

PUBLIC WORKS COMMITTEE MEETING MINUTES
JULY 27, 2021

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

PUBLIC WORKS COMMITTEE MEMBERS ABSENT: Haff

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

Debra Prehoda, Clerk

Roger Wickes, County Attorney

Al Nolette, County Treasurer

Melissa Fitch, County Administrator

Deborah Donohue, Supt. Public Works

Joe Brilling, Exec. Director SD#2

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Accept Minutes – June 29, 2021
3. Department Reports/Requests:
 - A. Sewer District
 - 1) Discuss Approval of Energy Performance Contract
 - 2) Request for Budget Amendment – Purchase of Pumps
 - B. Department of Public Works
 - 1) Staffing
 - a) Bridge Repair Person – Backfill -
 - b) Highway General Foreman II - Backfill
 - c) Senior Account Clerk – Backfill - Retirement
 - d) Senior Engineer – Backfill – Retirement
 - 2) Miscellaneous
4. Other Business
5. Adjournment

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

A motion to accept the minutes of the June 29, 2021 meeting was moved by Mr. Shaw, seconded by Mr. Wilson, and adopted.

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

- The Treasurer stated that he met with the Sewer District Executive Director and EFC yesterday about the Sewer District's short term financing and they are working with bond counsel right now that under the COVID legislation changes they allow municipalities to go from five years to seven years so they are looking at the number to see if it is advantageous to go another year on the short term before they go long term. Will address this with the committee next month if they need addition resolutions and funding levels.
- Budget Amendment – A motion to approve amending budget for the purchase of replacement pumps (2-5hp & 2 E1 grinder pumps) for the collection system in the amount of \$8,800 moving funds from Fund Balance to GB.8000.8120.2090 to cover this expense was moved by Mr. Campbell, seconded by Mr. Wilson, and adopted.
- Approval for Amended agreement with Environmental Design Partners whom the Sewer District has a contract with to do a feasibility study, \$50,000. They have a grant award that the Sewer District is going to add to that project for an I&I (infiltration and inflow) study of the area they were looking at anyway and requesting to amend the agreement from \$50,000 to \$150,000. The Commissioners have approved. A motion to approve adding the \$100,000 grant to the Environmental Design Partners contract was moved by Mr. Campbell and seconded by

Mr. Shaw and Mrs. Fedler. Discussion. The Treasurer suggested the Sewer District Executive Director should ask for a waiver from this committee so the contract would not have to go out to bid. The Sewer District Executive Director stated the feasibility study was for a large scope of work that would not be completed for the \$50,000. The Treasurer stated this is not like a change order for \$2,000. A motion to approve adding the \$100,000 grant to the Environmental Design Partners contract was moved by Mr. Campbell, seconded by Mr. Shaw and Mrs. Fedler, and adopted. A motion to waive the procurement policy requirements was moved by Mr. Campbell, seconded by Mr. Wilson, and adopted.

- Approval of Energy Performance Contract – The Commissioners have approved. They would like to enter another performance contract for only plant improvements relating to the long term control plan. Not sure how much it is going to be, bids are due on August 12th and this contract is with Wendel Companies; they have been through other project phases with them and this is the next step to keep the work moving. The amount of the work will be around \$10M or \$11M but with current pricing that amount will most likely be different. The contract, assurances and estimates have been reviewed by the Executive Director, plant staff, Board of Commissioners and legal. EFC who has the engineering study involved with this are comfortable moving forward; will ultimately be financed through the EFC. NYSEDA has reviewed and approved the flex tech study and work to be done as a performance contract. Requesting approval to move forward with this, accept the bids and move forward with the project. A motion to approve moving forward with energy performance contract was moved by Mr. Campbell and seconded by Mrs. Fedler. Discussion. Mr. Campbell stated this is a performance contract and does that mean a share of that coming back and the Executive Director stated only if it does not work. The Executive Director stated this was part of an RFP and a contract awarded to Wendel. A motion to approve moving forward with energy performance contract was moved by Mr. Campbell, seconded by Mrs. Fedler, and adopted.

