

**Highway, Buildings and Grounds**  
**Wednesday, September 28, 2022 @ 1:00 PM**  
**Chambers**

**MINUTES**

**1:00 PM Call Meeting to Order**

Chairman William Zupan called the meeting to order at 1:00 p.m. in Chambers.

**Committee Members Present:**

Vice Chairman Jon Pinard, Supervisors Paul Walrod, Greg Reuter & Alexander Stepanski

**Others Present:**

Director of Public Facilities John Regan, Maintenance Supervisor Lyle Malbouf, Highway Superintendent Joe Wisinski, Deputy Highway Superintendent Brad Newman, Highway Operations Manager Rich Durant, Assistant County Attorney Jeff Aumell, Assistant County Attorney Melissa Felton, Board Secretary Kristin Guinto, Board Clerk Emily Burns, Deputy Treasurer Rebecca Marsala, Lincoln Supervisor Melissa During, County Administrator Mark Scimone, Public Information Assistant Ryan Coe, Director of Finance Lou Anne Randall, Director of Planning Scott Ingmire.

**Approval of Minutes**

- Approval of minutes for August 24, 2022 regular meeting  
  
Motion by Pete Walrod to approve the minutes of the August 24, 2022 regular committee meeting. Second by Alex Stepanski. The motion was Passed.

**Other Committee Business**

**1. Cowaselon Creek Watershed District Discussion**

Supervisor John Pinard led the Cowaseleon Creek District Discussion. Pinard provided some background information and history of the District. Deputy Treasurer Rebecca Marsala provided the committee with the property assessment and tax information, such as how many properties in the Town of Lenox and Sullivan pay the District Tax. Discussion was held regarding who benefits from the District and who should be responsible for the maintenance and upkeep of the District such as the limited few taxpayers that currently pay the district tax, the County, all the County Townships or just the Townships that the District is within. Assistant County Attorney Melissa Felton provided information in regards to the property owners and current easements. There were a few suggestions/ideas proposed for the future of the District discussed.

The consensus of the Committee is to roll the unused ARPA Funds that are currently designated for the Cowaseleon Creek District in the 2022 Budget into the 2023 Budget for the mowing maintenance needed in 2023 and continue to develop a plan for the District.

**Highway:**

1. Five Year Plan - Final Review and Approval

Highway Superintendent, Joe Wisinski, reviewed the Highway Departments 5 year plan with the Committee. Consensus of the Committee is approval of the 5 year plan.

2. Authorizing the Chairman to Enter Into a Software-As-A-Service Agreement with Telus Communications (U.S.) Inc. for Remote Equipment Monitoring Software and Hardware

Motion by Pete Walrod to approve the resolution. Second by Greg Reuter. The motion was Passed.

3. Authorizing the Modification of the 2022 Adopted County Budget

Motion by Alex Stepanski to approve the resolution. Second by Greg Reuter. The motion was Passed.

4. Approving Trade-In of 2016 Gradall XL4100 Excavator

Consensus of the Committee

5. Highway Highlights 9-28-22

Highway Superintendent Joe Wisinski reviewed the Highway Department highlights with the Committee.

**Facilities/Maintenance:**

1. Authorizing the Chairman to execute change orders for ongoing capital projects

Motion by Pete Walrod to approve the resolution. Second by Greg Reuter. The motion was Passed.

2. Approving Trade-In of 2015 John Deere Tractor

Consensus of the Committee

3. Authorizing the modification of the 2022 adopted county budget (Clockville Water District)

Motion by Greg Reuter to approve the resolution. Second by Pete Walrod. The motion was Passed.

4. Authorizing the modification of the 2022 adopted county budget (ARPA DSS Paving)

5. Authorizing the modification of the 2022 adopted county budget

(ARPA)

Motion by Pete Walrod to approve the resolution. Second by Greg Reuter. The motion was Passed.

6. Authorizing the modification of the 2022 adopted county budget (County Buildings)

Motion by Pete Walrod to approve the resolution. Second by Greg Reuter. The motion was Passed.

