

PUBLIC WORKS COMMITTEE MEETING MINUTES
MARCH 29, 2016

PUBLIC WORKS COMMITTEE MEMBERS PRESENT: Pitts, LaPointe, Campbell, Haff, O'Brien, Fedler, Gang, Skellie

PUBLIC WORKS COMMITTEE MEMBERS ABSENT: Shaw

SUPERVISORS: Henke, Hicks, Moore, Suprenant, Hogan, Armstrong

Debra Prehoda, Clerk of the Board

Roger Wickes, County Attorney

Chris DeBolt, County Administrator

Al Nolette, County Treasurer

Steve Haskins, DPW Superintendent

Media & Public

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Accept Minutes – March 1, 2016
3. Department Reports/Requests:
 - A. Sewer District
 - 1) 2015 CDBG Grant Admin RFP Award
 - 2) Discuss Long Term Grant Admin RFP
 - 3) WCSD Board of Commissioners Appointments
 - B. Department of Public Works
 - 1) 2015 Annual Report
 - 2) Discuss Succession Planning
 - 3) Resolution on Staffing Pattern Change
 - 4) Discuss Highway School – June 2016
 - 5) Discuss Road Salt
 - 6) Discuss Compu-Spread
4. Other Business
5. Adjournment

Chairman Pitts called the meeting to order at 9:30 A.M.

A motion to accept the minutes of the March 1, 2016 meeting was moved Mr. O'Brien, seconded by Mr. Gang and adopted.

SEWER DISTRICT – In the absence of Joe Brilling, Executive Director Sewer District, Chris DeBolt, County Administrator, addressed the following items:

- 2015 CDBG Grant Admin RFP Award – The Sewer District put out an RFP for the administrative work and received two applications. Recommending CT Male for the grant administrative/project management work noting that the Village of Fort Edward has contracted with CT Male for their parallel CDBG grant project. The Sewer District Board of Commissioners has approved. The maximum allowable grant funds that can be used towards administration is 20% of grant award; \$600,000 grant. A motion to award RFP for Sewer District CDBG grant administration to CT Male was moved by Mr. Campbell, seconded by Mr. O'Brien and adopted.
- Long Term Grant Admin RFP – The Executive Director of the Sewer District is requesting that the Sewer District and County jointly issue an RFP to retain a consulting firm to do the administration of grants like this in the future and have it in place for once a grant is awarded to avoid delays in starting the project. The RFP would be structured so that it would be a percentage of the grant funds. The Sewer District Board of Commissioners are in favor of doing this. A motion to approve issuing an RFP for long term grant administration was moved by Mr. Campbell, seconded by Mr. O'Brien and adopted.
- WCSD Board of Commissioners Reappointments – A motion to reappoint Dana Hogan and Howard Miles for three year terms to the Sewer District Board of Commissioners was moved by Mr. LaPointe, seconded by Ms. Fedler and adopted.

