the DSS Exterior Site Study on the motion of Bradstreet and second of DiVeronica.

Resolution: The Committee unanimously approved a resolution authorizing the chairman to execute change orders for ongoing capital projects on the motion of Bradstreet and second of DiVeronica.

Resolution: The Committee unanimously approved a resolution authorizing the chairman to modify an agreement with King & King Architects for services related to COB HVAC renovation project on the motion of Bradstreet and second of DiVeronica.

Resolution: The Committee unanimously approved a resolution authorizing the chairman to award Bid 19.33 and enter into an agreement with: Richard E Alexander Co- GC, John Danforth CO- HVAC, Knapp Electric-Electrical, & Johnson Controls- DCC Controls for the COB HVAC renovation project on the motion of Bradstreet and second of Stepanski.
Resolution: The Committee unanimously approved a resolution authorizing the chairman to enter into an agreement with LaBella Associated for incidental asbestos related services on the motion of Bradstreet and second of DiVeronica.

Resolution: The Committee unanimously approved a resolution authorizing the chairman to modify an agreement with Beebe Construction Services for a change order related to the Emergency Management Fire Classroom Project on the motion of Stepanski and second of Bradstreet.

Resolution: The Committee unanimously approved a resolution authorizing the chairman to modify an agreement with Knapp Electrical Services for a change order related to the Emergency Management Fire Classroom Project on the motion of Bradstreet and second of Stepanski.

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.

Discussion: Director of Facilities John Regan reviewed his department 2020 Proposed Budget Summary with the Committee.

Discussion: Regan & Sherriff Todd Hood reviewed the Public Safety Building and Law Enforcement Building that houses the entire Madison County Sherriff Department/ 911 center and county jail. An overview was given on current conditions regarding space and overcrowding. Options were discussed for future resolutions.

Preferred Agenda: The Committee unanimously approved all resolutions as amended on the motion of Bradstreet and second of DiVeronica.

Next meeting: Wednesday, September 25, 2019 @ 2:00 p.m.

Adjournment: The meeting was adjourned at 4:15 p.m. on the motion of DiVeronica and second of Bradstreet

Respectfully submitted September 23, 2019, by Holly R. Fleming for Chairman Ronald Bono.
Highway Highlights August 28, 2019

1. Chip Seal work is complete.
2. Morrisville Highway Shop project we mowed and brush hogged. Also removed a few trees for access by the well driller and soil boring crew.
3. Asphalt Shimming is still ongoing for parts of Oxbow road, Earlville road, and Ingalls Corners road.
4. Completed the asphalt for EM training Facility Parking lot.
5. Canastota Trail project paving is close to finished, and drainage is complete.
6. Morrisville has been jetting and cleaning many culverts and ditching.
7. The Thruway is behind schedule with their work on the Canal Road Bridge.
8. The bridge crew completed the Rail Trail between the County Jail and North Court Street.
9. Fenner Road Culverts were completed. The road reopened August 14th.
10. Guiderail repair and installation work was completed at various locations.
11. North road in the Town of Sullivan is being widened and we are completing some drainage improvements to accommodate pedestrians and bicyclists. This is part of a project segment that includes some of Bridgeport/Kirkville road. The AutoFlagger system was utilized and is working well.
Facilities Updates  8/28/19

Maintenance Staff:

- Installed light pole at CAC parking lot with help of the Highway Department tree crew
- Moved first- and second-floor DSS offices for carpet installation over the weekend of September 7 and 8
- Had new hard-surface countertops installed in the DSS restrooms
- Five maintenance crew members completed a weeklong training at Johnson Controls in Syracuse for the newest building management system used in the Court House and coming soon to the Office Building
- Formed concrete pad at the Fire Training Center
- Wrapped post and striped parking lot at the Fire Training Center
- Finished painting in the Human Services Building – Medicaid area, training room and four second-floor offices; coordinated replacement of cracked windows
- Mowing and seasonal maintenance of all county-owned parks, campus, etc., is ongoing

Facilities Projects:

- Courthouse Project – Closeout of Punch list and turn over to County O & M’s and As-builds drawings.
- Fire Training Classroom – Asphalt complete staff to add signage and paint Handicap parking spaces. Contractor to complete septic system. As-build drawings and O&M’s to be turned over to County
- D.S.S. Front Entrance Project – Day Automation to complete door access. Simplex to install smoke head.
- M.H. / D.A. Project – construction to start tentatively on September 9th this project is expected to be complete 60 days.
- C.O.B. H.V.A.C. Project – Contractors approval today at Committee, Board approval on 9/10/19. Contractor Kick-off Meeting tentatively scheduled for the week of 9/16/19.
- Building #10 Patrol – Facilities was asked to change out the standard glass at reception area to security ballistic and exterior window. ( B.R. Johnson to provide pricing)
- Jail Security Walls – Facilities was asked to pursue removal of existing C.M.U. and security frames. Install new Security doors and frames at two locations in the jail. ( Awaiting approval from State)
- Holding Cells – Awaiting approval from State.
- Highway Garage – Boring were completed, Surveying has been completed and Well Drilling to start after Labor Day weekend.
• Clockville / Lenox Water District – Received public approval and is moving forward with B&L.
RESOLUTION NO. 1

AUTHORIZING THE MODIFICATION OF THE 2019 ADOPTED COUNTY BUDGET

WHEREAS, several bridge reconstruction projects were accounted for within the Capital Projects Fund; and

WHEREAS, many of the bridge projects have been completed, allowing the accounting and budgeting for these projects to be closed within the financial management system.