7. Facilities Highlights

Director of Facilities, John Regan, reviewed the Maintenance & Facilities highlights with the Committee.

8. Central Services Monthly Report

Director of Facilities, John Regan, reviewed the Central Services August report with the Committee.

**Preferred Agenda: Consensus to allow any eligible resolution from today's meeting to be added to the preferred agenda**

**Next Meeting: Wednesday, October 26, 2022 @ 1:00 p.m. in Chambers**

### **Adjourn**

Motion by Greg Reuter to meeting adjourned 2:41 p.m.. Second by Alex Stepanski. The motion was Passed.

# **Highway, Buildings and Grounds**

**Wednesday, August 24, 2022 @ 1:00 PM**

**Delphi Falls**

## **MINUTES**

### **1:00 PM Call Meeting to Order**

Chairman William Zupan called the meeting to order at 1:00 p.m. at Delphi Falls.

#### **Committee Members Present:**

Vice Chairman Jon Pinard, Supervisors Paul Walrod, Greg Reuter & Alexander Stepanski

#### **Others Present:**

Director of Public Facilities John Regan, Maintenance Supervisor Lyle Malbouf, Highway Superintendent Joe Wisinski, Deputy Highway Superintendent Brad Newman, Highway Operations Manager Rich Durant, Assistant County Attorney Jeff Aumell, County Administrator Mark Scimone, Public Information Assistant Ryan Coe, Director of Finance Lou Anne Randall, County Treasurer Cindy Edick, Director of Planning Scott Ingmire.

### **Approval of Minutes**

- Approval of minutes for July 27, 2022 regular meeting  
Motion by Pete Walrod to approve the minutes of the July 27, 2022 regular committee meeting. Second by Greg Reuter. The motion was Passed.

### **Other Committee Business:**

1. Scott Ingmire, Planning Director- Delphi Falls Update

Director of Planning, Scott Ingmire, provided the Committee with an update on the Delphi Falls Renovation Project. Scott shared some maps and building plans for the current construction Phase I that is happening at Delphi Falls. Phase I includes ADA trails and overlooks, bridge, parking area with ADA bathrooms.

Scott explained that the Engineer is still currently in design for Phase II of the renovation which would include the front parking area, the currently standing barn and house and the trail to the falls.

### **Highway:**

1. Authorizing the Implementation, and Funding in the First Instance 100% of the Federal-Aid and State Program-Aid Eligible Costs, of a Transportation Federal-Aid Project, and Appropriating Funds Therefore

Motion by John Pinard to approve the resolution. Second by Greg Reuter. The motion was Passed.

2. Control of Snow and Ice On County Roads

Motion by John Pinard to approve the resolution. Second by Greg Reuter. The motion was Passed.

3. Highway Highlights 8-24-22

Highway Superintendent, Joe Wisinski, reviewed the department highlights with the committee

4. Madison County Highway Department 5 Year Plan 2023-2027

Highway Superintendent, Joe Wisinski, reviewed the Highway Departments 5 year plan with the Committee for 2023-2027

5. 2023 Proposed Highway Budget

Highway Superintendent, Joe Wisinski, reviewed the Highway Departments 2023 draft budget

**Facilities/Maintenance:**

1. Authorizing the Chairman to Enter into an Agreement with King & King Architects, LLP

Motion by John Pinard to approve the resolution. Second by Greg Reuter. The motion was Passed.

2. Authorizing the Chairman to Modify an Agreement with Weatherproofing Technologies, Inc.

Motion by John Pinard to approve the resolution. Second by Alex Stepanski. The motion was Passed.

3. Authorizing the Chairman to modify an agreement with Wendel WD Architecture, Engineering, Surveying & Landscape Architecture, P.C.

Motion by John Pinard to approve the resolution. Second by Greg Reuter. The motion was Passed.

