

Highway, Buildings and Grounds
Wednesday, October 25, 2023 @ 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: Chairman William Zupan, Vice Chairman Greg Reuter, Supervisors David Jones, Loren Corbin

Committee Members Absent: Supervisor Thomas Stokes

Others Present:

Director of Public Facilities John Regan, Highway Superintendent Joe Wisinski, Assistant Highway Superintendent Brad Newman, Highway Operations Manager Eric DeGroat, Director of Finance Lou Anne Randall, Public Information Specialist Ryan Coe, Lenox Supervisor John Pinard, County Administrator Mark Scimone, Board Secretary Kristin Guinto, County Treasurer Cindy Edick, Assistant County Attorney Mellissa Felton, Personnel-Ryan Aylward & Shawn Priervo

Approval of Minutes

- Approval of the minutes for the September 27, 2023 regular committee meeting

Motion by Loren Corbin to approve the minutes of the September 27, 2023 regular committee meeting. Second by Greg Reuter. The motion was Passed.
Absent: Jones, Stokes

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 Loren Corbin to approve the resolution. Second by Greg Reuter. The motion was Passed.
Absent: Jones, Stokes
2. Highway Highlights 10-25-2023

Highway Superintendent, Joe Wisinski, shared with the Committee the departments monthly highlights

Facilities/Maintenance:

1. Authorizing the Chairman to enter into agreement with GP Flooring Solutions

Motion by Loren Corbin to approve the resolution. Second by Greg Reuter. The motion was Passed.
Absent: Jones, Stokes
2. Authorizing the Chairman to modify an agreement with Barton & Loguidice, D.P.C.

Motion by Loren Corbin to approve the resolution. Second by Greg Reuter. The motion was Passed.
Absent: Jones, Stokes
3. Authorizing the modification of the 2023 adopted county budget
4. Facilities Highlights

Facilities Director, John Regan, shared with the Committee the departments monthly highlights
5. Central Services Monthly Report

Facilities Director, John Regan, shared with the Committee the Central Services monthly production report
6. Authorizing the Chairman to enter into an agreement with Erie Mechanical Contractors, Inc.

Facilities Director John Regan & County Administrator Mark Scimone requested approval from the Committee to by-pass purchasing procedures for emergency agreement approval for Erie Mechanicals for services in relation to the PSB Isolation Room renovations/upgrades. Regan discussed in detail the dynamics and logistics of the upgrade being performed and it was deemed essential and emergency to bring in the vendor. Motion by Greg Reuter to approve the resolution. Second by Loren Corbin. The motion was Passed.
Absent: Jones, Stokes

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

Next Meeting: TBD

Adjourn

Motion by Greg Reuter to adjourn the meeting at 1:36 p.m.. Second by Loren Corbin. The motion was Passed.
Absent: Jones, Stokes

Highway, Buildings and Grounds
Wednesday, September 27, 2023 @ 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: Chairman William Zupan, Vice Chairman Greg Reuter, Supervisors David Jones, Loren Corbin

Committee Members Absent: Supervisor Thomas Stokes

Others Present:

Director of Public Facilities John Regan, Highway Superintendent Joe Wisinski, Assistant Highway Superintendent Brad Newman, Highway Operations Manager Eric DeGroat, Director of Finance Lou Anne Randall, Public Information Specialist Ryan Coe, Lenox Supervisor John Pinard, County Administrator Mark Scimone, Board Secretary Kristin Guinto, County Treasurer Cindy Edick, Assistant County Attorney Mellissa Felton, Personnel-Ryan Aylward & Shawn Prievo

Approval of Minutes

- Approval of minutes of the August 23, 2023 regular committee meeting

Motion by Greg Reuter to approve the minutes of the August 23, 2023 regular committee meeting. Second by Loren Corbin. The motion was Passed.
Absent: Stokes

Highway:

1. Designating Disposal of Surplus County Personal Property

Consensus of the committee to move to GOC for approval

2. Authorizing the Chairman to Modify an Agreement with BP Excavation LLC

Motion by Loren Corbin to approve the resolution. Second by Greg Reuter. The motion was Passed.
Absent: Stokes

3. Highway Highlights 9-27-23

Highway Superintendent, Joe Wisinski, shared with the Committee

the departments monthly highlights

Wisinski discussed with the Committee about a Skidsteer Sweeper Broom that they had ordered and when it arrived, it was not what they were expecting and not a piece of equipment they wanted. A "swap" can be made for the equipment with Committee consensus, Supervisor Reuter asked Wisinski if there was any additional cost for the equipment to be "swapped", Wisinski replied "no". Supervisor Pinard asked Wisinski if the equipment swap was of the same value, Wisinski explained they will be swapping the broom and getting a new broom and discs that will be equal to the original broom equipment. Consensus of the Committee was given to approve the equipment swap.