NOW, THEREFORE, BE IT RESOLVED that the 2019 Adopted County Budget be modified as follows:

Capital Projects Fund
H519750 – Capital Projects Highway Road & Bridge

<table>
<thead>
<tr>
<th>Revenue</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>H519750 435891 SA Marchiselli Eaton Road</td>
<td>$131,713</td>
<td>$151,915.34</td>
</tr>
<tr>
<td>H519750 445891 FA Eaton Road Bridge</td>
<td>702,471</td>
<td>563,919.03</td>
</tr>
<tr>
<td>H519750 435896 SA North Court St Over CSX</td>
<td>161,724</td>
<td>600,000.00</td>
</tr>
<tr>
<td>Total</td>
<td>$995,908</td>
<td>$1,315,834.37</td>
</tr>
<tr>
<td>Control Total</td>
<td></td>
<td>$319,926.37</td>
</tr>
</tbody>
</table>

H519750 – Capital Projects Highway Road & Bridge

<table>
<thead>
<tr>
<th>Expense</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>H519750 529001 Eaton Road Bridge Expense</td>
<td>877,046</td>
<td>877,045.24</td>
</tr>
<tr>
<td>H519750 529003 N Court St Over CSX Expense</td>
<td>1,724,355</td>
<td>1,724,354.62</td>
</tr>
<tr>
<td>H519750 529006 Timmerman Road LIN173</td>
<td>137,579</td>
<td>137,578.10</td>
</tr>
<tr>
<td>H519750 529007 S Court St Over Clockville Crk</td>
<td>604,039</td>
<td>604,038.39</td>
</tr>
<tr>
<td>H519750 529008 Creek Rd Over Clockville Creek</td>
<td>544,886</td>
<td>544,885.43</td>
</tr>
<tr>
<td>H519750 529009 Hunt Road Bridge DER661</td>
<td>408,500</td>
<td>406,851.38</td>
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<tr>
<td>H519750 529019 Middle Lake Rd Bridge DER654</td>
<td>681,761</td>
<td>681,760.32</td>
</tr>
<tr>
<td>H519750 594051 Transfer to General Mid-Year</td>
<td>0</td>
<td>321,578.89</td>
</tr>
<tr>
<td>Total</td>
<td>$4,978,166</td>
<td>$5,298,092.37</td>
</tr>
<tr>
<td>Control Total</td>
<td></td>
<td>$319,926.37</td>
</tr>
</tbody>
</table>

Dated: October 8, 2019

Ron Bono, Chairman
Highway, Buildings & Grounds Committee

John A. Reinhardt, Chairman
Finance, Ways & Means Committee
RESOLUTION NO.  #2

AUTHORIZING THE MODIFICATION OF THE 2019 ADOPTED COUNTY BUDGET

BE IT RESOLVED that the 2019 Adopted County Budget be modified as follows:

<table>
<thead>
<tr>
<th>County Road Fund</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>D5110 Maintenance Roads &amp; Bridges Expense</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D511050 547300 Contract Surface Treatment</td>
<td>$735,000</td>
<td>$699,683</td>
</tr>
</tbody>
</table>

| D5112 Construction Projects Expense |          |          |
| D511250 547340 Asphalt Paving | $340,361 | $375,678 |
| Control Totals | $1,075,361 | $1,075,361 |

| D5113 Consolidated Hwy Prog Expense |          |          |
| D511350 547350 In-Place Recycling | $1,450,000 | $1,402,230 |
| D511350 547330 Contract Paving | $1,937,187 | $1,984,957 |
| Control Total | $3,387,187 | $3,387,187 |

Dated: October 8, 2019

Ron Bono, Chairman
Highway, Buildings & Grounds Committee

John A. Reinhardt, Chairman
Finance, Ways and Means Committee
RESOLUTION NO. 3

AUTHORIZING THE CHAIRMAN TO ACCEPT AN AMENDMENT TO CHANGE THE ESTIMATED EXPENDITURE FOR THE 2018/2019 SNOW & ICE AGREEMENT WITH THE NEW YORK STATE DEPARTMENT OF TRANSPORTATION

WHEREAS, the Highway Buildings and Grounds Committee met on September 25, 2019 and authorized accepting an amendment to the 2018/2019 Snow and Ice Agreement with the New York State Department of Transportation to change the estimated expenditure per Amendment B (attached);

WHEREAS, due to the severity of the winter during 2018/2019 the Municipality requests that the Municipal Snow and Ice Agreement estimated expenditure be revised to reflect the additional lane miles of state roads that were plowed and treated during the winter season;

WHEREAS, all the terms and conditions of the original contract extension remain in effect;

WHEREAS, the New York State Department of Transportation has provided Amendment B reflecting the adjustment amount of Two hundred one thousand, one hundred sixty one dollars and ten cents. ($201,161.10) and the total revised estimated expenditure in the amount of One million, ninety one thousand, four hundred seventy three dollars and thirty five cents. ($1,091,473.35); and

WHEREAS, the cost for the revised expenditure has been appropriated in the County Road Fund Budget; and

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Board of Supervisors be and is hereby authorized to enter into a Supplemental Agreement per Amendment B on behalf of the County of Madison with the New York Department of Transportation, in the form as is on file with the Clerk of the Board.