4. Authorizing the modification of the 2022 adopted county budget (ARPA)

Motion by Alex Stepanski to approve the resolution. Second by John Pinard. The motion was Passed.

5. Authorizing the modification of the 2022 adopted county budget (ARE Park Utilities)

Motion by Pete Walrod to approve the resolution. Second by John Pinard. The motion was Passed.

6. Facilities Highlights

Director of Facilities, John Regan, reviewed the department highlights with the committee

7. Central Services Monthly Report

Director of Facilities, John Regan, reviewed the monthly central services report with the committee

8. 2023 Budget Review

Director of Facilities, John Regan, reviewed the Facilities Department 2023 draft budget

**Preferred Agenda**

Consensus to allow any eligible resolution from today's meeting to be added to the preferred agenda

**Next Meeting: Wednesday, September 28, 2022 @ 1:00 p.m. Chambers**

**Adjourn**

Motion by Greg Reuter to adjourn at 2:31 p.m.. Second by Pete Walrod. The motion was Passed.

RESOLUTION NO. \_\_\_\_\_

**AUTHORIZING THE CHAIRMAN TO ENTER INTO A SOFTWARE-AS-A-SERVICE  
AGREEMENT WITH TELUS COMMUNICATIONS (U.S.) INC. FOR REMOTE EQUIPMENT  
MONITORING SOFTWARE AND HARDWARE**

**WHEREAS**, Madison County Highway Department has a need for remote equipment monitoring service; and

**WHEREAS**, Telus Communications (U.S.) Inc. possesses the special equipment and software to perform this service; and

**WHEREAS**, the Highway, Buildings, and Grounds committee met on September 28, 2022, to review and recommend entering into the agreement with Telus Communications (U.S.) Inc. for a three-year term, effective when signed by both parties; and

**WHEREAS**, the cost of this service has been and will be appropriated in the Road Machinery Fund Budget;

**NOW, THEREFORE, BE IT RESOLVED**, that the Chairman of the Board of Supervisors be and is hereby authorized to enter into an agreement on behalf of the County of Madison with Telus Communications (U.S.) Inc., in the form as is on file with the Clerk of the Board.

Dated: October 11, 2022

---

William Zupan, Chairman  
Highway, Buildings and Grounds Committee

RESOLUTION NO. \_\_\_\_\_

**AUTHORIZING THE MODIFICATION OF THE 2022 ADOPTED COUNTY BUDGET**

**BE IT RESOLVED** that the 2022 Adopted County Budget be modified as follows:

**County Road Fund**

**5113 Consolidated Highway Program**

Expense

|                                   | <u>From</u>        | <u>To</u>          |
|-----------------------------------|--------------------|--------------------|
| D511350 547330 Contract Paving    | 2,500,000          | 3,094,039          |
| D511350 547350 In-Place Recycling | <u>2,200,000</u>   | <u>1,605,961</u>   |
| Control Totals                    | <u>\$4,700,000</u> | <u>\$4,700,000</u> |

Dated: October 11, 2022

\_\_\_\_\_  
William Zupan, Chairman  
Highway, Buildings & Grounds Committee

\_\_\_\_\_  
Matthew Roberts, Chairman  
Finance, Ways & Means Committee

**RESOLUTION NO. \_\_\_\_\_**

**APPROVING TRADE-IN OF 2016 GRADALL XL4100 EXCAVATOR**

**WHEREAS**, in accordance with Madison County Purchasing Policy and Procedures, Article 13, certain County equipment must be approved for trade-in by the Board of Supervisors; and

**WHEREAS**, Alta Construction Equipment NY, LLC has provided a trade-in value of \$200,000 for Madison County Highway Department's 2016 Gradall XL4100 Excavator (#MOR0753); and

**WHEREAS**, Alta Construction Equipment NY, LLC has provided a trade difference cost of \$(23,926) that would allow Madison County Highway Department to trade #MOR0753 for a 2023 Volvo EWR130E Excavator; and

**WHEREAS**, the trade-in credit balance will be applied to a future equipment purchase; and

**WHEREAS**, the Highway, Buildings and Grounds committee met on September 28, 2022, to review and recommend the trade-in of equipment;

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Supervisors approves the trade-in of the above piece of equipment.

