

JOINT PUBLIC WORKS AND FINANCE COMMITTEE MINUTES  
SEPTEMBER 29, 2020

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

PUBLIC WORKS COMMITTEE MEMBERS ABSENT: Shaw, Ferguson

FINANCE COMMITTEE MEMBERS PRESENT: Campbell, O'Brien, Hicks, Fedler, Skellie, Hogan, Clary, Rozell, Losaw, Ward, Griffith

FINANCE COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Hall, Henke

Sandy Huffer, Deputy Clerk

Al Nolette, Treasurer

Deb Donohue, Supt. of DPW

Chris DeBolt, County Administrator

Roger Wickes, County Attorney

Joe Brilling, Sewer District Director

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Accept Minutes – September 1, 2020
3. Department Reports/Requests
  - Sewer District
    - 1) Request for Budget Amendments
      - a. Feeder Street, HF Project Change Orders
      - b. Emergency Repairs – Rogers Street, FE
    - 2) 2021 Budget
      - Department of Public Works
        - 1) Warren County Snow & Ice Agreement
        - 2) Lake Champlain Grant Opportunity
        - 3) Insurance Recovery for Guide Rail Accident
        - 4) Miscellaneous
      - 5) 2021 Budget
4. Other Business – Church Street Property
5. Adjournment

Chairmen Skellie and Campbell called the Joint Public Works and Finance Committee meeting to order at 9:34 AM.

A motion to accept the minutes from the September 1, 2020 meeting, was moved by Mr. Campbell, seconded by Mrs. Fedler and adopted.

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

- Budget Amendments
  - A budget amendment is needed for the Feeder Street project in Hudson Falls, added an additional 350 feet of sewer, change orders for \$52,750 for construction and \$7,500 for technical service change order to pay for on-site inspection for a total amount of \$60,250. A motion to forward a budget amendment to the Finance Committee moving \$60,250 from capital reserves to the grant contractual account, was moved by Mrs. Fedler, seconded by Mr. Campbell and adopted.
  - Emergency repairs were needed on Rogers Street in the Town of Fort Edward. Initially was only going to repair the 325 feet of line that had the partially collapsed sewer but the Commissioners suggested they look at the entire street and they found a lot of cracks and roots. The entire street will be re-lined at a cost of \$139,625 and a budget amendment is needed for these repairs. A motion to approve the

emergency repairs and forward a budget amendment to the Finance Committee, moving \$139,625 from capital reserves to repairs and maintenance, was moved by Mr. Campbell, seconded by Mrs. Fedler and adopted.

2021 BUDGET REQUESTS:

SEWER DISTRICT NO. 1

Expenses: GA:

Contractual	\$ 98,700
Interfund Transfers to Capital Projects	\$ 10,000
TOTAL EXPENSE	\$108,700 +11,300 = \$120,000
TOTAL REVENUE	\$120,000
DIFFERENCE	\$ 11,300 = 0

Sewer rents are up significantly. Queensbury increased the rates they charge Sewer 1 for water over 30%. Will add the difference, \$11,300, to the water and sewer rent line item (GA.8135.4160), which will balance out the budget. On the expense side added an interdepartmental expense for an intermunicipal agreement for Sewer 2 employees to perform operation and maintenance at Sewer 1, formalizing what has been done for years. In the process of finishing the map plan and report to extend the boundaries to include Town of Kingsbury Sewer 1. Public Hearings will be required for this.

SEWER DISTRICT NO. 2

Revenue	\$2,528,256 +\$186,611 = \$2,714,867
Appropriations	\$2,455,274 +\$259,593 = \$2,714,867
DIFFERENCE	\$ 72,982 = \$0

Revenue: 2% rate increase. Need to increase interdepartmental revenue (GB.8000.8110.2801.01) from Sewer 1 to \$32,000 (+12,000). Planned debt service in 2021, a large project at the plant. Expenses: Admin personal services up due to an additional office person. He added that it is working out very well. Also noted adding funds in the contracted services line for general engineering, piggybacking on the county's bid. It is helpful for smaller items but would bid out for any larger capital projects. Will bring a budget amendment next month for work they did on the roof. Equipment: Skid steer and funds for replacement pumps in the budget. The Treasurer proposes changing way we budget, adding a line for reserve contribution in the capital reserve department. The amount for this line will be the difference between the debt service + capital equipment purchases and amount raised in taxes, making it more transparent. The capital reserve needs to be built up for upcoming debt service. It will also clearly show a planned use of fund balance on the O&M side. Joe's ideal capital reserve balance is over \$2M and O&M fund balance at least \$500,000.

