

PUBLIC WORKS COMMITTEE MEETING MINUTES

MAY 8, 2020

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

PUBLIC WORKS COMMITTEE MEMBERS ABSENT: None

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

Debra Prehoda, Clerk

Roger Wickes, County Attorney

Chris DeBolt, County Administrator

Deborah Donohue, Supt. Public Works

Al Nolette, County Treasurer

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Accept Minutes – March 3, 2020
3. Department Reports/Requests:
  - A. Sewer District
    - 1) Award Bid to Tech Industries for Feeder St. Project
    - 2) Approve TSCO for Feeder St. Project – CT Male
    - 3) Budget Amendment – Compost O&M Manual Update
    - 4) SD#1 – Create Project, Bids to Go Out for Rehab/Lining
  - B. Department of Public Works
    - 1) Award CR46 Construction Project
    - 2) County Road Fund Budget Amendment – Signs/Sign Posts
    - 3) MaxxForce Engines
    - 4) Piggyback for Road Painting
    - 5) Highway III
    - 6) Car Pool
4. Other Business
5. Adjournment

Chairman Skellie called the meeting to order at 9:00 A.M. via teleconference.

A motion to approve the minutes of the March 3, 2020 meeting was moved by Mr. Rozell, seconded by Mr. Ferguson and adopted.

SEWER DISTRICT – In the absence of Joe Brilling, Executive Director, agenda items not addressed.

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

- Award CR46 Construction Project – A motion to award bid for CR46 construction project to the low bidder, Evolution Construction Services, was moved by Mr. Campbell and seconded by Mr. Rozell. Discussion. The construction firm is from Clifton Park and the low bid amount is \$485,238.88. The motion to award bid for CR46 construction project to the low bidder, Evolution Construction Services, was moved by Mr. Campbell, seconded by Mr. Rozell and adopted.
- Amend Budget for aluminum and galvanized sign posts and blanks that were ordered last year and received this year. Sign posts and delineators from Chemung Supply total \$10,602 and blanks from Vulcan Aluminum total \$1,508. A motion to amend County Road Fund budget for sign posts/sign blanks was moved by Mr. Campbell and seconded by Mrs. Fedler. Discussion. The cost of a post depends on the length, i.e. 8'2"-foot galvanized post \$15.92. These items are bid and these were purchased from the low bidders. Purchased 500 posts and the Superintendent believes this is the amount ordered annually. The motion to amend County

Road fund budget for sign posts and blanks was moved by Mr. Campbell, seconded by Mrs. Fedler and adopted.

- MaxxForce Engines – The Superintendent had provided the Supervisors with an analysis of MaxxForce engine settlement options. Basically, two ways to go with this noting the County has five trucks: receive \$2,500 for each truck or \$10,000 each towards the purchase of a new truck. For the last few years, the bid has been awarded to the Navistar trucks. The Superintendent stated it is basically \$50,000 verses \$12,500. With the rebate voucher, the trucks have to be ordered within eighteen months and that the rebate will expire eighteen months after the date the rebate certificates are sent to qualifying class members so the County would purchase five trucks within eighteen months and they would have to be the low bidder. The purchase of five trucks within the eighteen span is within the seven year replacement cycle. The Superintendent stated the rebate option is the most fiscally responsible. The County Administrator stated this is within our cycle and not purchasing more than trucks than normal. He also stated the County could pass a standardization resolution for purchasing only Navistar trucks. A motion to go forward with rebate option for MaxxForce engine settlement was moved by Mr. Campbell and seconded by Mrs. Fedler. Discussion. Mr. Hicks stated the rebates are for something that did not work very well and the town of Granville wanted flexibility going forward on what kind of truck they buy and went with the cash option. He does not want to lock into a company that did not do well by us but as long as we bid everything, he can go along with the rebate. Mr. Rozell agrees. The Superintendent stated DPW will still send the trucks out to bid. Mr. Shaw asked if the rebate is applied before or after the low bidder is determined. The County Attorney stated the rebate applied after low bidder determined. The motion to go forward with rebate option for MaxxForce engine settlement was moved by Mr. Campbell, seconded by Mrs. Fedler and adopted. Mr. Hicks opposed.
- Piggyback for Road Painting – They were looking into piggybacking for road painting but it ended up \$275 more than bid that just expired. Last year spent about \$41,000. Decided against this and not spending any extra money.
- Highway Worker III – This is the title for the employees that run the machines. There are permanent Highway Worker III positions and others as needed Highway Worker III. Last year she was allowed to pay the as needed eligible Highway Worker III employees at that rate for twenty-six weeks. This allows for greater flexibility and flexibility on projects and worked out very well for the department last year. Seven employees are eligible to fill Highway Worker III positions. The cost to pay all seven Highway Worker III positions for the summer season is \$6,333.60 and funds are included in the budget. The department is using Highway Worker III as needed already. A motion to approve seven Highway III eligible positions for twenty-six weeks was moved by Mr. Ferguson, seconded by Mrs. Fedler and adopted.
- Mowing contracts were sent out to Supervisors who's town mow for the County.
- MS4 Report will be ready for review prior to the Board meeting.
- Heavy equipment trailer – Last year went out to bid and ordered a low boy. The bid was awarded to Holden and they promised us the trailer by mid-February. This has still not been delivered but told that we should have it delivered by the week of May 20<sup>th</sup>. Because of this delay, the Superintendent is instituting a department policy to follow up on bids – call every month to make sure on schedule.
- Everest dump bodies – Ty McLenithan, Shop Manager, stated the company that the County purchases dump bodies from Everest, a Canadian company, are working with limited staff and currently only on Canadian government projects. The County has three dump bodies ordered but unsure when we are going to get them. The three chassis are on schedule. Mr. Campbell asked if the County should go out to bid. The Shop Manager is suggesting a hold because all companies are in the same boat. Mr. Campbell asked if there is a local vendor and the Shop Manager will check but everyone is waiting on the manufacturers.