Dated: October 11, 2022

---

David Jones, Chairman  
Administration and Oversight Committee

## Highway Highlights 9/28/2022

1. The road striping crew is continuing to work towards on getting back on schedule. The Chenango County has asked for assistance to stripe a few of their roads, due to an equipment break down. We should be able to accommodate around mid-October.
2. The Social Services parking lot striping was also completed.
3. The Water Street Bridge has been closed, waiting for the bridge bearings. We finally received a response and the new delivery date is 9-26-22, and this project should be reopened later in the week.
4. Hot Mix Paving on project roads is wrapping up. They are scheduled to be complete by October 9<sup>th</sup>, weather dependent.
5. Micro-pave projects for Canal road and Roberts Street were completed.
6. The drainage project on Salt Springs road in the Town of Sullivan is complete, including the drainage basin and seeding and mulching.
7. One of the previously awarded BRIDGE NY culvert projects, awarded and progressed by the NYSDOT, on Creek road, in the Town of Smithfield, is under construction and progressing well.
8. 2 new employees working well at the Brown road facility, with 3 additional applicants provided offers for employment, but one of them ultimately declined. Additional applications have come in, so more interviews have been scheduled.
9. Our Blue Collar unit has elected a new President, Secretary, and Treasurer, all Highway department employees.
10. Rich has been working with staff to review radio asset information for a reprogramming project as a member of the PROC (procedural review oversight committee).
11. Our guiderail contractor is scheduled to work with our crew this week on several repairs including Oxbow road, Erieville Road, Tuscarora Road, Eaton Road, and Eaton Brook Road.

12. Following a routine inspection, we discovered an access cover for the Wampsville fuel system had failed, due to age. The repairs are being scheduled at a cost of just over \$7,500. The fuel system was completed in the year 1994.
13. We are looking at options for snow removal assistance in the Town of Smithfield. Also, the Town of DeRuyter is short staffed for snow removal.

RESOLUTION NO. \_\_\_\_\_

**AUTHORIZING THE CHAIRMAN TO EXECUTE CHANGE  
ORDERS FOR ONGOING CAPITAL PROJECTS**

**WHEREAS**, the Board of Supervisors has authorized numerous capital projects earmarked for completion in 2022 and 2023; and

**WHEREAS**, there arises from time to time the need to change the specifications of these projects due to unforeseen circumstances; and

**WHEREAS**, the normal procedure for processing change orders for these projects would unnecessarily delay completion; and

**WHEREAS**, the Highway, Buildings and Grounds Committee has reviewed the matter and finds it in the best interests of taxpayers and County employees to finish these projects on time and within budget; and

**WHEREAS**, the Director of Public Facilities & County Administrator will provide project budget updates to the Highway, Buildings and Grounds Committee monthly;

**NOW, THEREFORE, BE IT RESOLVED**, that the Director of Public Facilities & County Administrator be and hereby is authorized to execute change orders in amounts up to \$20,000.00 for ongoing projects up to the budgeted contingency amount; and

**BE IT FURTHER RESOLVED**, that the Chairman of the Board of Supervisors be and hereby is authorized to execute change orders in the amounts of \$20,000.01 up to \$60,000 for ongoing projects up to the budgeted contingency amount.

