

PUBLIC WORKS COMMITTEE MEETING MINUTES  
APRIL 29, 2019

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

PUBLIC WORKS COMMITTEE MEMBERS ABSENT: Skellie

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

Debra Prehoda, Clerk

Roger Wickes, County Attorney

Al Nolette, County Treasurer

Chris DeBolt, County Administrator

Deborah Donohue, Supt. Public Works  
Public

Joe Brilling, Exec. Dir. SD#2

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Accept Minutes – March 26, 2019
3. Department Reports/Requests:
  - A. Sewer District
    - 1) Close Capital Project Nos. 117 & 120
    - 2) WCSD #1 Extension to Absorb Kingsbury SD#1 – Billing Changes
    - 3) Budget Amendments – WAS Pump
    - 4) Create Feeder St. Sewer Upgrade Project
    - 5) Personnel Update/Needs
  - B. Department of Public Works
    - 1) Project Update
    - 2) Feeder Project Authorizations
    - 3) Sweep
    - 4) Other
4. Other Business
5. Adjournment

Chairwoman Fedler called the meeting to order at 10:09 A.M.

A motion to accept the minutes of the March 26, 2019 meeting was moved by Mr. Shay, seconded by Mr. Campbell and adopted.

SEWER DISTRICT - Joe Brilling, Executive Director, addressed the following items with the committee:

- Close Capital Project Nos. 117 & 120 – Capital Projects Nos. 117 and 120 are complete, can be closed and any funds remaining would go to capital reserve. A motion to close capital projects nos. 117 and 120 transferring remaining funds to capital reserve was moved by Mr. Middleton, seconded by Mr. Campbell and adopted.
- Budget Amendment – Requesting to replace a pump. A motion to amend budget to purchase replacement pump transferring funds from capital reserves GB.8000.8999 in the amount of \$8500 and increase appropriation GB .8000.8130.2090 in the amount of \$8500 and forward to the Finance Committee for consideration was moved by Mr. Hicks, seconded by Mr. Middleton and adopted.
- WCSD #1 Extension to Absorb Kingsbury – Would like to extend the boundaries of Washington County Sewer District #1 (SD# 1) which is located in phase one of the Warren Washington Counties Industrial Park to incorporate Kingsbury Sewer District #1 and also establish some billing changes and the way Washington County Sewer District #1 assesses charges. The need for doing this is for efficiency. Mr. Brilling also has some concerns about long term needs out there, capital needs for SD#1 and need to assess those charges equitably to all the people that get the benefit for that sewer. Washington County SD#1 is essentially a billing entity, billing Kingsbury SD#1 and Queensbury side of people that contribute to us. Recommending to change to an EDU type system, unit system, so all the parcels are billed and share in the cost. Right now, there are 71 parcels in SD #1 and approximately 35 get

billed. Queensbury assesses a benefit charge to County SD#1 based on all 71 lots. The Sewer District then converts that to our billing system and it does not assess that charge to all 71 parcels, only to occupied lots and that needs to change going forward because that is how they would assess capital charges. The County Administrator stated usage supports the operation and ad valorem supports capital. There is no treatment plant or staff at SD#1 or Kingsbury SD#1. Mr. Brillig is trying to get to the point of assessing the cost in an equitable fashion for all the parcels for operations and capital. He would like to set up the billing as an EDU system. The attached chart shows how the connections between the various districts. Mr. Brillig would like to put everyone on the same page from a billing perspective and move forward with the project that needs to be done, to line the sewers, and tighten the system up which makes the billing more efficient. O&M costs are going to go up because they need to perform operations to maintenance out there cleaning the sewer lines and maintain the pump station. Mr. Brillig would just like to move forward with the process. Kingsbury SD#1 has two small pump stations that need to be maintained. How do we absorb Kingsbury SD#1? Matt Fuller, Attorney for the Sewer District, stated the Kingsbury Town Board would need to approve and dissolve the district and the County would have to approve – this would be an expansion of the Sewer District. Currently Washington County SD#1 and Kingsbury Sewer District #1 have no debt and now is the time to consolidate. This might help to stimulate growth in that area. The County Administrator stated there are a few little random districts along Dix Avenue and this could be an opportunity for Kingsbury to get out of the sewer district business and also get rid of SD#1 and make it Washington County Sewer District Authority down the road. They would then be an independent entity. An authority does not have to be contiguous. Consolidating prior to getting any debt simplifies the process. There are approximately 120 out of district users of Washington County SD#2 in Kingsbury and Kingsbury is in the process of mapping these parcels and preparing a report to request Washington County to extend Sewer District #2 north toward Dix Avenue. A motion to move forward with consolidating Washington County SD #1 and Kingsbury SD#1 as long as the Town of Kingsbury concurs was moved by Mr. Middleton, seconded by Mr. Hicks and adopted. The County Administrator asked for consensus to allow the various parties to examine the process of establishing an authority and the committee concurred.

