

Highway, Buildings and Grounds
Thursday, January 27, 2022 @ 1:00 PM
Chambers/ Zoom

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 John Pinard, Supervisors Paul Walrod, Greg Reuter (via Zoom)

Committee Members Absent:

Supervisor Alexander Stepanski

Others Present:

Director of Public Facilities John Regan, Highway Superintendent Joe Wisinski, Deputy Highway Superintendent Brad Newman, Highway Operations Manager Rich Durant, County Attorney Tina Wayland-Smith, Assistant County Attorney Jeff Aumell, County Administrator Mark Scimone, Public Information Assistant Ryan Coe, County Treasurer Cindy Edick, Vice Chairman Cliff Moses, Chariman John Becker, Planning Director Scott Ingmire, IT Director Paul Lutwak, Maintenance Supervisor Lyle Malbouf, Director of Finance Lou Ann Randall, Assistant Director of Finance Keith Lummis.

Approval of Minutes

- Approval of minutes for December 15, 2021 regular meeting minutes

Motion by Bill Zupan to approve the minutes of the January 27, 2022 regular meeting. Second by . The motion was Passed.

Absent: Stepanski

Other Committee Business

1. Delphi Falls update from Scott Ignmire, Planning Dept.

Director of Planning, Scott Ingmire, presented the Delphi Falls Park project updates to the committee.

Highway:

1. Approving Trade-In of 2021 Bobcat Skid-Steer Loader

Consensus of the Committee

2. Approving Trade-In of Cat Loader in Accordance with the Madison County Highway Department 5 Year Plan

Consensus of the Committee

3. Authorizing the Modification of the 2022 Adopted County Budget
Motion by Pete Walrod to approve the resolution. Second by . The motion was Passed.
Absent: Stepanski
4. Authorizing the Chairman to Enter into an Agreement with RMS Gravel Inc.

Absent: Stepanski
5. Highway Highlights 1-27-22
Highway Superintendent, Joe Wisinski, reviewed the department highlights with the committee

Facilities/Maintenance:

1. Authorizing the Chairman to enter into an agreement with Barton & Loguidice, D.P.C.
Motion by Pete Walrod to approve the resolution. Second by . The motion was Passed.
Absent: Stepanski
2. Insurance Waiver Request- Seguin Land Surveying PLLC
Consensus of the Committee
3. Facilities Highlights
Director of Public Facilities, John Regan, reviewed the department highlights with the committee
4. Central Services Monthly Report
Director of Public Facilities, John Regan, reviewed the Central Services monthly report.

Preferred Agenda

Motion by Pete Walrod to all items approved for preferred agenda. Second by . The motion was Passed.
Absent: Stepanski

Next Meeting: Thursday, February 24, 2022 @ 1:00 p.m. Chambers

Adjourn

Absent: Stepanski

Highway, Buildings and Grounds
Wednesday, December 15, 2021 @ 2:00 PM
Chambers/Zoom

MINUTES

2:00 PM Call Meeting to Order

Chairman Ron Bono called the meeting to order at 2:02 p.m.in Chambers.

Committee Members Present:

Chairman Ron Bono, Vice Chairman William Zupan, Supervisor Alexander Stepanski (zoom) & Rocco DiVeronica (zoom)

Committee Members Absent:

Supervisor Charles Walters

Others Present:

Director of Public Facilities John Regan, 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 Officer & Assistant Samantha Field & Ryan Coe, County Treasurer Cindy Edick

Approval of Minutes

- Approval of minutes for November 17, 2021 regular meeting
Motion made by Supervisor R. DiVeronica, second by Supervisor W. Zupan. All in favor; Aye

Highway:

1. Authorizing the Chairman to Enter into Inter-Municipal Agreements with Various Municipalities in Madison County for Shared Highway Related Services
Motion made by Supervisor Zupan, second by Supervisor DiVeronica. All in favor; Aye
2. Authorizing the Chairman to Enter into a Supplemental Agreement with C&S Companies Additional Construction Inspection Services
Motion made by Supervisor Zupan, second by Supervisor DiVeronica. All in favor; Aye
3. Highway Department Annual Report
Highway Superintendent, Joe Wisinski, reviewed the department annual report with the committee
4. Highway Highlights 12-15-21

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

Facilities/Maintenance:

1. Authorizing the modification of the 2021 adopted county budget (New Highway Project)

Motion made by Supervisor Zupan, second by Supervisor Stepanski. All in favor; Aye

2. Authorizing the Modification of the 2021 Adopted County Budget (Gorman Building Renovation)

Motion made by Supervisor Stepanski, second by Supervisor DiVeronica. All in favor; Aye

3. Authorizing the modification of the 2021 adopted county budget (Clockville Water District Project)

Motion made by Supervisor Zupan, second by Supervisor DiVeronica. All in favor; Aye

4. Facilities Highlights

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

5. Central Services Monthly Report

Director of Public Facilities, John Regan, reviewed the Central Services monthly report.