\_\_\_\_\_  
William N. Zupan, Chairman,  
Highway, Buildings & Grounds Committee

Dated: October 11, 2022

**RESOLUTION NO. \_\_\_\_\_**

**APPROVING TRADE-IN OF 2015 JOHN DEERE TRACTOR**

**WHEREAS**, in accordance with Madison County Purchasing Policy and Procedures, Article 13, certain County Equipment must be approved for trade-in by the Board of Supervisors; and

**WHEREAS**, Cazenovia Equipment Co. Inc. has provided a trade-in value of \$3,864 for Madison County Facilities Department's 2015 John Deere X758 (Asset#201500036) Lawn Tractor; and

**WHEREAS**, Cazenovia Equipment Co. Inc. has provided a trade difference cost of \$22,221.02 that would allow Madison County Facilities Department to trade 153200 2015 John Deere Tractor for a new 2022 John Deere 1025R Tractor; and

**WHEREAS**, the cost of the trade-in equipment has been appropriated in the 2022 County Buildings Budget; and

**WHEREAS**, the Highway, Buildings and Grounds Committee met on September 28, 2022, to review and recommend the trade-in of equipment; and

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Supervisors approves the trade-in of the above piece of Equipment.

Dated: October 11, 2022

---

**David Jones, Chairman**  
**Administration and Oversight Committee**

RESOLUTION NO. \_\_\_\_\_

**AUTHORIZING THE MODIFICATION OF THE 2022 ADOPTED COUNTY BUDGET**

**BE IT RESOLVED** that the 2022 Adopted County Budget be modified as follows:

**Water Fund**

**8340 Clockville Water District No. 1**

Expense

|                                 | <u>From</u>     | <u>To</u>       |
|---------------------------------|-----------------|-----------------|
| FX834080 540248 Hydrant Charges | \$ <u>4,193</u> | \$ <u>4,538</u> |

|               |  |               |
|---------------|--|---------------|
| Control Total |  | \$ <u>345</u> |
|---------------|--|---------------|

Revenue

|                                                     |               |               |
|-----------------------------------------------------|---------------|---------------|
| FX834080 450329 Transfer from Capital Projects Fund | \$ <u>-0-</u> | \$ <u>345</u> |
|-----------------------------------------------------|---------------|---------------|

|               |  |               |
|---------------|--|---------------|
| Control Total |  | \$ <u>345</u> |
|---------------|--|---------------|

**Capital Projects Fund**

**8342 Clockville Water District No. 1**

Expense

|                                      |          |          |
|--------------------------------------|----------|----------|
| H834280 529801 Legal & Admin Expense | \$69,069 | \$68,724 |
|--------------------------------------|----------|----------|

|                                       |               |               |
|---------------------------------------|---------------|---------------|
| H834280 594225 Transfer to Water Fund | <u>35,377</u> | <u>35,722</u> |
|---------------------------------------|---------------|---------------|

|                |                   |                   |
|----------------|-------------------|-------------------|
| Control Totals | \$ <u>104,446</u> | \$ <u>104,446</u> |
|----------------|-------------------|-------------------|

Dated: October 11, 2022

\_\_\_\_\_  
William Zupan, Chairman  
Highway, Buildings & Grounds Committee

\_\_\_\_\_  
Matthew A. Roberts, Chairman  
Finance, Ways & Means Committee

RESOLUTION NO. \_\_\_\_\_

**AUTHORIZING THE MODIFICATION OF THE 2022 ADOPTED COUNTY BUDGET (ARPA)**

**General Fund**

**1631 County Buildings (ARPA)**

Expense

|                                                    | <u>From</u>       | <u>To</u>         |
|----------------------------------------------------|-------------------|-------------------|
| A163110 548700 Health & Human Services Parking Lot | \$ <u>178,627</u> | \$ <u>186,099</u> |
| Control Total                                      |                   | \$ <u>7,472</u>   |

**9903 Transfer To/From Other Funds (ARPA)**

Revenue

|                                                           |               |                 |
|-----------------------------------------------------------|---------------|-----------------|
| A990399 450334 Transfer from Road Machinery Fund Mid-Year | \$ <u>-0-</u> | \$ <u>7,472</u> |
| Control Total                                             |               | \$ <u>7,472</u> |