Ronald Bono, Chairman,
Highway, Buildings & Grounds Committee

Dated: October 8, 2019
AMENDMENT B

<table>
<thead>
<tr>
<th>Contract #</th>
<th>Municipality</th>
<th>Ext. Season</th>
<th>Region #</th>
</tr>
</thead>
<tbody>
<tr>
<td>D089857</td>
<td>County of Madison/Madison County</td>
<td>2018/19</td>
<td>2</td>
</tr>
</tbody>
</table>

AMENDMENT TO CHANGE THE ESTIMATED EXPENDITURE FOR SNOW & ICE AGREEMENT

Due to the severity of the winter during 2018/19 the MUNICIPALITY requests that the Municipal Snow and Ice Agreement estimated expenditure be revised to reflect the additional lane miles of state roads that were plowed/treated during the winter season. All the terms and conditions of the original contract extension remain in effect except as follows:

**ADDITIONAL S&I OPERATIONS**

<table>
<thead>
<tr>
<th>Original Estimated Expenditure</th>
<th>Final Snow &amp; Ice Voucher</th>
<th>Adjustment ¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>$890,312.25</td>
<td>$1,091,473.35</td>
<td>$201,161.10</td>
</tr>
</tbody>
</table>

Adjustment ¹ = Final Snow & Ice Voucher – Original Estimated Expenditure

**TOTAL REVISED ESTIMATED EXPENDITURE**

<table>
<thead>
<tr>
<th>Original Estimated Expenditure</th>
<th>Adjustment ¹</th>
<th>Revised Estimated Expenditure ²</th>
</tr>
</thead>
<tbody>
<tr>
<td>$890,312.25</td>
<td>$201,161.10</td>
<td>$1,091,473.35</td>
</tr>
</tbody>
</table>

Revised Estimated Expenditure ² = Original Estimated Expenditure + Adjustment ¹

IN WITNESS WHEREOF, this agreement has been executed by the State, acting by and through the duly authorized representative of the COMMISSIONER OF TRANSPORTATION and the MUNICIPALITY, which has caused this Agreement to be executed by its duly authorized officer on the date and year first written in the original contract extension.
Agency Certification Contract No. D089887

"In addition to the acceptance of this contract, I also certify that original copies of this signature page will be attached to all other exact copies of this contract."

THE PEOPLE OF THE STATE OF NEW YORK

BY ________________________

For Commissioner of Transportation

MUNICIPALITY

BY ________________________

ATTORNEY GENERAL'S SIGNATURE

______________________________

Dated ________________________

NYS COMPTROLLER'S SIGNATURE

______________________________

Dated ________________________

STATE ON NEW YORK )

COUNTY OF Madison ) SS: )

On the ______ day of ___________ in the year ______ before me personally came

______________________________ to me known who, being by me duly sworn, did depose and say that (s)he resides in ___________________________, New York; that (s)he is the ____________________________ of ____________________________, the municipality described in and which executed the above instrument; that (s)he executed said instrument by order of the Governing Body of said municipality pursuant to a resolution which was duly adopted on ____________________________; a certified copy of such resolution attached hereto and made a part hereof.

______________________________

Notary Public
RESOLUTION NO. 4

AUTHORIZING ENTERING INTO A MUNICIPAL SNOW AND ICE AGREEMENT WITH THE NEW YORK STATE DEPARTMENT OF TRANSPORTATION FOR PLOWING AND SANDING OF STATE ROADS JULY 1, 2019 THROUGH JUNE 30, 2024

WHEREAS, pursuant to Section 12 of the Highway Law, the maintenance of State highways includes the control of snow and ice thereon as the Commissioner may deem to be necessary to provide reasonable passage and movement of vehicles over such highways, and

WHEREAS, the work of such control of snow and ice may be done by any municipality, which for the purposes of said Section 12 shall include only a county, city, town or village, pursuant to an agreement entered into between the governing board or body of any such municipality and the Commissioner; and

WHEREAS, the Municipality is willing to perform the work of such control of snow and ice upon state highways according to the guidelines, policies and procedures deemed by the Commissioner to be for the best interest of the public; and

WHEREAS, the term of this Agreement shall be for five years commencing July 1, 2019 and ending June 30, 2024. At least one year prior to the expiration each five-year term the municipality shall notify the commissioner that it intends to extend or not extend the agreement for another five-year term. The maximum contract life for this Agreement shall not exceed twenty years from the original contract date at which point a new contract will need to be executed; and

WHEREAS, in consideration of the performance of the Municipality, the State agrees to pay the Municipality each year during the term of this agreement $1,050,675.08 for 214 lane miles for each average season. The estimated expenditure may be adjusted annually by the Commissioner based upon demonstrated increases or decreases in the cost of performing the work or due to increases or decreases in lane miles on which work is performed. Such adjustments will require an Amendment to this Agreement. The total contract value for the term of this agreement is $5,253,375.40;

NOW, THEREFORE BE IT RESOLVED, 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 New York State Department of Transportation, in the form as is on file with the Clerk of the Board;

Ronald Bono, Chairman
Highway, Buildings and Grounds Committee

DATED: October 8, 2019
MUNICIPAL SNOW AND ICE AGREEMENT

IMPORTANT: Please check ONLY ONE of the reimbursement options below:
☐ Time and Materials (Conventional) ☐ Fixed Lump Sum ☐ Indexed Lump Sum

This Agreement made by and between THE PEOPLE OF THE STATE OF NEW YORK (hereinafter referred to as "STATE"); acting by and through the Commissioner of Transportation of the State of New York (hereinafter referred to as "COMMISSIONER"); and the County of Madison/Madison County (hereinafter referred to as "MUNICIPALITY") as follows:

WHEREAS, Pursuant to Section 12 of the Highway Law, the maintenance of State highways includes the control of snow and ice thereon as the COMMISSIONER may deem to be necessary to provide reasonable passage and movement of vehicles over such highways, and

WHEREAS, the work of such control of snow and ice may be done by any municipality, which for the purposes of said Section 12 shall include only a county, city, town or village, pursuant to an agreement entered into between the governing board or body of any such municipality and the COMMISSIONER; and

WHEREAS, The MUNICIPALITY is willing to perform the work of such control of snow and ice upon STATE highways according to the guidelines, policies and procedures deemed by the COMMISSIONER to be for the best interest of the public;

NOW, THEREFORE, In consideration of the mutual covenants and benefits between the parties hereto,

WITNESSETH:

1. The term of this Agreement shall be for five years commencing July 1, 2019 and ending June 30, 2024. At least one year prior to the expiration each five-year term the MUNICIPALITY shall notify the COMMISSIONER either (a) that it requests with the approval of the COMMISSIONER that the term of the Agreement be extended five years, or (b) that it intends not to extend the Agreement, in which case the Agreement shall expire at the end of the five-year term. The maximum contract life for this Agreement shall not exceed twenty years from the original contract date at which point a new contract will need to be executed. If the MUNICIPALITY fails to notify the COMMISSIONER as herein provided, it shall be deemed that the municipality Intends not to extend the term of this Agreement.

2. The MUNICIPALITY and the STATE agree to the method of reimbursement selected above. Detailed descriptions of the reimbursement methods are outlined in the Municipal-State Agreements for Control of Snow and Ice on State Highways: Terms, Reimbursement Procedures and Documentation, as published on the NYSDOT website at the time of contract execution and are incorporated herein by reference. This document is located at: http://www.dot.ny.gov/divisions/operating/ocv/transportation-maintenance/snow-ice

3. In the event that the COMMISSIONER shall deem the work of control of snow and ice performed by the MUNICIPALITY Inadequate or unsatisfactory according to the terms of this Agreement and not being performed in the best interest of the public, the COMMISSIONER may, by official order to be filed in the COMMISSIONER'S office and the Department of State, cancel the Agreement, and any payments herein provided by the STATE shall cease. Any such official order shall become effective at the expiration of five (5) days after the COMMISSIONER shall have mailed a certified copy thereof to the clerk or other official who performs duties of a clerk in such MUNICIPALITY. The COMMISSIONER shall thereupon perform the work in such manner as, in the COMMISSIONER'S judgment, shall be for the best interest of the public.
4. The MUNICIPALITY may enter into a contract with another municipality for the performance of the work of said control of snow and ice as a subcontractor of the MUNICIPALITY, provided that such MUNICIPALITY shall first obtain the consent therefor from the COMMISSIONER. The MUNICIPALITY, as an agent of the State in performing the function herein delegated to it by the State, shall clear such State highways of snow and ice as designated by the COMMISSIONER, to the extent that the COMMISSIONER may deem necessary to provide reasonable passage and movement of vehicles over such highways all in accordance with terms, rules and regulations as may be deemed by the COMMISSIONER to be in the best interest of the public, such terms, guidelines, policies and procedures (a) having been submitted to and examined by the governing body of said MUNICIPALITY, prior to or simultaneously with the execution and delivery of this Agreement are hereby made part hereof, and (b) being subject to change or modification from time to time by the COMMISSIONER after consultation and negotiation with the municipality as the COMMISSIONER deems it necessary for the best interest of the public, it being understood by the parties hereto that notice of any such change or modification shall be mailed by the COMMISSIONER to the MUNICIPALITY and shall, according to the provisions hereof, be deemed to be thereupon accepted by the MUNICIPALITY and made a part hereof, except that in the event the MUNICIPALITY does not concur with the modification, the MUNICIPALITY may submit a letter of dispute to the COMMISSIONER within 10 business days after receipt of the notice, setting forth the reason for the non-concurrence. The COMMISSIONER shall then, within 10 business days, arrange for a meeting between representatives of the COMMISSIONER and the MUNICIPALITY to be held as soon as practicable to resolve the matter. In the event the matter cannot be resolved, the COMMISSIONER may unilaterally impose the modification, and the MUNICIPALITY shall comply. In that event, the MUNICIPALITY may, if it so elects, notify the COMMISSIONER that this Agreement is terminated, effective not less than one year after the date of receipt of the notice by the COMMISSIONER. The COMMISSIONER may, however, shorten this period to not less than 30 days, if the COMMISSIONER deems it in the public interest.

5. In the event that snow fence installation and removal is part of the agreement, the MUNICIPALITY shall obtain necessary permission from the landowners affected and shall erect snow fences at suitable locations on such highways where designated by the COMMISSIONER and shall also remove such snow fences pursuant to said guidelines, policies and procedures.

6. The MUNICIPALITY shall (a) designate and hereby does designate the Superintendent of Highways of the MUNICIPALITY as the representative of the MUNICIPALITY who shall be in responsible charge and shall have supervision of the performance of the work under this Agreement, (b) provide the necessary machinery, tools, materials and equipment to perform the terms of this Agreement, (c) provide the necessary personnel and supplies to operate such machinery, tools and equipment, and (d) furnish abrasives, chemicals or other similar materials at such locations as may be designated by the COMMISSIONER and in such quantities as may be necessary for the performance of this Agreement, to be applied in the manner and in such quantity as may be directed by the COMMISSIONER, provided, however, the COMMISSIONER with the concurrence of the municipality may furnish for use under this Agreement such snow fence, materials, chemicals and abrasives as he may deem desirable and in the best public interest, and he shall notify the MUNICIPALITY on or before August 1 of each year as to the kind and amount of such items as are to be furnished for the following winter season.