6. Authorizing the Chairman to enter into a Lease with Gorman Foundation Community Center, LLC

Motion made by Supervisor DiVeronica, second by Supervisor Zupan. All in favor; Aye

Preferred Agenda

Motion made by Supervisor Stepanski, second by Supervisor DiVeronica. All in favor; Aye

Next Meeting: Wednesday, January 26, 2022 @ 2:00 p.m. ??

Adjourn

Motion made by Supervisor DiVeronica, second by Supervisor Stepanski. All in favor; Aye

RESOLUTION NO. _____

APPROVING TRADE-IN OF 2021 BOBCAT SKID-STEER LOADER

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, Warner Sales & Service has provided a trade-in value of \$46,500 for Madison County Highway department's 2021 Bobcat S76 Skid-Steer Loader (#WAM3812); and

WHEREAS, Warner Sales & Service has provided a trade difference cost of \$6,887.98 that would allow Madison County Highway department to trade #WAM3812 for a 2023 Bobcat S76 Skid-Steer Loader; and

WHEREAS, the cost of the trade-in equipment has been appropriated in the 2022 Road Machinery Fund Budget; and

WHEREAS, the Highway, Buildings and Grounds committee met on January 27, 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: February 8, 2022

David Jones, Chairman
Administration and Oversight Committee

RESOLUTION NO. _____

**APPROVING TRADE-IN OF CAT LOADER IN ACCORDANCE WITH THE MADISON
COUNTY HIGHWAY DEPARTMENT 5 YEAR PLAN**

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, in accordance with the Madison County Highway Department 5 Year Plan, the 2019 CAT 962M Loader (#WAM0494) with an estimated 1,600 hours is scheduled for replacement; and

WHEREAS, Milton CAT has a trade program that would allow the Madison County Highway department to trade #WAM0494 for a 2022 CAT 962M Loader; and

WHEREAS, the cost of the trade-in equipment has been appropriated in the 2022 Road Machinery Fund Budget; and

WHEREAS, the Highway, Buildings and Grounds committee met on January 27, 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 per the Milton CAT trade program.

Dated: February 8, 2022

David Jones, Chairman
Administration and Oversight Committee

RESOLUTION NO. _____

AUTHORIZING THE MODIFICATION OF THE 2022 ADOPTED COUNTY BUDGET

WHEREAS, the 2021 Adopted County Budget contained appropriations for Large Culverts to be funded with Consolidated Local Street and Highway Improvement Program (CHIPS) revenue from New York State; and

WHEREAS, due to the CHIPS allocations for 2021 being determined by New York State so late in the year, this project was not completed in 2021; and

WHEREAS, in order to proceed with this project in 2022, it is necessary to move forward with engineering design services toward the beginning of this year.

NOW, THEREFORE, 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 546014 Large Culverts	\$-0-	\$65,600
Control Total		\$65,600

Fund Balance

D 300599 Budgetary Fund Balance Unreserved	\$-0-	\$65,600
Control Total		\$65,600

Dated: February 8, 2022

William Zupan, Chairman
Highway, Buildings & Grounds Committee

Matthew Roberts, Chairman
Finance, Ways & Means Committee

RESOLUTION NO. _____

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT WITH RMS
GRAVEL, INC.**

WHEREAS, sealed bids were opened in Ontario County on November 29, 2021 for Material Crushing Service and awarded to the lowest responsive/responsible bidder who meet all the terms of the Bid specifications; and

WHEREAS, Ontario County reserves the right to allow all municipal and not for profit organizations authorized under the General Municipal Laws of the State of New York ("GML"), to purchase any goods and/or services awarded as a result of this bid in accordance with the latest amendments to GML based on the following; and

WHEREAS, the Highway Buildings and Grounds Committee met on January 27, 2022 and approved entering into an agreement with RMS Gravel, Inc., based on Ontario County Bid #22003 as follows:

**RMS Gravel, Inc. - Item #5 for \$3.50 per ton, not to
exceed \$50,000.00**

WHEREAS, the cost for services has been appropriated in the 2022 County Road 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 RMS Gravel, Inc., in the form as is on file with the Clerk of the Board.