PUBLIC WORKS – Deborah Donohue, Superintendent of Public Works:

- Warren County Snow & Ice Agreement – Washington County maintains .68 miles of a Warren County road that leads into Washington County. Would like to renew agreement for 2021 that brings in about \$6,561 of revenue. A motion for a resolution authorizing an agreement with Warren County for snow removal and salting/sanding for 2021, was moved by Mr. Campbell, seconded by Mrs. Fedler and adopted.
- State Snow and Ice - The Board approved a five year contract last year and for the committee's information, the contract amount is down because they use a three year average and last year was light. The state pays all we spend, no matter what the contract amount is.

- Lake Champlain Grant Opportunity – Looking for permission to apply for two grants, both in Lake Champlain basin. Beth Gilles, LCLGRPB Director, is helping apply for a \$125,000 grant for environmental improvements, stream run-off and bank stabilization. A motion to approve applying for \$125,000 environmental improvement grant, was moved by Mrs. Fedler, seconded by Supervisors Campbell, Rozell and adopted. Second grant is for \$100,000 with a 5% in kind match for a brine maker. A motion to approve applying for \$100,000 grant with 5% in kind match to purchase a brine maker, was moved by Mr. Campbell, seconded by Mrs. Fedler and adopted.
- Insurance recovery for guide rail accident – Recovered \$4,457 from an insurance company for an accident on CR 153 and would like to add \$3,950 to the supply line. A motion to approve adding \$3,950 to the supply line from this insurance recovery, was moved by Mr. Campbell, seconded by Mrs. Fedler and adopted.
- Miscellaneous – Would like to auction 5 surplus cars, (1) 2005 Crown Victoria, (1) 2005 Ford Focus, (2) 2007 Ford Focus, (1) 2007 Toyota. A motion to declare these cars surplus and send to auction, was moved by Mrs. Fedler, seconded by Mr. Campbell and adopted.

2021 BUDGET REQUEST: Prior to this meeting, Deb Donohue, DPW Superintendent emailed Supervisors the 2021 Travel Plan, 2021 proposed road and bridge projects and detailed information on the 2021 budget request showing the list they started with and what was cut (attached).

A.1490 DPW Expenses:

Personal Services	\$ 99,425
Benefits	\$ 24,567
Contractual	\$ 16,450
<b>TOTAL</b>	<b>\$140,442</b>

Revenue: \$0 Highlights: Took out the Deputy position.

A.8160. SOLID WASTE

Contractual – Testing	\$10,000
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Landfill monitoring – Nine more years of testing.

CM.5135. CAR POOL FUND

Personal Services	\$ 99,195	
Benefits	\$ 26,801	
Equipment	\$361,000	
Contractual	\$413,600	
<b>TOTAL EXPENSE</b>	<b>\$900,596</b>	
<b>TOTAL REVENUE</b>	<b>\$900,716</b>	<b>-\$120 = \$900,596</b>
<b>DIFFERENCE</b>	<b>\$ 120</b>	<b>\$0</b>

Revenue: Will reduce the amount of fund balance appropriated by \$120 to balance out the fund. Equipment Requested: Vehicles: 2 Forman Trucks, 1 Minivan and 5 Sheriff vehicles. The Administrator stated that the Treasurer is predicting a fund balance of \$750,000 after the 2020 books are closed next spring and the Board may want to consider catching up and using fund balance to purchase 3 Sheriff vehicles deferred this year. Other Miscellaneous Large tools and Equipment: 2 poly sanders (1 for Buildings & Grounds and 1 for a foreman’s truck), 1 snow blower for the skid steer used by B&G and 1 snow plow for a B&G truck. If the equipment rental for the

skid steer comes out of the Road Machinery fund, then the snow blower for it should come out the Road Machinery fund or possibly Buildings and Grounds should purchase.