- Car Pool – Power Point presentation by Al Nolette, County Treasurer, on the car pool fund – a special revenue fund for the recording of the purchase, repair and maintenance of the County’s car pool/fleet cars, slides attached. In 2016, the Sheriff’s patrol cars were added to car pool. He stated there are significant problems with this fund detailed on page 8 and a possible path forward detailed on page 10. Money that was thought to be seed money from the General Fund to the Car Pool in the amount of \$360,000 was returned to the General Fund but that money was never forwarded to the Car Pool to begin with. The County Treasurer recommends Car Pool returning the \$360,000 or a portion thereof to the General Fund. The chargeback rate, mileage rate, has not changed since 2008 and has not stayed up with the cost of cars. He is recommending a freeze on purchases, ask the Board to return money to the General Fund and authorize an interfund loan from General to Car Pool. Also need to review of the rates we charge. Mr. Haff stated should be at the IRS rate. Mr. Rozell suggested moving some funds from department car pool/travel lines to the Car Pool fund especially because there has been less travel. The County Administrator will have something ready for discussion at the Finance meeting and recommending increasing the mileage reimbursement rate to fifty five cents. He recommends more discussion about options that the Treasurer presented today. The Board could authorize an interfund loan from General Fund to Car Pool to help with cash flow or an interfund transfer or a combination of both. The Treasurer stated Car Pool could be funded the same way as County Road through an interfund transfer. A motion to have the County Administrator and County Treasurer bring a plan to the Finance Committee meeting for consideration was moved by Mr. Shaw, seconded by Messrs. Campbell and Wilson and adopted.

**OTHER BUSINESS:**

Sewer District – In the absence of the Sewer District Executive Director, the Treasurer requested approval of a budget amendment for an engineering contract for SD#1. A motion to amend Sewer District No. 1 budget for engineering contract, Ray Pierce – Wright-Pierce, to the Finance Committee for consideration was moved by Mrs. Fedler, seconded by Messrs. Campbell, Rozell, and Wilson and adopted.

DPW Restart Plan – The Superintendent provided all Supervisors with a DPW restart plan. The proposal is to bring half the crews back on May 18<sup>th</sup> and the remainder on June 1<sup>st</sup>. DPW will follow County policy regarding masks. The County Administrator stated two cloth masks have been issued to employees reporting to work and the employee completed and submitted to his office an acknowledgement form. He suggested possibly insert wording in the employee handbook what it states in the acknowledgement and discuss this at either Government Operations or Finance Committee meetings scheduled for next week. The acknowledgment states all employees will wear a cloth face mask: all employees must wear a cloth face covering when they are on work time and cannot maintain social distance. That would cover DPW when they come back to work. Mr. Hicks asked when DPW comes back to work is it time and a half and discussions on opening up and time and a half need to start rather than wait to the last minute. Chairman Skellie agrees this needs to be discussed and recommends forwarding the discussion to the Finance Committee meeting. Need to know how the resolution and the emergency closure are related and how can they be adjusted. The resolution from March states when the County is operating under an emergency closure order that any employee that reports to their work station is paid hazard pay at time and a half. The Board could amend and specify certain duties and not others and remove hazard pay or have the Chairman rescind emergency closure order; several options. The County Treasurer stated in an email received this morning FEMA is not going to cover the time and a half costs.