Facilities/Maintenance:

1. Facilities Highlights

Facilities Director, John Regan, shared with the Committee the departments monthly highlights

2. Authorizing the Chairman to Modify an agreement with Chem-Aqua, Inc.

Motion by Dave Jones to approve the resolution. Second by Greg Reuter. The motion was Passed.
Absent: Stokes

3. Central Services Monthly Report

Facilities Director, John Regan, shared with the Committee the Central Services monthly production report

Motion to enter executive session @ 1:18 p.m. made by Supervisor Corbin, second by Supervisor Reuter.

Motion to exit executive session @1:38 p.m. made by Supervisor Reuter, second by Supervisor Jones.

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

Next Meeting: Wednesday, October 25, 2023 @ 1:00 p.m. in Chambers

Adjourn

Motion by Greg Reuter to adjourn the meeting at 1:50 p.m.. Second by Loren Corbin. The motion was Passed.
Absent: Stokes

RESOLUTION NO. _____

**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**

WHEREAS, a Project for the Replacement of a Bridge on Lebanon Road (CR62) over Stone Mill Brook (BIN 3367070), Town of Lebanon, Madison County, P.I.N. 2754.86 (the Project) is eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the costs such program to be borne at the ratio of **95%** Federal funds and **5%** non-federal funds; and

WHEREAS, the **County of Madison** desires to advance the Project by making a commitment of 100% of the non-federal share of the costs of **The total Project cost**; and

WHEREAS, the Board of Supervisors hereby approves the above-subject project; and

WHEREAS, the sum of **\$1,748,391** will be appropriated in the Capital Projects Fund, Account **H**, and made available to cover the cost of participation in the above phase of the Project; and

WHEREAS, that in the event the full federal and non-federal share costs of the project exceeds the amount appropriated above, the Madison County Board of Supervisors shall convene as soon as possible to appropriate said excess amount immediately upon the notification by the Highway Buildings & Grounds Committee thereof; and

WHEREAS, the Board of Supervisors hereby approves the above-subject project and hereby authorizes the County of Madison to pay in the first instance 100% of the federal and non-federal share of the cost of the Project or portions thereof; and

NOW BE IT RESOLVED, that Madison County hereby agrees that construction of the Project shall begin no later than twenty-four (24) months after award and the construction phase of the Project shall be completed within thirty (30) months; and

BE IT FURTHER RESOLVED, that a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project; and

BE IT FURTHER RESOLVED, that the Chairman of the Madison County Board of Supervisors be and is hereby authorized to execute all necessary Agreements, certifications or reimbursement request for Federal- Aid and/or State- Aid on behalf of the County of Madison with the New York State Department of Transportation in connection with the advancement or approval of the Project and providing for the administration of the Project and the municipality's first instance funding of project costs and permanent funding of the local share of federal-aid and state-aid eligible Project costs and all Project costs within appropriations therefore that are not so eligible.

William Zupan, Chairman
Highway, Buildings and Grounds Committee

DATED: November 9, 2023

Highway Highlights 10/25/2023

1. Road crews are working on cross culverts and drainage projects for next year's road projects.
2. Our bridge crew is wrapping up a drainage project on Quarterline road and then moving on to do cross culverts.
3. NYSDOT has a large culvert project on River road in the Town of Lebanon that will be replaced with a bridge sized structure. That section of River road is still closed until completion of the project.
4. Larkin road will be pouring abutments this week and beginning roadway approaches.
5. The last road paving project for this year on Buyea road should be complete.
6. Our roadside mowers have finished up for the season, since we transitioned back to a 5 day work week on October 10th.
7. Chris Winn has moved into Eric DeGroat's previous position at the Brown Road shop.
8. Bradley Marris has been in a Labor position since the beginning of the year and we have trained him for obtaining a CDL license, which he was able to pass his road test on 10/17/23.
9. Road striping is mostly finished except a couple of sections where bridges are not done.
10. We started the concrete foundations for the concrete communication huts to be installed for Phase 1.
11. Brad Newman, myself, and Jake Wall were to attend this year's annual NYS Bridge Conference, however, I decided not to attend.