**D.5000. - COUNTY ROAD FUND**

<b>Personal Services</b>		
3310 (County Road)	\$99,636	
5010 (Co. Rd. Admin.)	\$137,344	
5020 (Engineering)	\$237,615	
5110 (Maintenance)	\$1,870,487	
5112 (Rd. Projects)	\$260,000	
5120 (Bridge Projs.)	\$280,000	
5142 (Snow Rem. Co.)	\$460,000	
5144 (Snow Rem. State)	\$160,000	\$3,505,082
<b>Benefits</b>		
3310 (County Road)	\$28,593	
5010 (Co. Rd. Admin.)	\$342,261	
5020 (Engineering)	\$70,700	
5110 (Maintenance)	\$949,372	
5112 (Rd. Projects)	\$33,110	
5120 (Bridge Projs.)	\$17,112	
5142 (Snow Rem. Co.)	\$113,339	
5144 (Snow Rem. State)	\$26,663	\$1,581,150
<b>Equipment</b>		
3310 (County Road)	\$200	
5020 (Engineering)	\$1,500	
5110 (Maintenance)	\$4,850	
5112 (Rd. Projects)	\$2,224,502	\$2,231,052 + \$26,663 (5112) = \$2,257,715
<b>Contractual</b>		
3310 (County Road)	\$231,400	
5010 (Co. Rd. Admin.)	\$12,512	
5020 (Engineering)	\$36,700	
5110 (Maintenance)	\$2,010,132	
5120 (Bridge Projs.)	\$375,000	
5142 (Snow Rem. Co.)	\$1,438,735	
5144 (Snow Rem. State)	\$762,000	\$ 4,866,479
<b>Debt Service 9700</b>		\$ 137,500
<b>TOTAL EXPENSE</b>		\$12,321,263 +26,663 = \$12,347,926
<b>TOTAL REVENUE</b>		\$12,321,263 +26,663 = \$12,347,926
<b>Difference</b>		\$ 0

Revenue: Assumed full amount of CHIPS in 2021 budget but did not include 20% rollover. No guarantee on PAVE NY or Extreme Winter recovery (EWR) so they left it out of the 2021 request. The Treasurer pointed out that revenue account D.5000.5144.2302 snow removal services should match the total expense in department D.5000.5144. Increase revenue by \$26,663 and the Superintendent prefers the increase on the expense side go to paving D.5000.5112.202. Mr. Haff requested that department D.3310 indicate that this is the Sign Shop, not just County Road. Proposing 10.61 miles of road projects in 2021 and 4 bridge projects in 2021. The Administrator noted that the interfund transfer to County Road from the General Fund for 2021 is down \$1.5

million compared to 2020 adopted, and complimented the department for following the Budget Officers' parameters.

DM.5130 – COUNTY ROAD MACHINERY FUND

Personal Services	\$ 512,635
Benefits	\$ 216,672
Equipment	\$1,071,425
Contractual	\$1,669,400
TOTAL EXPENSE	\$3,470,132
TOTAL REVENUE	\$3,471,132
Difference	\$ 1,000

Equipment Requested: 3 Joma Blades, 1 Loader and 4 Standard Dump Trucks: 1 compressor and 1 steam jenny. Additional items needed but not included in the 2021 request: 3 additional Joma Blades, a sweeper for the loader and a roadside mower. Mr. Haff asked about the road machinery fund budget, \$60,000 for snow plow shoes in the detailed handout, asking if they are obsolete. The Superintendent wasn't sure how often they need to be replaced but assured the committee that they don't buy anything they don't need. She will find out and let him know.

