

PUBLIC WORKS COMMITTEE MEETING MINUTES
SEPTEMBER 1, 2020

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

PUBLIC WORKS COMMITTEE MEMBERS ABSENT: Rozell

SUPERVISORS: Hall, Henke, O'Brien, Griffith

Debra Prehoda, Clerk

Roger Wickes, County Attorney

Chris DeBolt, County Administrator

Al Nolette, County Treasurer

Deborah Donohue, Supt. Public Works

Joe Brilling, Exec. Director Sewer District

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Accept Minutes – July 28, 2020
3. Department Reports/Requests:
 - A. Sewer District
 - 1) Budget Amendment – Phones & Fuel Cost Re-Allocation
 - B. Department of Public Works
 - 1) Household Hazardous Waste Collection Day
 - 2) Paving Update
 - 3) Miscellaneous
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 July 28, 2020 meeting was moved by Mr. Ferguson, seconded by Mrs. Fedler and adopted.

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

- Budget Amendments:
 - Diesel Fuel – Due to a personnel change in the department all diesel fuel was charged to one account and requesting to allocate diesel fuel charges to the proper accounts. A motion to move \$340 into 8130.427 and \$2,111 into 8131.427 from 8120 was moved by Mrs. Fedler, seconded by Mr. Ferguson and adopted.
 - New Phones – The phones are twenty-five years old and outdated with numbers that do not work and displays are shot for caller ID and requesting to upgrade the phone system. A motion to move \$600 of fund balance into 8120.2 for phone system upgrade was moved by Mr. Ferguson, seconded by Mr. Wilson and adopted.

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

- Shoulder Machine – DPW went out to bid for a shoulder machine and Contractor Sales was the low bidder at \$113,528. A motion to accept low bid from Contractor Sales for shoulder machine in the amount of \$113,528 was moved by Mr. Ferguson and seconded by Mr. Wilson and Mrs. Fedler. Discussion. Money was moved from the capital project to Road Machinery in March 2020 per Resolution No. 114 for this purchase. The motion to accept low bid from Contractor Sales for shoulder machine in the amount of \$113,528 was moved by Mr. Ferguson, seconded by Mr. Wilson and Mrs. Fedler and adopted.
- Fuel System Upgrade – This was discussed back in February; quotes solicited and would like to award. There are only two vendors licensed and authorized by equipment manufacturer to do the project. Both DPW and County Administration have spent a considerable amount of time to solicit quotes from both vendors but were only successful in getting a quote from one.

Quote received in the amount of \$140,362. The County Administrator stated what is needed is a resolution from the committee to accept the quote from S&W and deem it a sole source purchase. A motion to accept quote from S&W for fuel system upgrade in the amount of \$140,362 and deem it a sole source purchase was moved by Mrs. Fedler and seconded by Mr. Wilson. Discussion. This upgrade will bring the tanks in compliance with DEC regulations and upgrade so that it is compliant with the IT program. This is sensors for the tanks, hardware will be installed on our infrastructure; technology hardware and software. Money was transferred from the capital project for this purchase. The motion to accept the quote, deem it sole source in compliance with the Procurement Policy and with the funding in place does not have to go to the Finance Committee. This is a fair price and under what they budgeted. The current system is very antiquated. The system keeps real time tracking of how many gallons are in the tank and how many gallons have been dispensed and provides notification by email and/or text of a problem; rupture or spill. The motion to accept quote from S&W for fuel system upgrade in the amount of \$140,362 and deem it a sole source purchase was moved by Mrs. Fedler, seconded by Mr. Wilson and adopted.