Mr. Campbell expressed safety concerns with the Highway crew wearing masks and properly hearing communications around heavy equipment. This should be addressed by the proper committee.

A motion to adjourn was moved by Mr. Wilson, seconded by Mr. Campbell and adopted. The meeting adjourned at 10:12 A.M.

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

The background of the entire image is a light gray gradient. It is decorated with numerous water droplets of various sizes and shapes, some appearing as simple circles and others as more complex, elongated shapes. The droplets are rendered with soft shadows and highlights, giving them a three-dimensional, realistic appearance. They are scattered across the frame, with a higher concentration in the top and bottom corners.

# WASHINGTON COUNTY CAR POOL

ONE LAST DROP

The background of the slide is a light gray gradient with several realistic water droplets of various sizes scattered across it. The droplets have highlights and shadows, giving them a three-dimensional appearance. The largest droplet is in the bottom right corner, while others are smaller and more numerous in the top left and bottom center areas.

# WASHINGTON COUNTY CAR POOL

THE WASHINGTON COUNTY CAR POOL IS A  
SPECIAL REVENUE FUND FOR THE RECORDING  
OF THE PURCHASE, REPAIR AND MAINTENANCE  
OF THE COUNTY'S CAR POOL/FLEET CARS

# REVENUE SOURCES

1-CAR POOL/FLEET CAR BILLING – DEPARTMENTS MAY UTILIZE A POOL CAR AND BE CHARGED BACK FOR THE USAGE. PER RESOLUTION NO. 345 DATED 11/21/2008, THE MILEAGE RATE WAS SET AT \$0.45 PER MILE AND THE FLEET CARS ARE CHARGES EITHER \$0.45 PER MILE OR A MINIMUM RATE OF \$7 PER HALF DAY OR \$9 PER DAY, WHICHEVER IS GREATER

# REVENUE SOURCES

1-CAR POOL/FLEET CAR BILLING CONT.— RESOLUTION NO. 259 DATED 09/16/2016 SET A DIFFERENT RATE FOR VEHICLES NOT PURCHASED WITH CAR POOL FUNDS (I.E. DSS) THE MILEAGE RATE FOR THESE VEHICLES WAS SET AT \$0.35 PER MILE. THE MINIMUM HALF DAY AND FULL DAY RATES WAS ALSO WAIVED FOR THESE VEHICLES.

# BALANCE SHEET

<u>Assets</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Cash	\$131,100	\$675,878	\$849,419	\$514,993	\$675,878	\$675,878
Account Receivable	\$2,105	\$1,011	\$1,098	\$1,457	\$1,011	\$1,011
Allowance for Receivables	\$0	\$0	\$0	\$0	\$0	\$0
State & Federal Aid Receivable	\$0	\$0	\$0	\$0	\$0	\$0
Due From Other Funds	\$66,173	\$62,942	\$71,291	\$80,317	\$62,942	\$62,942
Due From Other Governments	\$0	\$0	\$0	\$0	\$0	\$0
Inventory	\$18,593	\$20,414	\$16,037	\$0	\$0	\$0
Prepaid Expenses	\$2,767	\$2,729	\$2,603	\$2,606	\$2,729	\$2,729
<b>Total Assets</b>	<b>\$220,738</b>	<b>\$762,974</b>	<b>\$940,447</b>	<b>\$599,374</b>	<b>\$742,560</b>	<b>\$742,560</b>
<u>Liabilities and Equity</u>						
<b>Liabilities:</b>						
Accounts payable	\$14,915	\$34,645	\$238,961	\$21,292	\$34,645	\$34,645
Accrued Liabilities	\$0	\$0	\$0	\$643	\$0	\$0
Due to Other Funds	\$35,704	\$375,421	\$19,655	\$29,552	\$375,421	\$375,421
<b>Total liabilities</b>	<b>\$50,619</b>	<b>\$410,066</b>	<b>\$258,616</b>	<b>\$51,487</b>	<b>\$410,066</b>	<b>\$410,066</b>
<b>Fund Equity:</b>						
<b>Not in Spenable form</b>						
Inventory	\$18,593	\$20,414	\$16,037	\$0	\$0	\$0
Prepaid Retirement	\$2,767	\$2,729	\$2,603	\$2,606	\$2,729	\$2,729
Encumbrances	\$4,725	\$120,698	\$0	\$0	\$0	\$0
Assigned-Appropriated	\$0	\$0	\$0	\$0	\$0	\$0
Assigned-Un-Appropriated	\$144,034	\$209,067	\$663,192	\$545,280	\$329,765	\$329,765
<b>Total Fund Equity</b>	<b>\$170,119</b>	<b>\$352,908</b>	<b>\$681,831</b>	<b>\$547,886</b>	<b>\$332,494</b>	<b>\$332,494</b>
<b>Total liabilities and Fund Equity</b>	<b>\$220,738</b>	<b>\$762,974</b>	<b>\$940,447</b>	<b>\$599,373</b>	<b>\$742,560</b>	<b>\$742,560</b>