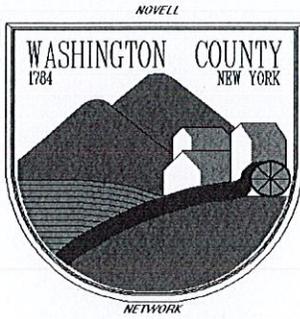
OTHER BUSINESS

Church Street Property – The Superintendent stated she is receptive to the proposal to subdivide. However, she is asking for more time to determine whether we should keep the land for future maintenance or sell with an easement. She wants to explore all options. She added that it is scheduled to go to bid in December of this year and construction next year. They are ambitiously trying to move this project forward.

Mr. Wilson updated on the Champlain Hudson Power Express project that is bringing power cable into New York State. The Canadian government hasn't granted approval yet, however the company went to NYS requesting approval for a piece of the project so that once approved, they could rapidly begin laying cable, most of which in our area is going down Lake Champlain and comes out of the lake in Putnam. They are looking to begin that work as early as the second quarter of next year. Their plan comes down the road touching quite a few towns in the county. A resident of Putnam, Ellen Smith, Consultant and retired COO of National Grid has offered to help represent the towns in negotiating their interest for free. He suggested that the affected towns get together soon because he doesn't believe any town has entered into any agreement with the company. The towns the project is supposed to go through are Putnam, Dresden, Whitehall, Fort Ann, Kingsbury, Fort Edward and Hartford. Mr. Hogan stated he was under the impression the company was going negotiate with the Warren Washington IDA. Mr. O'Brien, IDA Chairman stated a representative of the company reached out to the IDA last week and was going to send the IDA more information. His understanding is 47 miles of the project is in Washington County, about 13% of the total project. He isn't sure what they are looking for. They are supposed to send more information in the next two or three weeks. He will share the information once it is received.

Meeting adjourned at 11:32 AM.

*Sandy Huffer, Deputy Clerk  
Washington County Board of Supervisors*



# Department of Public Works

## Highways • Engineering

**Deborah Donohue, P.E.**  
**Superintendent**

## 2021 Annual Travel Plan

### -April

National County Highway Superintendents conference. It is scheduled for California. Our organization is going to host the event in 2022 and it is necessary for the committee to attend the prior events. Funds will come from the organization.

### -June

Highway school sponsored by Cornell Local Roads Program (2 nights) NYS County Highway Superintendents also have a meeting at this conference. It is held in Ithaca, NY.

### -August

NYS County Highway Superintendents Summer Conference. This year it is in Rochester. It is usually a 3 day, 2 night conference.

### -October

Local Bridge Conference in Syracuse, NY. This is a 3 day, 2 night conference. I am the chair of the committee that this conference is put together for.

## 2021 Carpool request

<del>5</del>	<del>8</del> Sheriff Vehicles (fully equipped)	\$46,500 each	<del>\$372,000.00</del>	<del>\$</del> <b>232,500</b>
<del>1</del>	<del>2</del> Mini vans	\$26,500 each	<del>\$53,000.00</del>	<del>26,500</del>
	<del>3</del> Foreman trucks	\$37,000 each	<del>\$111,000.00</del>	<del>74,000</del>
	<b>Total</b>		<del>\$536,000.00</del>	<del>\$</del> <b>333,000</b>

### Equipment

	2 poly sanders	\$6000. Each	\$12,000.00	
	<i>1 snow blower for Ski Steer</i>	<i>\$8,000</i>	<del>\$8,000</del>	
	1 snow plow (buildings and grounds)	\$6200 each	<del>\$6,200.00</del>	
	<b>Total</b>		<del>\$18,200.00</del>	<del>\$</del> <b>26,000</b>

FOR  
Complex

**2021 REQUEST**

**Road Machinery (5130) .4280**

.466	Engine Oil/Grease	\$36,000.00
.467	Gas System Repairs	
.469	Parts	\$278,250.00
.470	Paint Supplies	\$6,000.00
.471	Snow Plow Shoes	\$60,000.00
.473	AntiFreeze/Chemicals	\$10,000.00
.474	Shop Supplies	\$6,000.00
.475	Welding Supplies	\$4,500.00
.476	Shop Steel	\$13,000.00
.480	Tires	\$70,000.00
.481	Household Supplies	\$3,000.00
.490	Small Tools	\$3,250.00
	<b>Total</b>	<b>\$490,000.00</b>