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

- Staffing Requests: These are anticipated vacancies due to retirements and the backfills create cascading backfills.
 - Bridge Repair Person – Backfill – Anticipated Retirement – Permanent Position - There are two permanent Bridge Repair employees that go out and repair bridges all year long. They do have temporary Bridge Repair employees in the summer.
 - Highway General Foreman II – Backfill – Retirement
 - Senior Account Clerk – Backfill – Retirement

The Superintendent asked if she should go through all the cascading backfill possibilities regarding these positions and Chairman Skellie asked how the committee wanted to proceed. Mr. Wilson stated he is okay at just looking at the position itself understanding there are promotions within and all those kinds of things; opportunities for employees to be promoted and sometimes those are better solutions for us. The Superintendent stated depending on who is selected for the position determines the number of cascading slots to be backfilled; i.e., depending on who is selected for the Highway General Foreman II there could be four backfills with one scenario and five with another because she does not know at this time which person will be selected. She stated she can go over all of them but it might not happen that way. Mr. Wilson stated let the selection process take its course. The Superintendent requested permission to backfill three positions which all have cascading backfills due to retirements, Bridge Repair Person, Highway General Foreman II and Senior Account Clerk. A motion to move those positions which have cascading backfills forward was moved by Mrs. Fedler, seconded by Mr. Wilson, and adopted. (Forwarded to Personnel Committee.)

- Senior Engineer – Backfill – Retirement – Superintendent postponed until next month to allow more time to figure out what is the best way to go for the department.
- Miscellaneous:
 - Award Bids for Sheriff Vehicles and Investigator Vehicle - Sheriff patrol – The low bidder is Joe Basal Chevrolet. Bids were issued at the beginning of the year and almost awarded but the bid was pulled. The bids as follows: Sheriff Patrol vehicles (4) \$184,709.52 and the bid last spring was \$172,380, a difference of +\$12,329, and the Investigator vehicle \$40,347.39 and the bid last spring was \$37,241, a difference of +\$3,106. A motion to award bid for four Sheriff patrol vehicles and one Investigator vehicle to the low bidder Joe Basal Chevrolet was moved by Mrs. Fedler and seconded by Mr. Wilson. Discussion. These vehicles were budgeted for and the funds are in the budget to cover this expense with a little over \$4,000 remaining. A motion to award bid for four Sheriff patrol vehicles and one Investigator vehicle to the low bidder Joe Basal Chevrolet was moved by Mrs. Fedler, seconded by Mr. Wilson, and adopted.
 - 2022 Warren County Snow and Ice Agreement – A motion authorizing agreement between the County of Washington and the County of Warren for the removal of snow and salting/sanding to control ice on paved Warren County roads for 2022 was moved by Mr. Wilson and seconded by Mrs. Fedler. Discussion. The County Attorney indicated these were the same terms as the previous year's agreement. The motion authorizing agreement between the County of Washington and the County of Warren for the removal of snow and salting/sanding to control ice on paved Warren County roads for 2022 was moved by Mr. Wilson, seconded by Mrs. Fedler, and adopted.

OTHER BUSINESS:

Granville Senior Shuttle – Mr. Hicks stated the village/town of Granville have a senior shuttle that shuttles seniors around three days a week through an agreement for a van through LEAP and they use the van the other two days. LEAP has decided to bring this van back into their fleet once school starts so they would be without a vehicle. In January, Granville went out to bid and placed the order in February so they would have it in plenty of time before the LEAP contract expired. It was due for delivery in April, then pushed to June and now as of July 1st they are not making anymore 2021 vans and they have to wait until 2022 so they do not have a vehicle. They asked LEAP to extend contract but they really want to bring the van back into their fleet once the school year starts, checked with the Chairman of the Board and Superintendent of Public Works about renting a vehicle until their van arrives and they called Enterprise and they did not have a vehicle to lease for a few months. The Office for the Aging has a van that they are willing to rent to the village/town of Granville until they get their van. Resolution No. 55 dated February 16, 2018 allows temporary use of County Car Pool vehicles by towns and villages. The village/town of Granville will pay the car pool rate and they will also pay for the gasoline and the driver until they get their vehicle. He does not want to have to suspend this service. The County Attorney stated the resolution has a ninety day cap. The 90-days was to protect the County from getting into the long term car rental business; willing to help out in an emergency. Has to come back to committee if the van is needed past the allowed 90 days. A motion to allow the temporary use of a Car Pool vehicle to the government entities of Granville was moved by Mr. Wilson and seconded by Mr. Campbell. Discussion. Mr. Hicks stated the village of Granville administers the program, will sign agreement, and send the check. The Superintendent of Public Works stated the fleet vehicles are charged a minimum of \$9.00 per day and if the mileage adds up to more (20 miles at .45 per mile) than \$9.00 then that will be charged. The County Attorney stated the use will be restricted and the

village/town will pay for the gas. A motion to allow the temporary use of a Car Pool vehicle to the government entities of Granville was moved by Mr. Wilson, seconded by Mr. Campbell, and adopted.