**Road Machinery Fund**

**5134 Road Machinery Projects (ARPA)**

Expense

|                                                   |                   |                   |
|---------------------------------------------------|-------------------|-------------------|
| DM513450 548700 Parking Lot Expense               | \$250,438         | \$242,966         |
| DM513450 594215 Transfer to General Fund Mid-Year | <u>-0-</u>        | <u>7,472</u>      |
| Control Totals                                    | \$ <u>250,438</u> | \$ <u>250,438</u> |

Dated: October 11, 2022

\_\_\_\_\_  
Mary Cavanagh, Chairwoman  
Government Operations Committee

\_\_\_\_\_  
Matthew Roberts, Chairman  
Finance, Ways & Means Committee

RESOLUTION NO. \_\_\_\_\_

**AUTHORIZING THE MODIFICATION OF THE 2022 ADOPTED COUNTY BUDGET  
(American Rescue Plan Act of 2021)**

**BE IT RESOLVED** that the 2022 Adopted County Budget be modified as follows:

**General Fund**

**9999 Non Departmental Revenue**

Revenue

|                                                          | <u>From</u>         | <u>To</u>           |
|----------------------------------------------------------|---------------------|---------------------|
| A999995 440895 Fed Aid Coronavirus Fiscal Recovery Funds | \$ <u>9,356,771</u> | \$ <u>9,406,771</u> |

|               |  |                  |
|---------------|--|------------------|
| Control Total |  | \$ <u>50,000</u> |
|---------------|--|------------------|

**1631 County Buildings (ARPA)**

Expense

|                                               | <u>From</u> | <u>To</u> |
|-----------------------------------------------|-------------|-----------|
| A163110 540224 HHS Building Exterior Cleaning | \$-0-       | \$150,000 |
| A163110 540351 Roof Repair & Coating Expense  | 500,000     | 155,000   |
| A163110 540448 Heat Pumps                     | 40,000      | -0-       |
| A163110 540621 PSB Isolation Room             | -0-         | 225,000   |

**9903 Transfer To Other Funds (ARPA)**

|                                                |                   |                   |
|------------------------------------------------|-------------------|-------------------|
| A990399 594101 Transfer to Road Machinery Fund | \$ <u>925,438</u> | \$ <u>985,438</u> |
|------------------------------------------------|-------------------|-------------------|

|        |                     |                     |
|--------|---------------------|---------------------|
| Totals | \$ <u>1,465,438</u> | \$ <u>1,515,438</u> |
|--------|---------------------|---------------------|

|               |  |                  |
|---------------|--|------------------|
| Control Total |  | \$ <u>50,000</u> |
|---------------|--|------------------|

**Road Machinery Fund**

**5134 Road Machinery Projects (ARPA)**

Revenue

|                                            | <u>From</u>       | <u>To</u>         |
|--------------------------------------------|-------------------|-------------------|
| DM513450 450326 Transfer from General Fund | \$ <u>750,438</u> | \$ <u>810,438</u> |

|               |  |                  |
|---------------|--|------------------|
| Control Total |  | \$ <u>60,000</u> |
|---------------|--|------------------|

Expense

|                              |                   |                   |
|------------------------------|-------------------|-------------------|
| DM513450 529061 Roof Expense | \$ <u>500,000</u> | \$ <u>560,000</u> |
|------------------------------|-------------------|-------------------|

|               |  |                  |
|---------------|--|------------------|
| Control Total |  | \$ <u>60,000</u> |
|---------------|--|------------------|

Dated: October 11, 2022

\_\_\_\_\_  
Mary Cavanagh, Chairwoman  
Government Operations Committee

\_\_\_\_\_  
Matthew Roberts, Chairman  
Finance, Ways & Means Committee

RESOLUTION NO. \_\_\_\_\_

**AUTHORIZING THE MODIFICATION OF THE 2022 ADOPTED COUNTY BUDGET**

**BE IT RESOLVED** that the 2022 Adopted County Budget be modified as follows:

**General Fund**

**1620 County Buildings**

**Expense**

|                                     | <u>From</u> | <u>To</u> |
|-------------------------------------|-------------|-----------|
| A162010 540342 PSB Building Expense | \$140,195   | \$48,195  |
| A162010 540488 Heat Pumps           | -0-         | 43,000    |
| A162010 544038 E-911 Gas & Electric | 35,000      | 77,000    |