- Create Feeder St. Sewer Upgrade Project – Need to create a project because they have started work on that and will be receiving bills. They received two grants for this project a DASNY grant in the amount of \$220,000 and CDBG grant funding in the amount of about \$150,000 and the remaining funding from SD#2 fund balance as opposed to capital. He stated they conflicted with a County paving project and had to hurry and get some work done. A motion to create budget line for this project (not a capital project) and recognize DASNY grant (CDBG grant funding has already been recognized) and forward to the Finance Committee for consideration was moved by Mr. Campbell, seconded by Messrs. Middleton and Shay and adopted. He thanked the Superintendent of Public Works for her assistance with getting the sewer work completed prior to paving.
- Change Order – CT Male – professional services – Jim Thatcher – ICC Funding/Feeder St. Project – With the receipt of the ICC/CDBG funding, the Sewer District needs to comply with the grant requirements and requesting a change order with CT Male for Jim Thatcher to administer and track the ICC/CDBG grant funding. A motion to approve CT Male technical services change order #1 in the amount of \$7800 to administer CDBG funding was moved by Mr. Campbell, seconded by Mr. Middleton and adopted.
- Personnel Update/Needs – Currently short three personnel: one out on workers comp leave and unsure how long he will be out, an operator trainee resigned and Sr. Operator position is vacant and no one in house stepping up to fill that position. Requesting approval to hire a Laborer and he has the approval of the Sewer District Board of Directors. He anticipates

being back next month requesting another laborer as well. They have a lot of work going on. A motion to approve a Laborer position and forward to the Personnel Committee for consideration was moved by Mr. Hicks, seconded by Mr. Shaw and adopted.

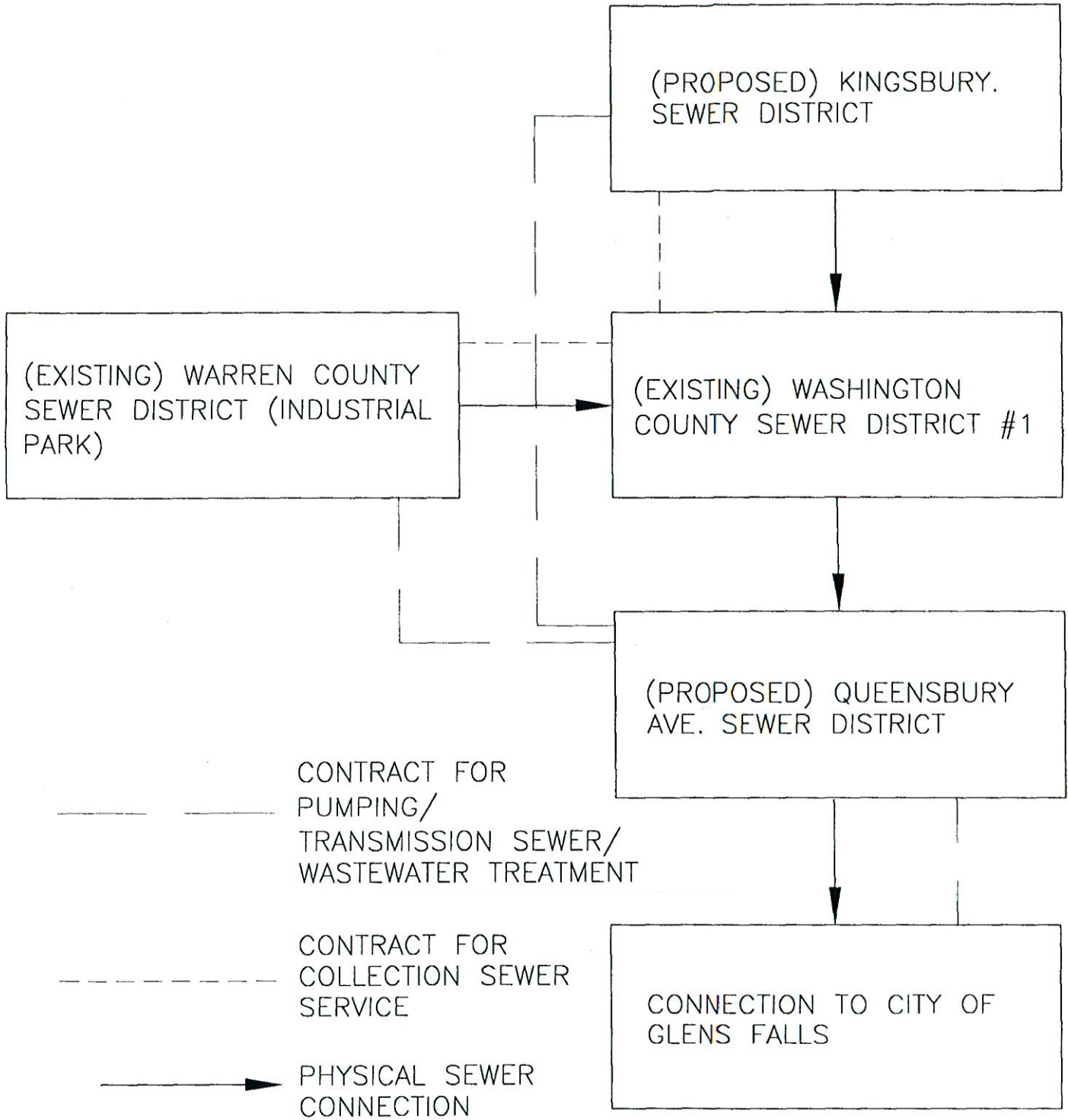
DEPARTMENT OF PUBLIC WORKS – Deborah Donohue, Superintendent of Public Works, addressed the following items with the committee, handout attached:

- Project Updates:
  - Co. Rt. 113 – A \$40,000 increase for construction inspection because they needed to extend the project. There is no local share for this construction inspection. This will also require a budget amendment. A motion to authorize Chairman to sign construction inspection documents, amend budget - Marchiselli Supplement #2 and forward to the Finance Committee for consideration was moved by Mr. Campbell, seconded by Mr. Shay and adopted.
  - Pavement Preservation project Rts. 75 & 40 are moving along and paving Schuyler Street (Co. Rt. 40) today.
- Shushan Bridge – Design agreement with consultant that needs the Chairman’s signature. The consultant was selected off a competitively secured NYS DOT list. A motion to waive RFP requirement for consultant services for the Shushan Bridge project and authorize Chairman to sign contract with consultant was moved by Mr. Campbell, seconded by Messrs. Rozell and Hicks and adopted.
- 1998 Broken Loader – The center pivot is broken and the electronic control valve is busted and the cost to fix is \$10,500. The Superintendent stated they have sweep funds this year in the amount of \$156,443. She is requesting that the sweep not go to County Road for paving this year. Past practice is that whatever County Road Machinery fund balance amount was in excess of \$900,000 after the prior year books were closed went to County Road and added to paving. Around budget time, the County Administrator found issues with Road Machinery that it appears it is costing us 20% to 25% more than the standard rates that we charge for machinery rental to own and operate our fleet so it was his recommendation at budget time that we no longer consider sweeping from County Road Machinery to County Road fund. Does the Board want to re-appropriate the sweep funds into an equipment line or hold in fund balance and then appropriate next year for DPW to use? Mr. Haff asked if the sweep should go to County Road for additional expenses related to spring road repair issues. Advantages of having a new loader is that they would be able to use a big snow pusher and for the shoulder machine. Mr. Campbell asked on the equipment plan when was this loader scheduled for replacement. The Superintendent stated it was on next year’s plan. She stated they also have two gradals (2002 & 2005) that are limping along. A loader will cost between \$150,000 to \$160,000 with a trade in as is of \$12,500 to \$15,000 and if fixed first around \$20,000 to \$25,000. A motion to leave sweep money in Road Machinery in fund balance was moved by Mr. Hicks, seconded by Mr. Shay and adopted. Mr. Campbell suggested put out a bid for a loader to get a cost. A motion to go out to bid for a loader was moved by Mr. Campbell, seconded by Mr. Middleton and adopted.
- OTHER BUSINESS:
  - Highway Workers I do not hold a class B license, Highway Workers II hold a class B and Highway Worker III hold class A and B licenses. The department has six permanent Highway Worker III positions and has a list of as needed of Highway Worker II positions that can move up because more equipment operators are needed in the summer. Requesting to change nine or ten Highway Worker II positions with class A licenses to Highway Worker III positions for the summer to improve productivity and efficiency on worksites. The attached handout indicates permanent Highway Worker III

positions in green and the yellow are current Highway Worker II positions that hold the necessary class A license to go to Highway Worker III. The County Administrator and Superintendent worked with Larry Paltrowitz, Attorney – union negotiations, and feels this is the best option. A side letter will be entered into with the Teamsters. The cost is approximately \$8200 and has the funds in the budget. This is only until the end of the construction season. A motion to approve requested 9 or 10 Highway Worker II positions with class A licenses to Highway Worker III positions for the summer construction season (10-hour days) and forward to the Personnel Committee for consideration was moved by Mr. Hicks, seconded by Mr. Campbell and adopted.

The meeting adjourned at 11:33 A.M.

*Debra Prehoda, Clerk*  
*Washington County Board of Supervisors*



	△			DRAWING:
	△			<b>FD</b>
DATE	REV #	ISSUED / REVISIONS	BY	

PROPOSED DISTRICT CONNECTIONS
QUEENSBURY AVE. SEWER DISTRICT & ASSOCIATED SEWER DISTRICTS
JUNE 2001      PRO# 99-96      SHEET: 1 of 1

<b>JARRETT-MARTIN ENGINEERS, PLLC</b> PROFESSIONAL ENGINEERING	
12 EAST WASHINGTON STREET GLENS FALLS, N.Y.	PHONE: (518) 792-2907 FAX: (518) 798-1864
FILE: F:\996061501 Sewer District Flow Diagram.dwg	PLOTTED / REVISED: 12/12/00 12:00AM

X Putnam [redacted] 2

X Whitehall [redacted] 1

X FT. ANN [redacted] 1

X GRANVILLE [redacted] 1

X FT. EDWARD [redacted] 3  
[redacted] 1

X HEBRON [redacted] 2

X JACKSON [redacted] 1  
[redacted] 2

X MIDDLE FALLS [redacted] 1  
[redacted] 1