Dated: February 8, 2022

William Zupan, Chairman
Highway, Buildings and Grounds Committee

ONTARIO COUNTY PURCHASING DEPARTMENT
BID TABULATION SHEET

BID #: B22003

BID NAME: MATERIAL CRUSHING SERVICE

OPENING DATE AND TIME: NOVEMBER 29, 2021 @ 1:00 PM

			VENDOR:	RMS Gravel	Villager Construction	Doug Gross Construction	Daggett Sand and Gravel
ITEM NO.	DESCRIPTION	QUANTITY	UNIT	PRICE	PRICE	PRICE	PRICE
1	Crushing Bank Run Gravel or Asphalt Millings, Size 1½" Minus	up to 4,000	CY	No Bid	\$9.25	No Bid	No Bid
2	Crushing Bank Run Gravel or Asphalt Millings, Size 1½" Minus	over 4,000 to 10,000	CY	No Bid	\$6.50	\$5.32	No Bid
3	Crushing Bank Run Gravel or Asphalt Millings, Size 1½" Minus	over 10,000	CY	No Bid	\$6.00	\$4.90	No Bid
4	Crushing Bank Run Gravel or Asphalt Millings, Size 1½" Minus	up to 6,000	TON	\$5.00	\$5.25	No Bid	\$4.10
5	Crushing Bank Run Gravel or Asphalt Millings, Size 1½" Minus	over 6,000 to 15,000	TON	\$3.50	\$4.00	\$3.80	\$3.80
6	Crushing Bank Run Gravel or Asphalt Millings, Size 1½" Minus	over 15,000	TON	\$3.50	\$3.75	\$3.50	\$3.65
7	Crushing Concrete, Size 11/2" Minus	up to 4,000	CY	No Bid	\$11.50	No Bid	No Bid
8	Crushing Concrete, Size 11/2" Minus	over 4,000 to 10,000	CY	No Bid	\$8.00	\$7.00	No Bid
9	Crushing Concrete, Size 11/2" Minus	over 10,000	CY	No Bid	\$7.00	\$6.86	No Bid
10	Crushing Concrete, Size 11/2" Minus	up to 6,000	TON	\$5.00	\$8.50	No Bid	\$5.55
11	Crushing Concrete, Size 11/2" Minus	over 6,000 to 15,000	TON	\$5.00	\$5.50	\$5.00	\$5.40
12	Crushing Concrete, Size 11/2" Minus	over 15,000	TON	\$5.00	\$5.00	\$4.90	\$5.35
13	Delivery & Pickup Charge - Material Crushing Equipment, including front-end loaders		LS	\$1,500.00	\$3,750.00	No Bid	\$3,500.00

Highway Highlights 1-27-22

1. We have a Sexual Harassment Training scheduled for Wednesday January 26th as a follow up from last year when we had a claim by one of our employees.
2. We have installed additional snow fence at several locations on Nelson Road, Oxbow Road, North Court St, Swamp Road, Rocks Road, and Randallsville Road, and they all seem to be helping reduce drifting problems.
3. We have been using salt brine quite a bit more trying to look at ways to reduce our salt usage and being proactive with any upcoming environmental restrictions. On an average day with a snow event, we are using about 1500 to 2000 gallons of brine between both divisions.
4. Most of the new drivers who came on board last Fall have been OPP Certified. One new MEO was just hired for Wampsville and should be starting early February.
5. We are getting new equipment and trucks ordered that were included in the budget and getting designs and bids ready for the upcoming construction season.
6. We were awarded one bridge project from the 2021 Bridge NY program announced in December. Statewide \$216.2 million was awarded to 88 local governments, with \$12.5 million award to the Central New York region. Madison County was awarded \$2.175 million for Solsville Road bridge over Oriskany Creek.
7. The Governor's Executive budget was released Tuesday, January 18th and includes CHIPS funding statewide around \$538 million, Pave NY at \$150 million, Extreme Winter Recovery at \$100 million, Touring Routes at \$100 million, Bridge NY at \$200 million, and a new program Pave our Potholes at \$100 million.
8. I finished up my 1-year term as the NYSCHSA President, on Wednesday January 20th 2022, during the Winter Conference in Saratoga, NY. I worked to create the first ever Virtual Advocacy campaign, due to the Pandemic. I negotiated a new contract with the NYSCHSA Association Management firm, and then ultimately guided a transition to a new Association Management firm. I initiated two new Annual awards to be presented at the Winter Conference, one for a Supt/Commissioner, and one for an affiliate member. Each award was named after longstanding members who demonstrated extraordinary dedication and service to the Association. I was able to network with many organizations, including NYSAOTSOH, NYSDOT, NYSDEC, ARTBA, APWA, NACE, FAIR, AGC, SSSBA, NYSLTAP, NYSAC, NACO, as well as Vendors and other County Supt's/Commissioners.