RESOLUTION NO _____

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN
AGREEMENT WITH GP FLOORING SOLUTIONS**

WHEREAS, Madison County Facilities has identified several areas within the County Office Building that are in need of carpet replacement; and

WHEREAS, GP Flooring Solution, who have successfully perform this service in the past, has agreed to provide these services per Milliken Sourcewell Contract#161323-MAC pricing, commencing November 9, 2023 continuing through April 30, 2024, in the amount of \$69,773.02; and

WHEREAS, the funds for this project have been allocated within the 2023 adopted county budget; and

WHEREAS, this agreement has been reviewed and approved by the Highway, Buildings & Ground Committee;

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 GP Flooring Solutions, in the form as is on file with the Clerk of the Board.

Dated: November 9, 2023

William Zupan, Chairman
Highway, Buildings and Grounds Committee

RESOLUTION NO. _____

**AUTHORIZING THE CHAIRMAN TO MODIFY AN AGREEMENT WITH
BARTON & LOGUIDICE, D.P.C.**

WHEREAS, Madison County entered into an agreement (22-275) with Barton & Loguidice D. P.C. for Professional Engineering Design Services with regards to the County Office Complex Sewer Project; and

WHEREAS, additional services have been identified as needed for this project to include the bidding and construction phase; and

WHEREAS, Barton & Loguidice D.P.C. has agreed to provide these additional services for the County Complex Sewer Project including the bidding and construction phase for a total additional cost of \$565,000.00; and

WHEREAS, the County would like to amend the current agreement with Barton & Loguidice, D.P.C. to extend the agreement expiration date to July 1, 2025; and

WHEREAS, the Highways, Buildings & Grounds Committee has reviewed the modified agreement and recommend that the agreement be accepted; and

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Board of Supervisors is hereby authorized to modify and agreement with Barton & Loguidice, D.P.C. Accordingly, a copy of said Agreement is filed with the Clerk of the Board.

Dated: November 9, 2023

William Zupan, Chairman
Highway, Buildings & Grounds Committee

RESOLUTION NO. _____

AUTHORIZING THE MODIFICATION OF THE 2023 ADOPTED COUNTY BUDGET

BE IT RESOLVED that the 2023 Adopted County Budget be modified as follows:

Capital Projects Fund

8197 Office Complex Sanitary Sewer Project

Expense

H819780 529802 Engineering Expense

From

\$496,000

To

\$1,061,000

Control Total

\$565,000

Revenue

H819780 457100 Serial Bonds

\$501,000

\$1,066,000

Control Total

\$565,000

Dated: November 9, 2023

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

Facilities Updates 10/25/23

Maintenance Highlights

- Assisted IT running fiber lines in numerous places
- Fabricated and installed wooden guardrails at Lower Oxbow Park
- Completed pedestrian bridge at Lower Oxbow Park
- Completed bulk of major sewer preventive maintenance project in Office Building
- Performed pre-winter preventive maintenance/pre-winter checks on all buildings and seasonal equipment
- Striped parking lot
- Assisted contractors with various tasks/requests
- Routine Q-Ware and grounds work

Facilities Projects

County Office Building Bathroom Renovations

- Contractor is working on the Punch List items week of 10/23 and 1st floor bathroom complete. Start of 2nd floor bathrooms the 1st week of November.

Mental Health Phase II project

- Contractor working on Punch List items week of 10/23 to complete the project. Maintenance and cleaners moving staff back to offices and cleaning for first week in November.

Stand-By Generator Project

- Transfer switch shipped. Generators expected to ship 11/15. Contractor will be working thru Spring of 2024 for completion.

Veterans Agency Center- Gorman

- MEID is progressing well and ahead of schedule. Anticipated completion date end of November.

Reconnect Project

- Final Building Code permits were received from the State. Highway crew has been working on Hut site prep and concrete pads. First Hut to be delivered to Chittenango site 11/3.

DSS Employee Entrance Reno

- Contractor is turning in submittals and ordering materials.