- Household Hazardous Waste Collection Day – DPW wants to apply for a 50% grant for collection of household hazardous waste but there is a cap/limit and is the committee interested in pursuing this. She cannot get confirmation that the state funding is there as was stated in an email she received a month ago. The County did conduct a collection day a few years ago and exceeded the limit but gets less expensive if it is offered more often. Mr. Haff stated it is a good thing to do but we probably don't have the money to do it mentioning the previously approved expenditures. Mr. Campbell, Budget Officer, does not think it is a good fit right now and unsure if the State will provide the 50% funding. Mr. Wilson stated it is a good thing to do but with resources they way they are wait.
- Co. Rt. 10 Bridge – Expects to have a schedule A for the Co. Rt. 10 bridge project to present to the Finance Committee; \$120,000 and the County responsible for 5%.
- Lift for Car Pool – Requesting permission to replace an aging lift in Car Pool; cylinders leaking and arms fatigued and bending and will not pass inspection. They have three quotes with the lowest \$15,692.50. The County Administrator stated there were five Sheriff cruisers that were in the 2020 budget to be purchased and when things slowed down in March held off on purchases and the Sheriff stated he will forgo the purchase of those five cruisers for 2020. Approximately \$170,000 in Car Pool equipment line for those cruisers that will not be spent this year. Monies could be moved from the Car Pool vehicles line to the equipment other line to purchase the \$16,000 lift by a Budget Officer transfer. A motion to approve moving funds within Car Pool equipment lines for the purchase of a new lift was moved by Mr. Campbell and seconded by Mrs. Fedler. Discussion. Mr. Shaw asked how this impacts the Car Pool rotation by not purchasing the Sheriff cruisers. The County Administrator stated the unspent \$170,000 could be left in fund balance because it is not good to not purchase any cruisers this year. Mr. Campbell stated \$360,000 was also moved back into this fund. He also noted that our first set of DSS cars will be coming back into the pool but we still need to make sure we get back on track. Some mileage was saved on the cruisers by not having to transport inmates to local courts but otherwise maintained their patrols. The general fleet and car pool vehicles for the most part were not being driven during shut down, less mileage, and that was a savings in the General Fund but a loss of revenue for Car Pool. The motion to approve moving funds within Car Pool equipment lines for the purchase of a new lift was moved by Mr. Campbell, seconded by Mrs. Fedler and adopted.
- Sheriff Vehicles – The County Treasurer suggested considering buying two cruisers this year rather than none. Mr. Campbell stated the Sheriff brought forward not purchasing the cars this year. Mr. O'Brien suggested reevaluating prior to the end of the year not knowing about State funding impacts and the Treasurer stated State Aid has no effect on Car Pool or Road

Machinery. Mr. Hicks suggested discussing this with the Sheriff today at the Public Safety Committee meeting and then forward it on to the Finance Committee for consideration. A motion to purchase two Sheriff's patrol vehicles out of Car Pool and forward to the Finance Committee was moved by Mr. Hicks and seconded by Mr. Campbell. Discussion. The Treasurer will have figures for the Finance meeting. Mr. Wilson stated more discussion will be helpful. The motion to purchase two Sheriff's cruisers out of Car Pool and forward to the Finance Committee was moved by Mr. Hicks, seconded by Mr. Campbell and adopted.

- Pilot program collaborating with the Hudson Falls Police Department having Car Pool perform light maintenance on their vehicles, charging them for time and materials, anticipating no more than 20 hours of work per year. The DPW Superintendent would like to do this pilot program for a year, review how it went and report back to committee. The County Administrator stated no shared services plan submitted this year. A motion to move forward with pilot program collaborating with Hudson Falls Police Department for Car Pool to perform light maintenance on their vehicles was moved by Mrs. Fedler, seconded by Messrs. Wilson and Ferguson and adopted.
- Temporary Backfill Highway Worker II – Requesting a temporary backfill for a Highway Worker II that is going out for surgery on September 15th and also have an upcoming retirement in November that if this temporary backfill works out will be considered for the full time position in November. A motion to authorize approval of temporary Highway Worker II was moved by Mr. Campbell and seconded by Mr. Wilson, Mrs. Fedler and Mr. Ferguson. Discussion. Backfill the full time position retiring in November would need to come back to committee. This is not a civil service position. The motion to authorize approval of temporary backfill Highway Worker II was moved by Mr. Campbell, seconded by Mr. Wilson, Mrs. Fedler and Mr. Ferguson and adopted.
- Salt bids stayed flat.
- Paving Update: Completed 7.4 miles of paving projects and working on Co. Rt. 30 another 3.4 miles. She asked if the committee was interested in floating the department the additional 20% in funding for paving projects; about \$500,000. Asphalt prices are low right now. The County Administrator stated there is no certainty at this time about State funding. The Treasurer thinks the 80% they are getting this year will be the number for next year. The Superintendent stated they will continue to do projects until they run out of the 80%. Mrs. Fedler stated maybe she might only need a portion of the 20% to finish a project and the committee should keep an open mind. The Superintendent stated by the next meeting will know if they could even use the extra 20% due to the time of year.
- Miscellaneous:
 - The Board approved creating capital project #128 for minor road and bridge projects funded by Marchiselli funds which are spend first and then apply for funding. The Treasurer stated he failed to include in the resolution a resolve authorizing an interfund loan. A motion to forward to the Finance Committee amendment to the resolution creating capital project #128 for Marchiselli funded projects adding a resolve authorizing an interfund loan up to the amount of the Marchiselli aid was moved by Mr. Ferguson, seconded by Mrs. Fedler and adopted.

OTHER BUSINESS: Mr. Campbell, Budget Officer, stated we are going into the budget season blind with no guidance from the State. He stated he thinks right now we need to be a little careful and conservative and plans to amend this year's budget moving funds at Finance that departments have saved.

A motion to adjourn was moved by Mr. Ferguson , seconded by Mr. Campbell and adopted. The meeting adjourned at 10:57A.M.

Debra Prehoda, Clerk, Washington County Board of Supervisors