**1621 County Buildings-HHS**

|                                               |          |       |
|-----------------------------------------------|----------|-------|
| A162110 540224 HHS Building Exterior Cleaning | \$43,000 | \$-0- |
|-----------------------------------------------|----------|-------|

**1990 Contingent Fund**

|                                |                  |                  |
|--------------------------------|------------------|------------------|
| A199010 544440 Contingent Fund | <u>\$254,889</u> | <u>\$304,889</u> |
|--------------------------------|------------------|------------------|

|                |                  |                  |
|----------------|------------------|------------------|
| Control Totals | <u>\$473,084</u> | <u>\$473,084</u> |
|----------------|------------------|------------------|

Dated: October 11, 2022

\_\_\_\_\_  
William Zupan, Chairman  
Highway, Buildings & Grounds Committee

\_\_\_\_\_  
Matthew Roberts, Chairman  
Finance, Ways & Means Committee

## Facilities Updates 9/28/22

### Maintenance Highlights

- Cleaning/inspecting towers; replaced failing tower fire extinguishers; completed pest control and total kill services
- Repaired PSB dryers – reset impeller on one and cleaned interior of other where lint had collected out of reach
- Repaired PSB gate – reassembled unit and used Loctite on sprockets to prevent repeat issue
- Repaired Q-Unit heating equipment at PSB
- Addressed severe ground bee infestation and temporarily closed trails at Lower and Upper Oxbow Parks
- Fixed water supply issue at Oxbow Park
- Repaired major sewer blockage at Pathways
- Updated cold air return and fixed air conditioning at Pathways
- Disconnected power at Cedar Street property
- Fixed bearing in makeup air unit at Vets Building
- Addressing ongoing HVAC/comfort complaints at Court House
- Isolated leaking pipe in COB and arranged for contractor repair.
- Finished post-leak work in Public Health records room, such as replacing ceiling tiles
- Addressed HVAC issues at Highway Department's Brown Road facility
- Replace railing at Landfill
- Continue helping Highway Department with DSS parking lot repaving/stripping project
- Oversaw replacement of sensor in chemical loop system for water treatment system at DSS
- Covering mailroom – ongoing
- Ongoing grounds work, weather permitting
- Preparing for seasonal equipment changeover
- Routine Q-Ware requests
- PSB and LEB passed their state inspections

Q-Ware: 1,513 year-to-date      149 from Aug. 19 through Sept. 20

### Facilities Projects:

#### **County Sewer Project**

- Contract with B&L complete and signed Design should be complete early 2023, construction 2023 -2024.

#### **Cedar Street Highway Garage**

- Contractor working on site, removing the building. Anticipated to complete work by the end of October.

#### **Stand –By Generator Project**

- Generators have been ordered through Kohler. Kinsley reported we won't be receiving equipment until July 2023, but working on trying to get them sooner. Bid is out for installation, bids due 10/11.

#### **Roofing Project**

- Infrared scans done at DMV and Highway Wampsville Roof.

#### **Jail Isolation Rooms R.T.U. Replacement**

- Project to be bid by end of 2022 for work to be complete in summer 2023.

#### **Cowaseleon Creek Maintenance Mowing**

- Contractors equipment being delivered 9/29 and believe they can complete with 3 days of work by the end of September.

#### **County Office Building Bathroom Renovations**

- King & King awarded. Working on design.

**Wayfinding Signage for Wampsville Complex for Interior and Exterior of Buildings**

- Kick off meeting was held 9/14 via zoom. Anne from Labella was on site 9/22 reviewing buildings and taking pictures to move forward with design. Another meeting is being scheduled.

**Delphi Falls Trails and Parking**

- Construction ongoing. Phase I contractor will be potentially closing the park at the end of this year to work on both sides of the creek.

