

Highway, Buildings and Grounds

Wednesday, June 28, 2023 @ 1:00 PM

Chambers

MINUTES

1:00 PM Call Meeting to Order

Vice Chairman Greg Reuter called the meeting to order at 1:00 p.m. in Chambers.

Committee Members Present: Vice Chairman Greg Reuter, Supervisors David Jones, Loren Corbin, Thomas Stokes (via zoom 1:10 p.m.)

Committee Members Absent: Chairman William Zupan

Others Present:

Director of Public Facilities John Regan, Maintenance Supervisor Lyle Malbouf, Highway Superintendent Joe Wisinski, Assistant Highway Superintendent Brad Newman, Highway Operations Manager Rich Durant, Assistant County Attorney Jeff Aumell, Director of Finance Lou Anne Randall, Lincoln Supervisor Melissa During, Public Information Assistant Ryan Coe, County Administrator Mark Scimone, Barton & Loguidice representatives Jon Candino, Carley Parker & Jacke Novak

Approval of Minutes

- Approval of minutes of the May 24, 2023 regular committee meeting

Motion by Dave Jones to approve the minutes of the May 24, 2023 regular committee meeting. Second by Loren Corbin. The motion was Passed.

Absent: Zupan

Other Committee Business

1. Barton & Loguidice- County Sewer Project Update

Barton & Loguidice representatives Carley Parker and Jackie Novak presented to the committee an update on the County Office Complex Sewer Project. Including construction timelines and projected project costs.

Highway:

1. Authorizing the Modification of the 2023 Adopted County Budget (County Road Fund/Machinery Fund)

Consensus of the committee to move to FWM for approval

2. Highway Highlights 6-28-2023

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

Facilities/Maintenance:

1. Authorizing the Chairman to award Bid 23-20 and enter into an agreement with MEID, LLC

Motion by Loren Corbin to approve the resolution. Second by Dave Jones. The motion was Passed.

Absent: Zupan

2. Authorizing the Modification of the 2023 Adopted County Budget (Veterans Center Reno)

Consensus of the committee to move to FWM for approval

3. Authorizing the Chairman to enter into an agreement with Kinsley Power Systems, Inc.

Motion by Loren Corbin to approve the resolution. Second by Dave Jones. The motion was Passed.

Absent: Zupan

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

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

Next Meeting: Wednesday, July 26, 2023 @ 1:00 p.m. in Chambers

Adjourn

Motion by Dave Jones to adjourn the meeting at 1:41 p.m.. Second by Loren Corbin. The motion was Passed.

Absent: Zupan

Highway, Buildings and Grounds
Wednesday, May 24, 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, Maintenance Supervisor Lyle Malbouf, Highway Superintendent Joe Wisinski, Assistant Highway Superintendent Brad Newman, Highway Operations Manager Rich Durant, Assistant County Attorney Jeff Aumell (via phone), Director of Finance Lou Anne Randall, Public Information Specialist Ryan Coe, Lenox Supervisor John Pinard, Lincoln Supervisor Melissa During, Public Information Assistant Ryan Coe, County Administrator Mark Scimone, County Treasurer Cindy Edick

Approval of Minutes

- Approval of minutes of the April 26, 2023 regular committee meeting

Motion by Dave Jones to approve the minutes of the April 26, 2023 regular committee meeting. Second by Loren Corbin. The motion was Passed.

Absent: Stokes

Highway:

1. Authorizing the Chairman to Enter into an Agreement with Town & County Bridge and Rail, Inc.

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

Absent: Stokes

2. Authorizing the Chairman to Enter into an Agreement with Heidelberg Materials Northeast-NY LLC

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

Absent: Stokes

3. Highway Highlights 5-24-23

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

4. Designating Disposal of Surplus County Personal Property

Highway Superintendent, Joe Wisinski, reviewed the Surplus County Property with the Committee. Committee consensus to move to GOC.

