

PUBLIC WORKS COMMITTEE MEETING MINUTES
MARCH 2, 2021

PUBLIC WORKS COMMITTEE MEMBERS PRESENT: Skellie, Rozell, Campbell, Haff, Hicks, Fedler, Shaw, Ferguson, Wilson

PUBLIC WORKS COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Hall, Henke, Losaw, O'Brien, Hogan, Clary, Griffith

Debra Prehoda, Clerk

Roger Wickes, County Attorney

Al Nolette, County Treasurer

Melissa Fitch, County Administrator

Deborah Donohue, Supt. Public Works

Joe Brilling, Executive Director, Sewer District

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Accept Minutes – January 26, 2021
3. Department Reports/Requests:
 - A. Sewer District
 - 1) Budget Amendment Request – Recognize Revenue \$12,632.15
 - 2) Green Innovative Grant Program Grant Application
 - B. Department of Public Works
 - 1) Award Bid – Car Pool Van
 - 2) Request Budget Amendment – Grant Carryover
 - 3) Uniform Contract
 - 4) Staffing
 - 5) Highway Barn Project Update
4. Other Business
5. Adjournment

Chairman Skellie called the meeting to order at 10:00 A.M. via teleconference.

A motion to accept the minutes of the January 26, 2021 meeting was moved by Mr. Hicks, seconded by Mrs. Fedler, and adopted.

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

- Budget Amendment to Recognize Revenue \$12,632.15 – The Sewer District entered into an intermunicipal agreement with the Town of Kingsbury for operations, maintenance, and billing of their sewer system with the costs to be paid by the town of Kingsbury. A motion to amend 2020 Sewer District #2 budget to recognize revenue from the Town of Kingsbury for maintenance of their sewer system in the amount of \$12,632.15 increasing revenue account GB.8000.8110.2374 and increase expense GB.8000.8120.4320.01 repair and maintenance other \$12,632.15 was moved by Mr. Campbell, seconded by Mrs. Fedler and Mr. Wilson, and adopted.
- Green Innovative Grant Program Grant Application – As part of Wendel's project discussed last month, the Green Innovative grant program came open and Wendel did apply for some grant funding using some of the work they are doing in the project. It could be up to a \$900,000± potential grant award. Part of Wendel's scope of work was to look for incentives and grants.

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

- Award Bid – Car Pool Van – Put out a mini bid for a van for carpool, NEWCO, and requesting to award bid. A motion to award low bid for van to Metro Ford Sales in the amount of \$39,301.96 was moved by Mr. Campbell, seconded by Mrs. Fedler, and adopted.
- Sheriff Car Mini Bid – Bid was sent out and awarded but when we awarded they told us that they could not fill the order because Chevy had capped the orders because they were unable to get the semiconductor chip that runs the computers to make the cars creating a shortage of cars. DPW will need to rebid.
- Budget Amendment for Grant Carryover – Will address next month.
- Uniform Contract – Under the Procurement Policy, DPW is only required to get quotes for the uniform contract that includes DPW, Sewer and Buildings and Grounds. Does not require committee action and she will proceed to get quotes.
- Staffing:
 - HWY Worker II – A motion to forward HWY Worker II backfill request to the Personnel Committee was moved by Mr. Wilson, seconded by Mr. Campbell, and adopted.
 - Seasonal positions – Requesting permission to start the process of hiring sometime after April 15th twelve seasonal positions. A motion to approve twelve (12) seasonal positions was moved by Mr. Wilson, seconded by Mrs. Fedler, and adopted.
 - Restructuring in DPW:
 - Requesting an Administrative Assistant to improve efficiency in the department.
 - With a retirement anticipated in the Engineering Department, she would like to have someone who could act in her absence and requesting the creation of a Public Works Manager position. In lieu of the Deputy Superintendent of Public Works position these structural changes will encompass the duties of that position. The position of General Foreman is anticipated to be vacated and not backfilled. The Superintendent is working with Personnel on these titles and grades and has not put any figures together yet. The Deputy DPW Superintendent position was not budgeted for this year's budget. Mr. Campbell stated these changes are probably budget neutral this year. Mr. Hicks would like to see it on paper with the numbers and bring it back to this committee. He stated we are trying to hold staffing pattern changes until the budget process. Discussed breakage but it is County Road fund not the General Fund; Senior Engineer retiring this year. The Administrative Assistant would be a new employee at a grade 13 at \$46,290.96. The Superintendent would like the General Foreman to move into the Public Manager position, grade/salary not determined yet, and not backfill the General Foreman position. She still has time to look at the engineering department and decide how she wants to move forward. The Superintendent will bring a detailed plan of what she would like to do to the next committee meeting; proposed changes in Staffing Pattern, job responsibilities for the new positions requested and associated costs.
- Highway Barn Project Update – The Superintendent of Buildings and Grounds is in the process of working on developing a scope of work for the RFP and will then issue the RFP.
- Award Church St. Bridge Construction – Last Friday bids were opened for the replacement of the Church St. Bridge in Granville. Four bids received with James H. Malloy being the low bid at \$3,132,000. This is under budget. A motion to award bid for replacement of Church St.

Bridge in Granville to James H. Malloy in the amount of \$3,132,000 was moved by Mrs. Fedler, seconded by Mr. Wilson, and adopted.

OTHER BUSINESS: None.

A motion to adjourn was moved by Mr. Campbell, seconded by Mrs. Fedler, and adopted. The meeting adjourned at 10:34 A.M.

Debra Prehoda, Clerk
Washington County Board of Supervisors