Mileage Rate – Mr. Campbell, Budget Officer, stated in 2019 we used the entire budget and the average price of gasoline was \$2.00 per gallon and it is currently at \$2.50; up 25%. He is unsure for next year and will need to look at the rate and that is why he looked at electric vehicles. The Treasurer would like to work with the Superintendent and Budget Officer to look at the mileage rate because it is supposed to generate cost of replacement and the fund it is not self-sustainable.

Problem on Co. Rt 12 – Mr. Rozell has contacted the County Attorney and Superintendent of Public Works about a problem on Co. Rt. 12. Cemetery Lane pulls right out onto Co. Rt. 12 and a landowner with property to the south is encroaching on county property; brush piled up and trucks and motorcycles parked. The property is so full the vehicles are coming out to the road and encroaching on County property. It is very dangerous there pulling out with a vehicle and also the Amish live up on Cemetery Lane and pull out with their horse and buggy. He would like the items moved so you can see to the south. He is looking for a solution to this problem. This is a turnpike and the landowner is within the center line boundaries. The Superintendent has the authority to send a letter advising the property owner that he has to remove the items from the right of way. The County Attorney will write the letter but it is the Superintendent of Public Works authority to exercise the removal of any vehicle, rocks, trees, etc. left unattended for more than 24 hours in the right of way of any County road per Highway Law. The County is liable if something is in our right of way and someone hits it; it is supposed to be clear. Will have a Deputy Sheriff deliver the letter with a time deadline to remove items in our right of way.

Slow Moving Vehicles - Mrs. Clary would like slow moving vehicle signs on Rt. 22 in Salem for the Amish buggies that travel that road and she understands this has to go through the State. The Superintendent will forward this request to the State.

The meeting adjourned at 10:54 A.M.

*Debra Prehoda, Clerk
Washington County Board of Supervisors*

Amended 02/16/18

Resolution No. 55 February 16, 2018

By Supervisors Shaw, Campbell, Shay, Idleman, Haff, Hicks, O'Brien, Moore, Skellie, Hogan

TITLE: To Allow Temporary Use of County Car Pool Vehicles by Towns and Villages

WHEREAS, the County maintains a fleet of vehicles for official County use through the County Car Pool, and

WHEREAS, Departments are able to sign these vehicles out for use for official County business and are billed a flat mileage rate of \$0.45 per mile to cover fuel, maintenance, and vehicle replacement costs, and

WHEREAS, the County is interested in expanding the shared services it offers to local municipalities where such shared services are mutually beneficial, and

WHEREAS, there has been a request from a local municipality to use a County Car Pool vehicle for a short period of time while the municipality is without a vehicle required for a service they deliver to the Community, and

WHEREAS, the local municipality is willing to pay the standard Car Pool rate of \$0.45 per mile and use the vehicle for a period not to exceed 90 days; now therefore be it

RESOLVED, that Washington County will, from this point forward, allow local Towns and Villages to utilize County Car Pool vehicles for a period not to exceed 90 days; and be it further

RESOLVED, the local municipalities will be charged the standard Car Pool rate of \$0.45 per mile; and be it further

RESOLVED, this service shall only be offered to local municipalities if such request does not unduly impair the operation of the County Car Pool Fleet for official County business and to replace a currently existing vehicle of the requesting municipality.

BUDGET IMPACT STATEMENT: Will result in additional Car Pool revenue through the use of vehicles that otherwise would have been idle. The rate charged for this service is set to include fuel, maintenance and replacement of the vehicle in use.

\$9.00 minimum for work days. (20 miles @ 45¢/mi = 9.00)
If mileage adds up to less than \$9.00 for a day then it's charged \$9.00. If mileage adds up to more than \$9.00 that will be the cost.