7. The COMMISSIONER shall furnish the MUNICIPALITY with a suitable map which shall delineate the State Highways within and in the vicinity of the boundaries of the MUNICIPALITY and shall show distinctly, the State Highways or parts thereof that are affected by this Agreement. For each year of the term of the Agreement, or for any extended term thereof, the maps shall be modified to show the changes, if any, to the State Highways affected by this Agreement. Any such modification to such map shall be agreed upon in writing by the COMMISSIONER and the MUNICIPALITY.

8. Whenever directed by the COMMISSIONER, the MUNICIPALITY shall include in the work delegated to be performed under this Agreement any bridges or highways that cross into an adjacent municipality or municipalities after consultation with the affected municipalities.

9. In consideration of the performance of the MUNICIPALITY, the STATE agrees to pay the MUNICIPALITY each year during the term of this agreement $________, for ______lane miles for each average season. This figure shall be known as the estimated expenditure. This estimated expenditure may be adjusted annually by the COMMISSIONER under this Agreement based upon demonstrated increases or decreases in the cost of performing the work or due to increases or decreases in lane miles on which work is performed. Such adjustments will require an Amendment to this Agreement. The total contract value for the term of this agreement is $________. The COMMISSIONER, however, reserves the right to reduce the amount of the estimated expenditure set forth herein if the monies available to the Department for control of snow and ice are not sufficient to meet the anticipated expenditures for this program. In the event of such an occurrence, the COMMISSIONER shall notify the MUNICIPALITY, on or before November 1st of any year during the term of this Agreement for which such changed
estimated expenditure is to apply. Upon receipt of such notice, the MUNICIPALITY shall, in cooperation with the STATE, review and reorganize its operations to the fullest extent practicable to prevent over commitment of allocated funds. The COMMISSIONER may in his or her discretion restore in part or in whole the amount of the estimated expenditure taking into consideration the weather conditions experienced in the MUNICIPALITY and the amount of monies available for control of snow and ice.

10. This section applies only to Fixed Lump Sum and Indexed Lump Sum Contracts: The estimated expenditure may be updated under this contract based upon demonstrated increases or decreases in the cost of performing the work. The cost of the work is comprised of the following portions that have been agreed to by the STATE and MUNICIPALITY: Labor _____%, Materials _____% and Equipment _____%. The approved modified increase or decrease in the estimated expenditure shall become effective upon written notification by the COMMISSIONER to the MUNICIPALITY and shall thereby be substituted in place of the above estimated expenditure and made part of this Agreement without further action. If the mileage of which work is performed by the MUNICIPALITY increases or decreases or the MUNICIPALITY or the state incurs other changes that impact the cost of performing the work, the amount of the estimated expenditure set forth herein may be adjusted by the COMMISSIONER after consultation/negotiation with the MUNICIPALITY in writing, on or before November 1st of any year during the term of this Agreement for which such changed estimated expenditure is to apply. Upon receipt of such notice, the MUNICIPALITY shall, in cooperation with the STATE, review and reorganize its operations to the fullest extent practicable to accommodate the change.

11. The STATE shall indemnify and hold harmless the MUNICIPALITY for work performed hereunder to the extent permitted under Highway Law Section 12 (2-a).

12. The MUNICIPALITY specifically agrees that this Agreement shall be deemed executory only to the extent of the monies available, and no liability shall be incurred by the STATE beyond the monies available for the purpose.

13. This Agreement and the attached Appendix A, Standard Clauses for all New York State Contracts, and Appendix A-1, Supplemental Title VI Provisions (Civil Rights Act) shall bind the parties, their successors and assigns.

14. Below is a listing of all documents forming this agreement:
   a. Agreement Form – this document titled "Municipal Snow and Ice Agreement"
   b. Contract Adjustment Worksheet – shows the breakdown of the Estimated Expenditure
   c. Appendix "A" – New York State Standard Clauses for New York State Contracts
   d. Appendix "A-1" – Supplemental Title VI Provisions (Civil Rights Act)
   e. Municipal Resolution – duly adopted Municipal resolution authorizing the appropriate Municipal official to execute this Agreement on behalf of the Municipality and appropriating the funding required therefore
   f. Attachment Map – defining the municipality’s work limits that satisfies the requirements in Section 7 of this Agreement
Agency Certification Contract No. D014758

IN WITNESS WHEREOF, This Agreement has been executed by the STATE, acting by and through the duly authorized representative of the COMMISSIONER, and the MUNICIPALITY, which has caused this Agreement to be executed by its duly authorized officer on the date and year first above written.

"In addition to the acceptance of this contract, I also certify that original copies of this signature page will be attached to all other exact copies of this contract."

THE PEOPLE OF THE STATE OF NEW YORK

BY

for Commissioner of Transportation

Dated

MUNICIPALITY

BY

Dated

ATTORNEY GENERAL'S SIGNATURE

Dated

NYS COMPTROLLER'S SIGNATURE

Dated

STATE OF NEW YORK )

) SS:

COUNTY OF Madison )

On the ______ day of __________________________ in the year _____ before me personally came __________________________ to me known who, being by me duly sworn, did depose and say that he resides in __________________________, New York; that he is the __________________________ of __________________________, the municipality described in and which executed the above instrument; that he executed said instrument by order of the Governing Body of said municipality pursuant to a resolution which was duly adopted on __________________________: a certified copy of such resolution attached hereto and made a part hereof.

