

PUBLIC WORKS COMMITTEE MEETING MINUTES  
JUNE 1, 2021

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

PUBLIC WORKS COMMITTEE MEMBERS ABSENT: Wilson

SUPERVISORS: Hall, Henke, Losaw, Ward, 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 – April 27, 2021
3. Department Reports/Requests:
  - A. Sewer District
    - 1) Staffing
      - a. Backfill Request – Executive Director – Retirement
      - b. Discuss Staff Reorganization and Changes to Staffing Pattern
    - 2) Recognize Grant Awards
      - a. Environmental Planning Grant - \$100,000
      - b. Green Innovation Grant - \$960,000
    - 3) Write off 2019 Unpaid Out of District Sewer Bill - \$301.81
  - B Department of Public Works
    - 1) Carry Over Grants
      - a. MS4
      - b. Doc Johnson & Cemetery Bridge Preservation
      - c. CR 46 Paving Preservation
    - 2) Request Budget Amendment – New CHIPS Money
    - 3) Household Hazardous Waste Recycling Grant
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 April 27, 2021 meeting was moved by Mr. Rozell , seconded by Mr. Ferguson, and adopted.

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

- STAFFING:
  - Backfill Request – Received a resignation from a long time employee, Pump Station Sewer Maintenance Worker, effective July 2, 2021 and would like to promote from within to fill that backfill; move a Sewer Maintenance Worker to Pump Station Sewer Maintenance Worker. Also requesting to promote a long term Laborer to the Sewer Maintenance Worker position. A motion to forward backfills created by resignation of Pump Station Sewer Maintenance Worker to the Personnel Committee for consideration was moved by Mr. Hicks, seconded by Messrs. Shaw and Ferguson, and adopted.
  - Executive Director – Retirement – The Executive Director plans to retire in June of 2022. The Sewer District Board of Commissioners sent a letter to the Chairman of the Board, Personnel Committee and Public Works Committee stating they feel strongly

that they should be involved in the interviewing and decision making for his position. The Executive Director recommends getting someone in to shadow him for three to six months stating it would benefit the County and the Sewer District and the Commissioners agree. Mr. Hicks stated the normal procedure would be for the Personnel Committee to do all the work and make the final decision. If the Commissioners want to be involved he suggested two options: have all five Commissioners and a few member of Personnel or the Personnel Committee and ask two members of the Sewer District Board of Commissioners to join with the committee in making the decision. He is open to discussing either way and has no problem with them being involved. The Executive Director stated there are seven Commissioners. He also requested a response to the letter the Commissioners sent to the committee chairman. Mr. Hicks would like to discuss this letter with the Personnel Committee and get their thoughts before responding. Regarding the procedure going forward, the County Administrator stated first need to decide how much time to allow for the shadow period. This is a civil service competitive position and the exam has been ordered.

- Staff Reorganization and Changes to Staffing Pattern – The Executive Director will address changes to the staffing pattern during the budget process.
- GRANT AWARDS:
  - Environmental Planning Grant - \$100,000 – Plans to incorporate into feasibility study RFP that was awarded a few months ago. Needs to address the budget amendment for \$50,000 with the Board of Commissioners prior to action by this committee.
  - Green Innovation Grant Program - \$960,000 – This is tied to the design work at the plant and they are starting to get some final pricing.  
Plans to bring resolutions to recognize the grant awards amending the budget to the next committee meeting.
- Write off 2019 Unpaid Out of District Sewer Bill - \$301.81 – Due to position changes in the office this billing was lost in the process and they cannot go back and add to the tax bill because it is an out of district user. The property was sold in between billing cycles. Requesting to formally write off this loss. A motion approve writing off 2019 unpaid out of district sewer bill in the amount of \$301.81 and forward to the Finance Committee was moved by Mrs. Fedler, seconded by Mr. Ferguson. Discussion. Mr. Shaw stated this does not impact the County budget so why does it need to go to Finance. The County Treasurer stated it does not have to go to Finance if the committee does not want it to. Mrs. Fedler and Mr. Ferguson withdrew their motion and second. A motion to approve writing off 2019 unpaid out of district sewer bill in the amount of \$301,81 was moved by Mr. Shaw, seconded by Mr. Ferguson and Mrs. Fedler, and adopted.

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

- Carry Over Grants:
  - MS4 – \$112,031.25
  - Doc Johnson & Cemetery Bridge Preservation – \$87,156.09
  - CR 46 Paving Preservation \$135,569.34A motion to amend 2021 budget to carry forward unspent grant funds for MS4 in the amount of \$112,031.25, Doc Johnson & Cemetery Bridge Preservation in the amount of \$87,023.09 and CR 46 Paving Preservation in the amount of \$135,569.34 and forward to the Finance Committee was moved by Mr. Ferguson, seconded by Mrs. Fedler, and adopted.