# INCOME STATEMENT

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Income:						
Interest	\$1,154.80	\$703.07	\$652.77	\$517.41	\$671.45	\$830.73
Sale of Equipment	\$13,191.00	\$38,575.00	\$24,570.00	\$0.00	\$28,820.00	\$12,870.00
Insurance Recoveries	\$0.00	\$882.00	\$0.00	\$0.00	\$9,809.71	\$0.00
Interdepartmental	\$1,351.13	\$1,368.57	\$807.58	\$878.65	\$6,827.37	\$5,502.73
Pool Car	\$60,608.93	\$112,972.24	\$125,295.85	\$114,144.05	\$172,413.45	\$150,606.25
Fleet Car	\$754,675.96	\$718,693.58	\$730,464.22	\$698,050.42	\$219,759.83	\$211,112.76
State Aid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Federal Aid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Interfund Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$830,981.82	\$873,194.46	\$881,790.42	\$813,590.53	\$438,301.81	\$380,922.47
Expenses:						
Personal Services	\$90,767.00	\$88,240.00	\$84,003.83	\$80,299.80	\$77,745.27	\$74,938.63
Fringe	\$27,082.68	\$26,299.89	\$25,232.99	\$25,452.68	\$26,762.40	\$26,946.08
	\$117,849.68	\$114,539.89	\$109,236.82	\$105,752.48	\$104,507.67	\$101,884.71
Equipment - Other	\$1,285.14	\$460.47	\$1,225.81	\$0.00	\$0.00	\$0.00
Equipment - Vehicles	\$504,986.84	\$301,180.27	\$283,567.20	\$365,489.50	\$45,176.00	\$94,583.54
Contractual	\$389,649.43	\$425,935.58	\$353,816.07	\$345,871.09	\$134,909.73	\$165,862.81
Interfund Transfers	\$0.00	\$360,000.00	\$0.00	\$12,179.00	\$0.00	\$0.00
	\$1,013,771.09	\$1,202,116.21	\$747,845.90	\$829,292.07	\$284,593.40	\$362,331.06
	(\$182,789.27)	(\$328,921.75)	\$133,944.52	(\$15,701.54)	\$153,708.41	\$18,591.41

## BUDGETED VEHICLE PURCHASES:

2014-\$106,200.

2015-\$ 48,500.

2016-\$389,799.

2017-\$259,000.

2018-\$419,000.

2019-\$389,800.

## CURRENT ISSUE:

\*2019 Ending Fund Balance: \$144,034.

\*Current Cash Balance: \$87,564.10

\*Significant reduction in 2020 revenues due to closure

\*Revenues while appropriate in total are over 12 months time

Purchase Orders issued March 2020:

696J Pickup Truck - \$36,981.50

2020 Chevy Sonic 4DR - \$30,693.40

2020 RAM 3500 Crew 1 Ton - \$88,798.32

Total Purchase Orders - \$156,473.22

## HISTORICAL NOTES:

An amendment was made in committee during the 2018 budget workshops to move \$360,000 of “seed” money from Car Pool back to General, in the amount of \$360,000.00

In reviewing the 2016 fiscal year, in which the Sheriff vehicles were moved from General Fund to Car Pool, it appears that there was a large purchase of Sheriff cars and the revenue was adjusted accordingly to cover the purchases, however, no infusion of cash actually was made from the General Fund.

## POSSIBLE PATH FORWARD:

1-Immediate freeze on any further purchases out of Car Pool

2-All or a good portion of the \$360,000 sent to General Fund be returned (at least \$200,000)

3-Possible authorization of an interfund loan from General Fund to Car Pool, not to exceed \$100,000.

4-Serious review and consideration of the current chargeback rate that has remained flat since 2006 while the price of vehicles has increased.

The image features a light gray background with a subtle gradient. In the corners, there are several realistic-looking water droplets of various sizes, some overlapping. The droplets are rendered with soft shadows and highlights, giving them a three-dimensional appearance. The word "QUESTIONS ?" is centered in a bold, black, serif font.

**QUESTIONS ?**