**PSB Fire Alarm**

- C&S awarded the bid. Design anticipated to be completed by the end of 2022 and construction taking place in 2023.

**Reconnect Project**

- Proposals for electrical work for security cameras have been received. Forwarded onto purchasing, Jo Jo Electric was lowest, agreement sent to them for signature.
- Three fencing quotes were received and forwarded to purchasing, they will be putting out RFP for fencing.

**Mental Health Phase II project**

- King & King working on design. They will be scheduling a kick off meeting. Design will be completed just after first of the year, bidding in the spring and construction in summer 2023.

# MADISON COUNTY CENTRAL SERVICES

PO Box 546  
Wampsville, New York 13163  
(315) 366 2380

To: Buildings & Grounds Committee  
From: Todd Russell - Central Services Technician  
Subject: Central Services Monthly Report  
Report Date: September 5, 2022

Listed below are the totals for the Central Services Department for the month of:

AUGUST 2022

|                                     | Jan         | Feb         | Mar        | Apr        | May         | June       | July       | Aug         | Sept | Oct | Nov | Dec | Year to Date |
|-------------------------------------|-------------|-------------|------------|------------|-------------|------------|------------|-------------|------|-----|-----|-----|--------------|
| <b>Printing</b>                     |             |             |            |            |             |            |            |             |      |     |     |     |              |
| Jobs                                | 36          | 62          | 39         | 34         | 44          | 41         | 28         | 82          |      |     |     |     | 366          |
| Charge Back                         | \$4,152.02  | \$2,899.01  | \$2,675.68 | \$1,273.98 | \$3,142.47  | \$2,474.70 | \$1,628.10 | \$4,747.84  |      |     |     |     | \$22,993.80  |
|                                     |             | NEW PRICING |            |            |             |            |            |             |      |     |     |     |              |
| Sheets of Paper Printed             |             |             | 24,782     | 19,426     | 30,275      | 42,454     | 18,825     | 60,030      |      |     |     |     | 195792       |
| Envelopes Printed                   | 3,000       | 17,500      | 12,000     | 7,000      | 10,000      | 11,000     | 8,000      | 13,500      |      |     |     |     | 82000        |
| Cases of Blank Paper                | 20          | 18          | 20         | 24         | 20          | 21         | 30         | 23          |      |     |     |     | 176          |
| <b>US Mail Postage</b>              |             |             |            |            |             |            |            |             |      |     |     |     |              |
| Pieces Processed                    | 11,065      | 9,204       | 10,072     | 7,882      | 14,263      | 8,876      | 11,478     | 35,495      |      |     |     |     | 108335       |
| Charged Postage                     | \$13,797.29 | \$7,004.96  | \$8,085.30 | \$6,419.67 | \$10,381.22 | \$7,735.61 | \$9,334.51 | \$22,353.48 |      |     |     |     | \$85,112.04  |
| <b>UPS/FedEx/Other</b>              |             |             |            |            |             |            |            |             |      |     |     |     |              |
| UPS Incoming Pkgs.                  | 206         | 156         | 207        | 201        | 170         | 238        | 172        | 182         |      |     |     |     | 1532         |
| UPS Outgoing Pkgs.                  | 68          | 58          | 79         | 84         | 76          | 94         | 82         | 74          |      |     |     |     | 615          |
| FedEx Incoming Pkgs.                | 101         | 56          | 69         | 39         | 39          | 43         | 98         | 84          |      |     |     |     | 529          |
| Other Incoming Pkgs.                | 12          | 24          | 35         | 28         | 9           | 4          | 16         | 6           |      |     |     |     | 134          |
| Other Outgoing Pkgs.                |             |             |            | 3          |             | 3          | 1          |             |      |     |     |     | 7            |
| <b>Freight &amp; Other Delivers</b> |             |             |            |            |             |            |            |             |      |     |     |     |              |
|                                     | 22          | 7           | 16         | 11         | 8           | 6          | 16         | 5           |      |     |     |     | 91           |