**Road Machinery (5130) .4320**

.467	Gas System Repairs	\$35,000.00
.479	Radio Repair	\$10,000.00
.486	Building Repairs	
.486	Heating System Repairs	
	<b>Total</b>	<b>\$45,000.00</b>

**Road Machinery (5130) .4420**

.472	Outside Services	\$80,000.00
.477	Scrap Tires (removal of)	\$2,500.00
.478	Parts Washer	\$2,500.00
	<b>Total</b>	<b>\$85,000.00</b>

**Carpool (5135) .4280**

.466	Engine Oil/Grease	\$4,000.00
.469	Parts	\$71,000.00
.470	Paint	\$500.00
.473	Anti Freeze/Chemicals	\$3,500.00
.474	Shop Supplies	\$1,000.00
.480	Tires	\$22,000.00
.481	Household Supplies	\$500.00
.490	Small Tools	\$2,500.00
	<b>Total</b>	<b>\$105,000.00</b>

**Carpool (5135) .4420**

.472	Outside Services	\$34,500.00
.477	Scrap Tires (Removal of)	\$2,500.00
	<b>Total</b>	<b>\$37,000.00</b>

CarPool  
.4280  
.4420  
←

# County Machine

## 2021 Equipment Vehicles

DM.5130.2070

### 4 Trucks

2- standard \$230,000	\$460,000	
2-Automatic \$240,000	<del>\$480,000</del>	<del>\$460,000</del>
Joma Blades <del>3</del> @\$4,000	<del>\$12,000</del>	<del>\$16,000</del>
		<del>\$952,000</del>

Loader w/ sweeper

~~\$140,000~~ ~~\$126,000~~

Roadside mower

~~\$120,000~~ - 0 -

~~\$1,212,000~~ 1,062,000

Trucks-Estimated based on 2020 Prices with about 5% increase

Loader-Based on 2019 Bids plus calling around and a trade

Roadside mower was from Ty calling around

# County Machine

## 2021 MISC Large Tools & Equipment

DM.5130.2290

Steam Jenny (Cambridge)	\$6,200	
Compressor (Middle Falls)	\$3,700	
4 Patch Roller (Sourcewell)	<del>\$20,000</del>	
2 Mulch Head for wheeled excavator	<del>\$25,000</del>	
1 Hot Box Patch Machine	<del>\$42,000</del>	
3 Brine Sprayers:		
300 gallon	<del>\$4,500</del>	
1,000 Gallon	<del>\$7,500</del>	
<b>Total</b>	<del>\$108,900</del>	<b>\$9,900</b>

**2021 REQUEST**

**Road Machinery (5130) .4280**

.466	Engine Oil/Grease	\$36,000.00
<del>.467</del>	<del>Gas System Repairs</del>	<del></del>
.469	Parts	\$278,250.00
.470	Paint Supplies	\$6,000.00
.471	Snow Plow Shoes	\$60,000.00
.473	AntiFreeze/Chemicals	\$10,000.00
.474	Shop Supplies	\$6,000.00
.475	Welding Supplies	\$4,500.00
.476	Shop Steel	\$13,000.00
.480	Tires	\$70,000.00
.481	Household Supplies	\$3,000.00
.490	Small Tools	\$3,250.00
	<b>Total</b>	<b>\$490,000.00</b>

Road Machinery

.4280

.4320

.4420



**Road Machinery (5130) .4320**

.467	Gas System Repairs	\$35,000.00
.479	Radio Repair	\$10,000.00
<del>.485</del>	<del>Building Repairs</del>	<del></del>
<del>.486</del>	<del>Heating System Repairs</del>	<del></del>
	<b>Total</b>	<b>\$45,000.00</b>

**Road Machinery (5130) .4420**

.472	Outside Services	\$80,000.00
.477	Scrap Tires (removal of)	\$2,500.00
.478	Parts Washer	\$2,500.00
	<b>Total</b>	<b>\$85,000.00</b>