RESOLUTION NO. _____

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

WHEREAS, Madison County is in need of professional engineer services with regard to the demobilization of the old Highway Garage located at 85 Cedar St. in Morrisville; and

WHEREAS, all proposals from RFP#921 were reviewed and scored by the evaluation team who made their recommendation that the RFP be awarded to Barton & Loguidice, D.P.C. to perform the professional services required; and

WHEREAS, Barton & Loguidice, D.P.C., has agreed to perform these professional engineering services for a total amount of \$66,450.00 (Phase I- \$3,500, Phase II- \$10,900 and Phase III- \$52,300, with phases 2 & 3 scope and fee negotiable once informed by prior phase completion), with services to commence February 8, 2022 and ending February 7, 2023; and

WHEREAS, the costs of these services have been allocated within the 2022 adopted county budget; and

WHEREAS, the Highway, Buildings and Grounds Committee have reviewed and recommends entering into an agreement with Barton & Loguidice, D.P.C., for this service;

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 Barton & Loguidice, D.P.C., in the form as is on file with the Clerk of the Board.

Dated: February 8, 2022

William Zupan, Chairman
Highway, Buildings and Grounds Committee

P921 – Engineering Services for the Demobilization of the Cedar Street Highway Garage in Morrisville

Tally Sheet

	C&S Engineers	Lu Engineers	LiRo Engineers	Barton & Loguidice
Demonstrated ability to meet the scope of work/statement objectives (25 points)	22	23	23	25
Demonstrate technical capability (proven track record), etc. shall include performance references for similar projects (30 points)	27	29	29	29
Qualifications and expertise of staff proposed for this project (15 points)	12	12	12	15
Fee (30 points)	30	23	24	29
TOTAL POINTS	91	87	88	98

Madison County
Insurance Waiver Request Form

Procedure to complete and submit this request form:

1. Any change in insurance must be discussed with the County insurance company, OneGroup.
2. The Department of Law should be copied on correspondence with OneGroup.
3. A copy of this form must be submitted to the Department's respective Committee along with the proposed contract and resolution. This form is required for every request to change the insurance requirements found in the standard County contract.

Contractor Name:

SEGUIN LAND SURVEYING LLC

Address:

6197 DYKE RD. CHITTENANGO NY 13037

Date: 1/25/2022

Describe Services Provided to Madison County:

Prepare a two lot subdivision on 85 Cedar St. Parcels#'s 111-14-01-12, 14 & 21

Current Levels of Insurance coverage required and coverage amounts (see Madison County Contract and provide reason for not meeting the requirement:

1. Worker's Compensation and Employer's Liability insurance - statutory limits apply.

Reason for requesting waiver: Click or tap here to enter text.

2. Commercial General Liability (CGL) insurance –
 - a. Coverage with limits of not less than \$1,000,000 each occurrence and \$2,000,000 Annual Aggregate.
 - b. The CGL coverage shall include a General Aggregate Limit and such General Aggregate shall apply separately to each project.