Facilities:

1. Authorizing the Chairman to enter into an agreement with Argus Engineering PLLC

Motion by Loren Corbin to approve the resolution. Second by Dave Jones. The motion was Passed.

Absent: Stokes

2. Authorizing the Chairman to enter into an agreement with Pulver Roofing

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

Absent: Stokes

3. Facilities Highlights

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

4. Central Services Monthly Report

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

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

Next Meeting: Wednesday, June 28, 2023 @ 1:00 p.m. in Chambers

Adjourn

Motion by Greg Reuter to adjourn the meeting at 1:41 p.m.. Second by Loren Corbin. The motion was Passed.

Absent: Stokes

RESOLUTION NO. _____

AUTHORIZING THE MODIFICATION OF THE 2023 ADOPTED COUNTY BUDGET

BE IT RESOLVED that the 2023 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	\$2,350,000	\$2,733,653
D511350 593991 Transfer to Road Machinery Fund Mid-Year	<u>-0-</u>	<u>474,664</u>

Totals \$2,350,000 \$3,208,317

Control Total \$858,317

Revenue

D511350 435010 State Aid Consolidated Highway Aid	\$5,875,898	\$6,234,782
D511350 435011 State Aid NY PAVE	1,000,000	951,162
D511350 435012 State Aid Extreme Winter Recovery	635,000	636,966
D511350 435013 State Aid Pave Our Potholes	<u>87,802</u>	<u>634,107</u>

Totals \$7,598,700 \$8,457,017

Control Total \$858,317

Road Machinery Fund

5130 Road Machinery Repairs & Expense

Expense

DM513050 529680 Hydraulic Excavator	<u>\$-0-</u>	<u>\$474,664</u>
-------------------------------------	--------------	------------------

Control Total \$474,664

Revenue

DM513050 450315 Transfer from County Road Fund Mid-Year	<u>\$-0-</u>	<u>\$474,664</u>
---	--------------	------------------

Control Total \$474,664

Dated: July 11, 2023

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

Highway Highlights 6/28/2023

1. Our annual In Place Recycling for our road rehabilitation projects was completed on Friday 6/23/23.
2. Road crews are cutting shoulders, ditching, paving, and completing resident work order maintenance activities, including driveway installs, tree removals, and cleaning lateral waterways.
3. The last of our Crew Supervisor positions was filled by Mark Hogan, who has been working on the shoulder crew for the last few years. The tree trimmer position was filled by Ben Shields, who has been working on the tree crew for a number of years. Three new hire MEO's are in the process of onboarding in Wampsville, with an anticipated start date of July 17th. We are working with Solid Waste to keep staff from transferring and sharing any potential new hire interview schedules.
4. New equipment is continuing to come in. The broom tractor came in at Brown road last week. New plow trucks should be arriving soon, along with the shoulder machine that was ordered almost 2 years ago.
5. We are getting material stockpiled at strategic locations across the County in preparation for our Chip Seal operations. One resident in the Town of Fenner was charged for stealing some 1a stone they used for their driveway.
6. The bridge crew tools and equipment that were stolen last month have been about 80% recovered. The trailer was a complete loss and some small tools were not found, but the items that were located, were the harder to replace pieces. The location was due to the diligent monitoring by our bridge crew, on Facebook marketplace, and our Sheriff dept investigators.

RESOLUTION NO. _____

AUTHORIZING THE CHAIRMAN TO AWARD BID 23-20 AND ENTER INTO AN AGREEMENT WITH M.E.I.D. LLC

WHEREAS, sealed bids were received and opened on June 1, 2023 for the Veteran's Service Center Renovation Project (BID 23-20); and

WHEREAS, all bids have been canvassed and reviewed by design engineer King & King Architects, who made their recommendation to award the bid to the lowest responsible bidder; and

WHEREAS, the Health and Human Services Committee has reviewed and recommends moving forward with entering into the agreement as recommended by King & King Architects for the performance of this work;

NOW, THEREFORE, BE IT RESOLVED, that the County accept the following bid for the work heretofore described, to wit:

Bid Ref No. 23-20 Veteran's Service Center Reno Signage

**M.E.I.D. LLC
10 Castle St.
Oneida, NY 13421**

BID TOTAL: \$495,400.00

BE IT FURTHER 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 M.E.I.D. LLC in the form as is on file with the Clerk of the Board.