________________________________________
Notary Public
NYSDOT MUNICIPAL SNOW & ICE CONTRACTS

Estimated Expenditure Calculation/Adjustment Worksheet For Time & Materials S&I Agreements

<table>
<thead>
<tr>
<th>MUNICIPALITY</th>
<th>Madison County</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW CONTRACT</td>
<td>D014758</td>
</tr>
<tr>
<td>INITIAL CONTRACT PERIOD</td>
<td>7/1/19 – 6/30/24</td>
</tr>
</tbody>
</table>

PREVIOUS CONTRACT INFORMATION BELOW: CONTRACT D089857

<table>
<thead>
<tr>
<th>Year</th>
<th>Actual Final</th>
<th>2018/19 Actual Final</th>
<th>$1,091,473.35</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017/18</td>
<td></td>
<td>$1,078,349.32</td>
<td></td>
</tr>
<tr>
<td>2016/17</td>
<td></td>
<td>$982,202.56</td>
<td></td>
</tr>
<tr>
<td>3 YEAR AVERAGE</td>
<td></td>
<td>$1,050,675.08</td>
<td></td>
</tr>
</tbody>
</table>

Total NEW Base Contract Value
(3-year average x 5) $5,253,375.40

Recommended By:
Transportation Maintenance Representative
RESOLUTION NO. 5

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.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DEPARTMENT</th>
<th>MILEAGE</th>
<th>CONDITION</th>
<th>DESIGNATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>WAM242 - 2001 Elgin Eagle Sweeper</td>
<td>Highway</td>
<td>84,522</td>
<td>Fair</td>
<td>Surplus</td>
</tr>
</tbody>
</table>

Dated: November 12, 2019

Yvonne Nirelli, Chairwoman
Administration and Oversight Committee
Highway Highlights September 25, 2019

1. We have begun milling Oxbow road in conjunction with the contractor, and coordination with our shoulder operations.

2. The top course of Asphalt paving for the Lenox Trail, weather depending, is going on this week.

3. New Mack plow trucks are sitting at the plow equipment installation company and should be ready for delivery sometime in November or early December.

4. During the last quarterly Highway Safety meeting it was noted there were no recordable injuries.

5. We are beginning to get some plow equipment set up for the season and the Salt barns are well stocked with Salt.

6. Crews are working on pipes for next year’s projects and should be finished within a couple of weeks or so.

7. Crews are working on finishing up this year’s projects with shoulders, striping, etc.

8. We had our striping crew restripe the County Office building parking lot on Saturday 9-21-19.

9. We have shared our shoulder machine and operator for a lot of shoulder work for the Towns for this year’s projects.
RESOLUTION NO. #6

AWARDING BID (19.37) AND AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT FOR COB HVAC RENOVATIONS

WHEREAS, sealed bids were received and opened on September 19, 2019 for Bldg #4 Office Building HVAC Replacement-Plumbing (BID #19.37); and

WHEREAS, all bids have been canvassed and reviewed by King & King Architects who made their recommendation for the bid award(s) to the apparent lowest responsible bidder(s); and

WHEREAS, the Highway, Buildings and Grounds Committee has reviewed and recommends moving forward with entering into the contract as recommended by King & King Architects, for the performance of this work;

NOW, THEREFORE, BE IT RESOLVED, that the County accept the following bid(s) for the work heretofore described, to wit:

Bid Ref. No. 19.37 -

Plumbing- HJ Brandeles Corp.
300 Lafayette St.
Utica NY 13502

Base Bid: $8,000
Alternate #1 $8,500
Alternate #2 $4,000
Alternate #3 $3,500
Alternate #4 $3,500
TOTAL BID: $27,500

BE IT FURTHER RESOLVED, that, upon receipt of all contract documents, the Chairman be and hereby is authorized to enter into said contract, copies of which are on file with the clerk of the Board

Dated: October 8, 2019

Ronald Bono, Chairman
Highway, Buildings and Grounds Committee
September 23, 2019

Ms. Laurie Winters – Purchasing Agent  
Mr. John Regan - Director of Public Facilities  
Madison County Facilities/Maintenance  
138 North Court Street  
PO Box 546  
Wampsville, NY 13163

Re: Award of Contracts for  
Madison County Bid #1937  
Bldg. #4 Office Building HVAC Replacement – PLUMBING CONTRACT  
King + King Project #19-11-6594

Dear Laurie and John:

We have reviewed the bids and bidders’ qualifications for the above-referenced project, discussed the project with low bidders, and recommend that the Board consider award of contracts to the following bidders:

**Plumbing Contract:** Award of contract to the low bidder, H.J. Brandeles Company; Utica, NY, in the following amount:

<table>
<thead>
<tr>
<th>Bid</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Bid</td>
<td>$8,000.00</td>
</tr>
<tr>
<td>Alternate No. 1</td>
<td>$8,500.00</td>
</tr>
<tr>
<td>Alternate No. 2</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>Alternate No. 3</td>
<td>$3,500.00</td>
</tr>
<tr>
<td>Alternate No. 4</td>
<td>$3,500.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$27,500.00</strong></td>
</tr>
</tbody>
</table>

The GC, HVAC and Electrical bids were previously received totaling an additional amount of $1,590,266. The County has received a separate proposal from Johnson Controls for Building Management System DDC controls and System Balancing, using State Contract pricing PT63103, for a total amount of $466,481.