- Budget Amendment CHIPS and Extreme Winter Recovery – Received an increase in CHIPS Pave and Extreme Winter Recovery funding and also has funds to roll over from last year for a total of \$1,023,270.02. A motion to amend 2021 budget to recognize additional CHIPS and Extreme Winter Recovery funding and rollover funds from last year in the amount of \$1,023,270.02 and forward to the Finance Committee was moved by Mr. Shaw, seconded by Mrs. Fedler and Mr. Ferguson, and adopted.
- Household Hazardous Waste Recycling Grant – Requesting permission to hold a household hazardous waste collection day. The event would be performed this year and reimbursed up to 50% next year in January or February. She did not budget for this event in the current 2021 budget. She does not see a cap in the requirements like there was in previous grants. The last time a household hazardous waste day was held in November of 2017 and the committee did not think this was going to be an annual event more like every five years. Receive calls weekly asking about a collection day and several Supervisors concurred they receive calls on a regular basis. The cost of the last event was \$33,000 and the County was reimbursed \$15,000. Include in budget for 2022 was committee consensus.
- WQIP (Water Quality Improvement Program) Grant – Requesting permission to apply for a WQIP grant in the amount of \$1M with a 25% local match from our forces and equipment, no out of pocket dollars. A motion to approve applying for WQIP grant was moved by Mrs. Fedler, seconded by Mr. Ferguson, and adopted.
- Awarded funding in the amount of \$132,000 for the purchase of brine maker from the Lake Champlain Basin Program. A motion accept grant was moved by Mrs. Fedler, seconded by Mr. Ferguson and forward budget amendment to Finance Committee and adopted.
- Supplemental agreement for County Route 35 and 36 Pavement Preservation Project for construction funding in the amount of \$1,714,384 and this includes construction inspection. A motion to approve supplemental agreement for County Route 35 and 36 Pavement Preservation project in the amount of \$1,714,384 and authorize signature of contract with the construction inspection firm and forward to the Finance Committee for a budget amendment was moved by Mrs. Fedler, seconded by Mr. Ferguson, and adopted.

#### OTHER BUSINESS:

Car Bids – Only received one bid for a 2022 Chevy Trailblazer all-wheel drive four door with backup camera, Bluetooth radio, and land, and collision avoidance. It has a 36,000 miles bumper to bumper warranty, five years 60,000 miles on powertrain, eight inches for ground clearance and it will take approximately ten to fourteen weeks for delivery from Chevrolet of Smithtown. The bid price minus the rebates is \$21,781.40. Mr. Hicks stated car pool budgeted two DPW pickups, a minivan and five Sheriff vehicles. No money budgeted in the 2021 budget in DSS or car pool to purchase the three vehicles bid and would have to use fund balance or contingency funds. If purchased out of DSS the three vehicles are for that department and they also have three vehicles eligible to transfer to car pool. He stated that the cars were not budgeted and the car pool is working so why purchase any vehicles suggesting to budget and purchase these cars in next year's budget. New cars purchased last year have very little mileage on them due to the pandemic. Discussion ensued on what cars would come out of car pool to go to auction and best use of the Sheriff vehicles rotated into the pool. Mr. Shaw is not clear with the details involving car pool and plan and suggested holding off a month to get more information before making any decision on whether or not to purchase vehicles. Mr. Campbell stated if we are going to go with DSS cars then probably electric is the way to go. The average car pool gas mileage is 14 miles per gallon. The savings on fuel and maintenance on the electric vehicles is far better. He would bid for

electric vehicles and his idea behind that was to give us an idea that if we had six months of data by the end of the year we could kind of decide where we were headed next year. He was looking at cost avoidance in the future and would move forward with bidding at least three electric vehicles and a maximum of six and move forward with the State paying for the infrastructure, charging stations and that is why he recommends moving sooner rather than later. Mr. Haff does not want to hear anything more about electric vehicles. Mr. O'Brien thinks it would be best to take a step back and look at how we cycle cars through car pool and evaluate car pool before making a decision. He would like a group to take a look at the age of the cars, how cars are cycled in and out including DSS and Sheriff vehicles and evaluate bringing in electric cars. Look at an overall plan for DSS and Sheriff and not treat them as separate entities. The bid is good for ninety days. The County Administrator is willing to sit down with the Public Works Superintendent and go through car pool to see what we have for vehicles, usage, age, condition, how cars cycle through the Sheriff's department, mileage, and where they go, how many cars we actually need now and report back at the next committee meeting. The Treasurer stated car pool owns all these cars but some of them are designated to specific departments. The committee would like information on all fleet and car pool vehicles and the cars from DSS and the Sheriff and what cars are being moved out included in the review of the car pool.

The meeting adjourned at 11:03 A.M.

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