Wayfinding Signage Project

- Interior signs to start being installed 10/23-10/25. Exterior fabrication to be done by 3/25/24, signs to be installed in the spring (March-May)

Complex Sewer Project

- Project is currently pending DEC approval. DEC has come back to B&L with contract requests. B&L working with DEC to get approval so bidding can take place

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: **October 6, 2023**

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

SEPTEMBER 2023

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year to Date
Printing													
Jobs	43	65	66	58	28	41	23	49	38				411
Charge Back	\$2,242.70	\$6,945.35	\$4,884.78	\$3,987.04	\$2,272.53	\$2,740.04	\$3,025.96	\$4,717.59	\$2,576.49				\$33,392.48
Sheets of Paper Printed	19,965	56,305	40,604	34,380	22,727	19,307	45,260	53,433	26,956				318937
Envelopes Printed	5,000	57,500	15,000	7,000	16,100	8,250	8,000	13,500	11,500				141850
Cases of Blank Paper	22	28	21	16	21	29	16	19	28				200
Office Supplies Sold				225	237	162	190	195	163				1172
US Mail Postage													
Pieces Processed	12,067	8,892	9,726	7,069	14,671	9,132	9,846	35,020	8,011				114434
Charged Postage	\$14,633.95	\$7,189.22	\$9,180.90	\$6,029.82	\$10,379.44	\$8,018.30	\$7,865.61	\$22,674.31	\$7,005.41				\$92,976.96
UPS/FEDEX/Other													
UPS Incoming Pkgs.	166	183	164	160	154	201	174	174	161				1537
UPS Outgoing Pkgs.	37	38	62	47	56	58	51	61	48				458
FedEx Incoming Pkgs.	97	135	119	176	181	141	174	109	110				1242
FedEx Outgoing Pkgs.		2	0	2	5	3	2	0	5				19
AMAZON Deliveries Pkgs.		4	4	5	7	8	26	16	27				97
Freight & Other Delivers													
	12	5	5	6	2	3	2	6	4				45

MADISON COUNTY CENTRAL SERVICES

Todd Russell Central Service Technician

Telephone: 315-366-2380

Printing Jobs requested from outside the Madison County Campus as of August 1, 2023.

Many of these listed entities have ordered multiple times.

Madison County Office for the Aging

Camp Lookout, also known as Madison County Children's Camp

City of Oneida, Water Department

Town of Sullivan, Highway Department

Village of Chittenango, Village of Chittenango

Canastota Police, Canastota Police

Town of DeRuyter, Town of DeRuyter

Town of Lenox, Fire Marshal's Office

Town of Lenox, Lenox Town Clerk

Town of Sullivan, Building /Codes Administrator

Town of Sullivan, Zoning Board of Appeals

Town of Sullivan, Town of Sullivan

Town of Sullivan, Receiver of Taxes

Town of Sullivan Courts, Hon. John D. Button

Town of Lenox/ Village of Canastota, Lenox/Canastota Courts

City of Oneida, City Clerk's Office

Town of Madison, Town of Madison Court

Town of Eaton, Town of Eaton

Town of Eaton, Assessor

Town of Stockbridge, Tax Clerk / Tax Collector

Town of Sullivan Courts, Hon. Scott T. Bielicki

Town of Sullivan, Animal Control

Town of Lincoln, Town of Lincoln

Madison County Children's Advocacy Center, Oneida, New York

City of Oneida, City Chamberlain

Town of Fenner, Town of Fenner

Cazenovia Police Department, Village of Cazenovia

New York Association of Counties, Albany, New York

RESOLUTION NO _____

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN
AGREEMENT WITH ERIE MECHANICAL CONTRACTORS, INC.**

WHEREAS, Madison County Facilities has identified a need for repairing/upgrading the isolation unit within the Public Safety Building; and

WHEREAS, Erie Mechanical Contractors, Inc., has agreed to provide these services commencing October 25, 2023 continuing through October 22, 2024, in the amount of \$30,760; and

WHEREAS, the funds for this project have been allocated within the 2023 adopted county budget; and

WHEREAS, this agreement has been reviewed and approved by the Highway, Buildings & Ground Committee;

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 Erie Mechanical Contractors, Inc., in the form as is on file with the Clerk of the Board.

Dated: November 9, 2023

William Zupan, Chairman
Highway, Buildings and Grounds Committee