The total of all bids including GC, HVAC, Electrical, Plumbing, and DD Controls/System Balancing is $2,084,247.

All contractors must comply with the contractual requirements by furnishing the bond and insurance certifications along with the other documents required of successful bidders.

Thank you for the opportunity to continue working with you on this and future projects, and we look forward to a successful completion.

Sincerely,

King + King Architects LLP

Chad T. Rogers  
Partner  
King + King Architects, LLP

cc: file
Madison County
Purchasing Department
Computation of Bids

9/19/19 @ 9:00 am
Bid 1937 - REBID - Plumbing for the County
Bid Ref: Office Building HVAC Replacement (original bid 1933)

Department: Facilities

<table>
<thead>
<tr>
<th>Item No.</th>
<th>QTY</th>
<th>Description</th>
<th>Bid Sec 10%</th>
<th>HJ Brandeles</th>
<th>John W. Danforth Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Plumbing - LUMP SUM</td>
<td>Y</td>
<td>$8,000.00</td>
<td>$7,200.00</td>
</tr>
</tbody>
</table>

**Alternates**

<table>
<thead>
<tr>
<th>Item No.</th>
<th>QTY</th>
<th>Description</th>
<th>Bid Sec 10%</th>
<th>HJ Brandeles</th>
<th>John W. Danforth Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Alternate No. 1 - Provide IT Room Cooling System</td>
<td>Y</td>
<td>$8,500.00</td>
<td>$12,100.00</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Alternate No. 2 - Replace FC-3</td>
<td>Y</td>
<td>$4,000.00</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Alternate No. 3 - Replace FC-4</td>
<td>Y</td>
<td>$3,500.00</td>
<td>$2,750.00</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Alternate No. 4 - Replace FC-5</td>
<td>Y</td>
<td>$3,500.00</td>
<td>$2,550.00</td>
</tr>
</tbody>
</table>

**Unit Prices**

<table>
<thead>
<tr>
<th>Item No.</th>
<th>QTY</th>
<th>Description</th>
<th>Bid Sec 10%</th>
<th>HJ Brandeles</th>
<th>John W. Danforth Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td></td>
<td>GC-1 Through Penetration Firestop (2” or less metal pipe) each, installed</td>
<td>NB</td>
<td>NB</td>
<td>NB</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>GC-2 Through Penetration Firestop (2” or more metal pipe) each, installed</td>
<td>NB</td>
<td>NB</td>
<td>NB</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>GC-3 Through Penetration Fire Stop (metal duct) each, installed</td>
<td>NB</td>
<td>NB</td>
<td>NB</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>GC-4 Fire Seal (top of wall) per linear foot, installed</td>
<td>NB</td>
<td>NB</td>
<td>NB</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>GC-5 Extend and seal 2 hour rated wall per square foot, installed</td>
<td>NB</td>
<td>NB</td>
<td>NB</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>GC-6 Acoustical Panel Ceilings per square foot, installed</td>
<td>NB</td>
<td>NB</td>
<td>NB</td>
</tr>
</tbody>
</table>
RESOLUTION NO. 7

AUTHORIZING THE CHAIRMAN TO RENEW AGREEMENT WITH MULLEN INDUSTRIAL HANDLING CORP.

WHEREAS, Madison County has an Elevator conveyor system within the Wampsville Highway Garage that requires annual inspection and planned maintenance; and

WHEREAS, Mullen Industrial Handling Corp. has satisfactorily provided these inspections/maintenance in the past; and

WHEREAS, Mullen Industrial Handling Corp. will provide these annual inspection/maintenance services with a 1.5% increase in annual cost from the previous year for inspection of $335.00 plus materials ($20 estimated), Per-diem repairs as needed $115.00/per hour (labor @ prevailing wage rate) plus parts upon authorization, commencing October 8, 2019 and expiring October 7, 2020; and

WHEREAS, the Highway, Buildings and Grounds Committee have reviewed and recommends renewing the agreement with Mullen Industrial Handling Corp. for this service;

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Board of Supervisors is hereby authorized to renew an agreement with Mullen Industrial Handling Corp. A copy of which is on file with the Clerk of the Board.

Dated: September 11, 2018

Ronald Bono, Chairman
Highway, Buildings and Grounds Committee
Planned Maintenance Agreement

We are pleased to offer our Planned Maintenance Agreement for your Conveyor System as follows:

<table>
<thead>
<tr>
<th>Make:</th>
<th>Model:</th>
<th>Qty:</th>
<th>#/Yr:</th>
<th>Cost Per:</th>
<th>Subtotal:</th>
</tr>
</thead>
<tbody>
<tr>
<td>P-Flow Conveyor</td>
<td>9390-D1</td>
<td>1</td>
<td>1</td>
<td>$335.00</td>
<td>$335.00</td>
</tr>
<tr>
<td>Average of Lubes &amp; Supplies</td>
<td>1</td>
<td>1</td>
<td>$20.00</td>
<td>$20.00</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL ESTIMATED ANNUAL COST: $355.00

Inspection of above listed equipment to be completed every 365 days at the above rates, per unit, per inspection, plus parts.

Repair and/or replacement of any component will be done at the Prevailing Wage Rate of $130.00 per hour, plus parts, upon customer authorization.

The quoted rate is based on immediate access to the Conveyor at the time of the call. Waiting time or emergency call service will be charged at the Prevailing Wage Rate of $130.00 per hour, plus parts, portal to portal. Mileage charge—$60.00—flat—will be added on service calls only.