- c. CGL coverage shall be written on ISO Occurrence form CG 00 01 1001 or a substitute form providing equivalent coverage and shall cover liability arising from premises, operations, independent contracts, products-completed operations, XCU (explosion, collapse & underground coverage), personal & advertising injury and where applicable any work within 50 feet of a railroad. There shall be no exclusions to Contractual Liability for Employee Injuries.
- d. Madison County and all other parties required of the County for this project, shall be included as additional insureds. Coverage for the additional insureds shall apply as Primary and Non-contributing Insurance before any other insurance or self-insurance, including any deductible or self-insured retention, maintained by, or provided to, the additional insured's. Coverage for these additional insured's shall include completed operations. If additional insured coverage cannot be provided by endorsement an "Owners & Contractors' Protective" policy will be required for the same liability limits noted above in the name of the "Madison County".
- e. The Contractor's General Liability policy shall include coverage for the Contractor and any of the additional insured's for any operations performed on residential projects including single or multi-family housing, residential condominiums, residential apartments and assisted living facilities.
- f. Contractor shall maintain CGL coverage for itself and all additional insureds for the duration of the project and maintain Completed Operations coverage for itself and each additional insured for at least 3 years after completion of the work.

Reason for requesting waiver:

- 3. **Automobile Liability Insurance** – Business Auto Liability required and should apply to and cover all owned, leased, hired and non-owned vehicles, with a minimum limit of liability of \$1,000,000 for each accident. Madison County and all other parties required by the County shall be listed as additional insureds, said coverage for the additional insureds shall be on a primary and non-contributing basis.

Reason for requesting waiver:

- 4. **Commercial Umbrella or Excess Liability insurance** – limits must be at least \$5,000,000 and include the same entities as additional insureds as required by Commercial Liability policy.

Reason for requesting waiver:

Facilities Updates 1/27/22

Maintenance Highlights

- Snow/ice removal on campus and at Delphi Falls
- Moving furniture and clearing out garbage/trash from Mental Health Department
- Completed break room and office space construction in Maintenance Garage
- Maintenance garage bathroom renovation ongoing
- Maintenance garage wood shop cleaning/organization ongoing
- Maintenance garage painting ongoing
- Basement cleanouts/organization in all buildings underway
- Address heating problems at Landfill Office
- Coordinated service for Highway Department generator
- Repair of overhead door at Highway Department underway
- Troubleshooting water issues at Morrisville Highway Garage
- New guides installed for squeaking elevator doors in the Office Building elevator
- Routine Q-Ware being addressed
- Routine preventive maintenance ongoing

Facilities Projects:

- New Highway Complex – Architect is pursuing with the State the final COO. We have had a few warranty issues on the new hot water heater and the main water meter. Contractors are working on addressing those.
- Gorman Center building for Mental Health Pathways program- Contractors are on schedule to complete the project in the last week of February.
- Emergency Generator for COB- Project Kick-Report from Wendel to review on 1/31/22. Looking to bid out to contractors on 5/3, HB&G approval 5/27 and Board approval 6/14 with construction to begin right away. Estimated completion this fall.
- Sewer Project- Still awaiting approval for state grant money.
- Delphi Falls- waiting on approval and money
- Cedar St. Highway Garage- Agreement with Barton & Loguidice presented to committee today, Board approval on 2/8/22. Hiring a surveyor to subdivide existing county property. NYS will have approx 3.3 acres and Town will have the balance. Working with Highway on surplus material and organizing an auction with Purchasing. Maintenance removing all other debris and garbage to the landfill.
- Reconnect Broadband- Participating in the meetings and involved early on in project.
- Providing electrical outlets and IT connection at the Board of Supervisors seating area in Chambers.
- Highway Garage (north) Wampsville & LEB project- Additions & Renovations, presenting plan to committee for funding of this project.
- Personnel Update- New Building Maintenance Supervisor started 1/10/2022.



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: 01 / 04 / 20 22

Listed below are the totals for the month December '21 for the Central Services Department.

PRINTING

Jobs	<u>59</u>
Impressions (Copies)	<u>94,360</u>
Charge Back	<u>3,236.72</u>

YEAR TO DATE

<u>480</u>
<u>955,914</u>
<u>33,490.02</u>

US MAIL Postage

Pieces Processed	<u>36,831</u>
Charged Postage	<u>21,852.90</u>

<u>204,594</u>
<u>144,603.35</u>

UPS / FEDEX / other

Incoming Pieces	<u>434</u>
Outgoing Pieces	<u>70</u>

<u>3,877</u>
<u>1,336</u>

Freight & Other Deliveries

Incoming Shipments	<u>13</u>
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<u>291</u>

STOCK Replacement

<u>29</u>

<u>257</u>

* **CLOSED** 12/23 1/2 day - 12/24 & 12/31 full days