~~**Carpool (5135) .4280**~~

~~|      |                       |                     |
|------|-----------------------|---------------------|
| .466 | Engine Oil/Grease     | \$4,000.00          |
| .469 | Parts                 | \$71,000.00         |
| .470 | Paint                 | \$500.00            |
| .473 | Anti Freeze/Chemicals | \$3,500.00          |
| .474 | Shop Supplies         | \$1,000.00          |
| .480 | Tires                 | \$22,000.00         |
| .481 | Household Supplies    | \$500.00            |
| .490 | Small Tools           | \$2,500.00          |
|      | <b>Total</b>          | <b>\$105,000.00</b> |~~

~~**Carpool (5135) .4420**~~

~~|      |                          |                    |
|------|--------------------------|--------------------|
| .472 | Outside Services         | \$34,500.00        |
| .477 | Scrap Tires (Removal of) | \$2,500.00         |
|      | <b>Total</b>             | <b>\$37,000.00</b> |~~

## 2021 Proposed Road Projects

<u>Miles</u>	<u>Road</u>	<u>Limits</u>	<u>Cost (Materials)</u>
1.11	CR6	Pike Brook to Long Pond	\$101,215
1.72	CR7	Pike Brook to NYS 22	\$516,453
1.46	CR11	CR10 to Abair rd	\$217,468
1.40	CR25	Village line to VT state line	\$411,299
1.05	CR30	NYS22 to Cemetery rd	\$145,110
2.27	CR59	English rd to NYS 352	\$339,033
1.60	CR68	Meeting house rd to VT State line	\$242,591

**Total:**

**Miles=10.61**

**Material Cost \$1,973,169**

## 2021 Proposed Bridge Projects

<u>Road</u>	<u>Structure ID</u>	<u>Cost (Materials)</u>
CR74	Bridges C64 & C65 (Wampecack Creek)	\$220,000
CR61	Bridge C160 (Steel Brook)	\$45,000
CR16	Bridges C293 & 294 (South Bay Brook)	\$80,000
CR153	Bridge C9 (White Creek)	\$25,000
<b>Total:</b>	<b>Material Cost</b>	<b>\$370,000</b>

**2021 REQUEST**

**Highway Traffic (3310) Budget for .4280**

.438	Supplies/Signs	\$12,000.00
.439	Supplies/Signposts	\$11,000.00
.440	Supplies/Paint	\$117,500.00
.441	Supplies/Glass Beads	\$19,000.00
.452	Supplies/Misc. Shop	\$500.00
<b>Total</b>		<b>\$160,000.00</b>

Sign Shop  
.4280  
←

**Highway Maintenance (5110) Budget for .4040**

442	Outside Services	
444	Outside Services (Municipal)	\$100,000.00
<b>Total</b>		<b>\$100,000.00</b>

County  
Road  
.4040  
.4280  
←

**Highway Maintenance (5110) Budget for .4280**

.019	Patch	\$8,000.00
.021	Liquid Bituminous (cracksealing)	\$100,000.00
.022	Concrete	\$31,000.00
.023	Stone	\$50,000.00
.024	Gravel	\$50,000.00
.025	Guide Rail	\$0.00
.033	Culvert	\$50,000.00
.084	Miscellaneous	\$1,000.00
.090	Small Tools	\$2,000.00
.126	Bridge Concrete	\$0.00
.127	Bridge Paint	\$300.00
.130	Bridge Steel/Rebar	\$0.00
.177	Bridge Hardware	\$500.00
.185	Bridge Bldg. Repairs	\$0.00
.194	Bridge Misc./Safety	\$7,000.00
.452	General Supplies	\$200.00
<b>Total</b>		<b>\$300,000.00</b>

**County Snow (5142) Budget for .4280**

.434	Calcium	\$20,000.00
.437	Salt	\$660,000.00
<b>Total</b>		<b>\$680,000.00</b>

County Snow  
.4280  
←

**State Snow (5144) 2019 Budget for .4280**

.434	Calcium	\$5,000.00
.437	Salt	\$395,000.00
<b>Total</b>		<b>\$400,000.00</b>

State Snow  
.4280  
←