Inspection to Include:
1. Visual inspection, lubrication of roller bearings.
2. Inspection of belts and lacing.
3. Inspection of lubrication of drive chain and sprocket.
4. Inspection and adjustment of motor, slip clutch, or gear box.
5. Inspection of frame and hardware.
6. Inspection of control and safety circuits.
7. Inspection of concrete anchors and welds.
8. Make all necessary minor adjustments.

Cont’d
**Automatic Renewal Option:   _____Yes  _____No**

This agreement will automatically continue for an additional 12 months under the terms of the original agreement unless the inflationary factor exceeds 2.5% with regard to labor. At such time, the labor rate will adjust accordingly.

Best Regards,

MULLEN INDUSTRIAL HANDLING CORP.

Pat Hensberry
Sales/Product Support
Pat.Hensberry@mullenindustrial.com

PH/ac

Acceptance Signature  ___________________________  Decline Signature  ___________________________

Date  ___________________________  PO #  ___________________________  Date  ___________________________

***ONE COPY OF THIS AGREEMENT MUST BE RETURNED TO MULLEN INDUSTRIAL TO ENSURE PROPER BILLING***

**SALES AND/OR CAPITAL IMPROVEMENT TAX NOT INCLUDED IN ANY PRICING**

*ADD 3% FOR CREDIT CARD PAYMENTS*

6245 Fly Rd.-PO. Box 246-East Syracuse, NY 13057- (315) 437 3386- (800) 836 0485-Fax (315) 437-6044-www.mullenindustrial.com
RESOLUTION NO. #8

APPROVING TRADE-IN OF JOHN DEERE RIDING TRACTOR

WHEREAS, in accordance with Madison County Purchasing Policy and Procedures, Article 13, certain County equipment must be approved for trade-in by the Board of Supervisors; and

WHEREAS, Cazenovia Equipment has provided a trade-in value of $6,825 for Madison County Facilities department’s 2015 John Deere X758 Tractor (#201500037); and

WHEREAS, Cazenovia Equipment has provided a trade difference cost of $14,699 that would allow Madison County Facilities department to trade #201500037 for a 2019 John Deere X758 Tractor; and

WHEREAS, the cost of the trade-in equipment has been appropriated in the 2019 County Buildings budget;

NOW, THEREFORE, BE IT RESOLVED, the Board of Supervisors approves the trade-in of the above piece of equipment.

Dated: October 8, 2019

Yvonne Nirelli, Chairwoman
Administration and Oversight Committee
Facilities Updates  9/24/19

Maintenance Staff:

- Installed light pole at CAC parking lot with help of the Highway Department tree crew
- Moved first- and second-floor DSS offices for carpet installation over the weekend of September 7 and 8
- Had new hard-surface countertops installed in the DSS restrooms
- Five maintenance crew members completed a weeklong training at Johnson Controls in Syracuse for the newest building management system used in the Court House and coming soon to the Office Building
- Formed concrete pad at the Fire Training Center
- Wrapped post and striped parking lot at the Fire Training Center
- Finished painting in the Human Services Building – Medicaid area, training room and four second-floor offices; coordinated replacement of cracked windows
- Mowing and seasonal maintenance of all county-owned parks, campus, etc., is ongoing

Facilities Projects:

- Courthouse Project – Closeout of Punch list and turn over to County O & M’s and As-builds drawings.
- Fire Training Classroom – Striping for parking complete. Trimmed out front columns. Completed the septic system. Awaiting C of O inspection. Contractor to complete septic system.
- D.S.S. Front Entrance Project – Simplex to install smoke head.
- C.O.B. H.V.A.C. Project – Kickoff meeting was held 9/19/19
- Building #10 Patrol – Facilities was asked to change out the standard glass at reception area to security ballistic and exterior window. ( B.R. Johnson to provide pricing)
- Jail Security Walls – Facilities was asked to pursue removal of existing C.M.U. and security frames. Install new Security doors and frames at two locations in the jail. ( Awaiting approval from State)
- Holding Cells – Awaiting approval from State.
- Highway Garage – Town Board Meeting 9/23/19. Well 78.5 feet deep and water is at 12 gallons a minute. Survey information complete and C&S will produce rough grade information to Highway Dept. so they can start the cut / fill this fall.
- Clockville / Lenox Water District – Received public approval and is moving forward with B&L.
TO: Buildings & Grounds Committee
FROM: Alex Brown
Central Service Technician
DATE: Sept. 3, 2019
SUBJECT: MONTHLY REPORT

Listed below are the totals for the month August for the Central Services Department.

<table>
<thead>
<tr>
<th>PRINTING</th>
<th></th>
<th>YEAR TO DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jobs</td>
<td>45</td>
<td>355</td>
</tr>
<tr>
<td>Impressions (Copies)</td>
<td>165,332</td>
<td>619,211</td>
</tr>
<tr>
<td>Charge Back</td>
<td></td>
<td>$2,595.59</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$15,773.81</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MAIL</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pieces processed</td>
<td>32,261</td>
<td>117,454</td>
</tr>
<tr>
<td>Charged postage</td>
<td>18,372.83</td>
<td>81,328.65</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UPS</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Incoming pieces</td>
<td>306</td>
<td>1875</td>
</tr>
<tr>
<td>Outgoing pieces</td>
<td>97</td>
<td>629</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FREIGHT &amp; OTHER DELIVERIES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Incoming shipments</td>
<td>35</td>
</tr>
<tr>
<td></td>
<td>242</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STOCK SUPPLY REPLACEMENTS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>20</td>
</tr>
</tbody>
</table>

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