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

- 2016 Road projects handout with estimated cost per mile included distributed, attached. He mentioned the four micro surfacing projects and the reason they are doing that is we talked last year about trying new methods and things like that and someone at the meeting stated not everything is going to work perfectly and the last four fibermat projects listed on the handout did not work perfectly. On certain roads it has held up better than others and it has a lot to do with our I'll say plowing methods that he is also trying to work on to but it's all kind of happening at once but none the less we need to go over those roads and provide a new surface before the water gets into the roadway. Chairman Pitts asked if that would be a Gorman project or anybody's project. Mr. Haskins stated that could be anyone. It is not a Gorman issue but they likely will be bidding on it yes but there are others. Abbreviations on the handout detailed: FDR – full depth reclamation, HMA – hot mix asphalt, T & L – truing and leveling, and PPST – paver placed surface treatment. Asphalt bids are due in by Monday, April 4th. Crack and sealing roads is part of the paving plan but not listed on the attached handout.
- Annual Report was distributed to all Supervisors, on file.
- Discuss Succession Planning – A training program has been initiated and well received and is part of the succession planning. There is no succession plan and he is looking at the entire department. He mentioned due to retirements in the coming years, he has several positions that could possibly need to be filled and who is going to fill those positions.
- Staffing Pattern Change – Regarding succession planning, Mr. Haskins would like to create a second Bridge Maintenance person position, advertise and fill the position. He stated this is a perfect position to start to train someone to step into the Bridge Foreman position down the road. The Bridge Maintenance position is a supervisory position; like a working foreman. He would prefer to fill from within and it requires some time on the bridge crew. A Highway Worker II would move up to that position. Ideally, he would love to backfill the Highway Worker II position but the budget has enough funding for the upgrade, not the backfill. He stated Highway does not have the personnel to conduct routine maintenance on the bridges and would like these Bridge Maintenance personnel to start to focus on that. He views Highway more as a construction company that plows roads in the winter rather than a plowing operation that works on roads in the summer. A motion to forward request for an additional Bridge Maintenance person position to the Personnel Committee recommending approval was moved by Mr. O'Brien, seconded by Mrs. Fedler and adopted.
- Engineering – Mr. Haskins included in his 2016 budget request to reclassify, Mike Breault, the Senior Engineering Technician to Principal Engineering Technician due to the retirement of Dick Doyle but that was not approved. He is requesting to upgrade the Senior Engineering Technician to Principal Engineering Technician because he is doing that work. A motion to approve request to upgrade Senior Engineering Technician to Principal Engineering Technician and forward to the Personnel Committee was moved by Mr. LaPointe and seconded by Mr. Campbell. Discussion. Mr. Haskins stated he has the funds within his budget to cover the increase; budgeted for Deputy Superintendent and that position has not been filled. Mr. Campbell, Budget Officer, stated the problem will happen in the 2017 budget making all this happen. Mr. Haskins stated that currently this person is working out of title. The motion to approve request to upgrade Senior Engineering Technician to Principal Engineering Technician and forward to the Personnel Committee was moved by Mr. LaPointe, seconded by Mr. Campbell and adopted.
- Highway School June 2016 – Requesting to attend 2016 Highway School on June 5th – 8th, 2016, handout attached listing five attendees. Mr. O'Brien advised that according to the

County Travel policy individuals of the same gender will be required to share a room and the anticipated cost will be revised. A motion to approve five attendees to attend Highway School on June 5th – June 8th, overnight stay authorization, was moved by Mr. LaPointe, seconded by Mr. O'Brien and adopted.

- Road Salt – Attached memo from American Rock Salt summarizes our current contract requirements for salt and states “state agencies and political subdivisions are obligated to take 70% minimum of their filed requirements during the contract period” and Highway is 3,867 tons short of reaching our 70% minimum requirement. They charge \$3.60 per ton to store the salt from August 31st to December 31st or any portion thereof and making our cost \$13,921.00. Regarding storage options, Mr. Haskins stated a landfill liner 130 x 130 would cost \$3,500 but we do not have an ideal location to put that but it could be put in the pit off Tripoli Road and possibly allow the towns to add their salt. Concern was expressed about contamination. The County salt sheds are currently at capacity. It was cost roughly \$10,000 to put down a pad/slab for this salt storage. Possibly a farmer has a bunker silo that could be used. Will continue to monitor this situation with no action anticipated until July 1st. A cubic yard of salt is about 1.8 tons.
- Compu-Spread – Distributed an example of the data that the program will provide, attached, and he hopes to use this information to improve how salt is disbursed.
- Rabies Clinic – Saturday May 21st hosting a session at the Fort Edward Barn and will have staff on duty.
- WIC Van - Helping WIC purchase a new full size van and Highway/Car Pool is purchasing their old 2012 minivan with low mileage at a discounted price of \$9,500 and will add this vehicle to the car pool.
- Second Madison County truck purchased by Highway is at the shop and will display for the committee to view the first truck once all work on it has been completed. Later in the week, they plan to pick up the town of Hampton's truck.

OTHER BUSINESS:

- Dewatering Facility Access Road – Mr. Campbell suggested having the committee tour the dewatering facility access road to view the road and have the Superintendent point out items mentioned in his review of the road. He also suggested possibly viewing the railroad siding area. Recommended having available a copy of the Superintendent's report. A Public Works Committee meeting will be scheduled for Friday, April 15th immediately following the monthly Board of Supervisors meeting to tour the dewatering facility access road.
- Shared salt building – Mr. Haff mentioned a newspaper article that he found interesting on a shared salt building and how they can measure how much salt is loaded in the truck but the problem is that the trucks are not necessarily empty upon return so they went to each municipality having their own salt pile.
- Public Comment: Lynn Clauer, Argyle, thanked the Highway Department for the wonderful job they did with the culvert they installed in front of her property.

A motion to adjourn was moved by Mr. LaPointe, seconded and adjourned. The meeting adjourned at 11:13 A.M.

Respectfully submitted,
Debra Prehoda, Clerk, Washington County Board of Supervisors

Washington County Department of Public Works
2016 Road Projects

3/25/2016

County Route	Project Limits	AADT	Last Paved	Miles	Estimated Cost Per Mile	
113	Cheese Factory to General Fellows	486	17	3.49	\$ 180,000.00	FDR w/Calcium, Binder
113	General Fellows to NYS 29	467	15	0.88	\$ 180,000.00	FDR w/Calcium, Binder
16	Cathrine Street to West Road (S)	1067	18	1.1	\$ 143,000.00	HMA T & L/ PPST
16	Evans Lane to 1.3 mile S of West Road (N)	420	16	1.3	\$ 143,000.00	HMA T & L/ PPST
18	US 4 to CR21	795	15	2.92	\$ 222,000.00	Mill, Crack & Seat Conc., Pugmill Binder, Hot Mix Overlay
18	CR21 to Hickey Road	399	13	2.26	\$ 146,000.00	HMA T & L/ PPST
28	CR31 to Button Road	516	13	1.45	\$ 198,000.00	FDR w/Calcium, Binder
78	NYS22 to NYS22	530	19	0.36	\$ 121,000.00	HMA Overlay
10	CR9 to .3 Mile past East Bay Road	399	18	0.86	\$ 145,000.00	HMA T & L/ PPST
21	US4 to CR18	369	13	2.26	\$ 225,000.00	Mill, Crack & Seat Conc., Pugmill Binder, Hot Mix Overlay
113	CR54 to Ferry Lane	452	1	2.81	\$ 114,000.00	Top Course on Binder placed in 2015
23	NYS40 to Guilder Hollow	949	1	2.32	\$ 124,000.00	Top Course on Binder placed in 2015
31	Big Birch to Button Road	519	1	1.45	\$ 134,000.00	Top Course on Binder placed in 2015
47	CR 30 to CR48		1	1.05	\$ 48,000.00	Micro Surfacing Over Fibermat placed in 2015
64	Woodcock to Perry Hill		1	1.78	\$ 48,000.00	Micro Surfacing Over Fibermat placed in 2015
64	Jackson/Salem Line to CR61		1	0.97	\$ 48,000.00	Micro Surfacing Over Fibermat placed in 2015
48	East Lake Rd to CR47			1.39	\$ 48,000.00	Micro Surfacing Over Fibermat placed in 2015
				28.65	Miles	

Estimated Cost per Mile based upon 2015 Bid Prices

Washington County Department of Public Works
Request to Attend 2016 Highway School June 5-8, 2016

3/29/2016

Attendee	School Registration	Hotel	Per Diem Meals
Steve Haskins	\$ 110.00	\$ 345.00	\$ 66.00
Mike Breault	\$ 110.00	\$ 345.00	\$ 66.00
Dana DePew	\$ 110.00	\$ 345.00	\$ 66.00
Dean Collins	\$ 110.00	\$ 345.00	\$ 66.00
Jeff Crosier Jr.	\$ 110.00	\$ 345.00	\$ 66.00
	\$ 550.00	\$ 1,725.00	\$ 330.00
Total			\$ 2,605.00



Fax

To:	Washington County Highway DPW	From:	Customer Service Dept.
Fax:	518 746 2440	Pages:	1
Email:	jhogan@co.washington.ny.us	Date:	February 16, 2016
Re:	2015-2016 Shortfall Tonnage	CC:	

- Urgent For Review Please Comment Please Reply

Dear Valued Customer,

Under the NYS OGS contract award, Group 01800 – Road Salt, state agencies and political subdivisions are obligated to take 70% minimum of their filed requirements during the contract period.

American Rock Salt Company has produced sufficient rock salt to meet this minimum requirement for you and expects that you will order and pay for this minimum quantity by the end of the contract term of August 31, 2016.

If you are unable to take delivery of your minimum requirement by that time, ARSC is prepared to store your salt at our facility until December 31, 2016 for a storage fee of \$3.60 per ton.

Please review the data below which summarizes your current contract requirements.

2015-16

Filed requirement: 17,100 tons

70% minimum: 11,970 tons

Tons shipped (as of 3-3-16): 7,603 tons

Tons on order (as of 3-3-16): 500 tons

Obligation to reach 70%: 3,867 tons

To place an order, or if you have any questions, contact our customer service department toll free at (888) 762-7258, Monday through Friday 7:30 am to 4:00 pm.

ARSC customer #: 007259 County: Washington Contract: NYS OGS

STORM CALCULATION SHEET- DATE- 3/2/16 (COMPUSPREAD DATA)