Dated: July 13th, 2023

William Zupan, Chairman
Highway, Buildings and Grounds Committee

Mary Cavanagh, Chairwoman
Health and Human Services 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:

General Fund

1620 County Buildings

Revenue

	<u>From</u>	<u>To</u>
A162010 427073 Contribution from Gorman Foundation	\$-0-	\$450,000
Control Total		\$450,000

1620 County Buildings

Expense

A162010 540367 Veterans Community Center Renovation	\$-0-	\$513,350
---	-------	-----------

6511 Veterans Peer Support

Expense

A651160 540191 Rental Property	\$115,000	\$51,650
Totals	\$115,000	\$565,000
Control Total		\$450,000

Dated: July 11, 2023

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

RESOLUTION NO. _____

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN
AGREEMENT WITH KINSLEY POWER SYSTEMS, INC.**

WHEREAS, Madison County has a need for required annual preventative maintenance, testing & repair services for County owned generators; and

WHEREAS, Kinsley Power Systems, Inc. has satisfactorily provided these services to the County in previous years; and

WHEREAS, Kinsley Power Systems, Inc. has agreed to provide these required generator services, per the Sourcewell Contract 120617-KOH, commencing June 1, 2023, in the amount of \$13,345 for 2023-2024 and \$13,345 for 2024-2025; 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 Kinsley Power Systems Inc., in the form as is on file with the Clerk of the Board.

Dated: July 11, 2023

William Zupan, Chairman
Highway, Buildings and Grounds Committee

Facilities Updates 6/28/23

Maintenance Highlights

- Spring filter changes completed
- Mental Health move in preparation for renovation underway
- Assisting contractors with various projects, such as in the PSB, COB and at Delphi Falls
- Repaired water line and resolved pump issues at Oxbow Park
- Assisted Eagan Environmental/Excavating Services in pumping out restrooms at Oxbow Park and Nichols Pond Park
- Ongoing seasonal grounds work, Q-Ware requests, and comfort complaints (HVAC)

Facilities Projects

County Office Building Bathroom Renovations

- Ongoing work at the basement level

Wayfinding Signage for Wampsville Complex for Interior and Exterior of Buildings

- Shop Drawings currently being reviewed by County. Department review and feedback taking place 6/29. Sign production and install over the next few months.

Mental Health Phase II project

- Mobilize and temporary positions installed the week of 6/26

COB Emergency Generator Project

- Awaiting rebar shop drawings from contractor and construction schedule

PSB Fire Alarm

O'Connell Electric is ongoing with the installation of the new fire alarm system. Syracuse Time & Alarm has been onsite programming and addressing the devices.

Jail Isolation Rooms R.T.U. Replacement

- Bid Opening was 6/22/23. Incomplete bids. We will be rebidding, opening 8/3 with hopes to approve the contractor at September board.

DSS Employee Entrance Renovation

- King & King is working on the design. Scheduled to be bid July 13, opening August 3, Board approval in August.

Highway Wampsville Roof Repair

- Pulver has been onsite last week and has scanned the roof to quantify compromised installation for replacement. Materials are being ordered and will be on site in two-three weeks for install.

COB Parking lot Sealcoat

- Bid opening held 6/15 and there were no bids. Re-bidding this work 6/22. Committee approval in July and Board approval in August.

Tower Decommissioning

- Request for bids was advertised 6/22 to remove the old Brookfield 911 tower and the old Wampsville 911 tower. Committee approval in July, Board approval in August.

Veterans Agency Center- Gorman

- Bids were opened 6/1/23. King & King reviewed and recommends awarding to lowest bidder, MEID. Board approval 7/13/23. Project has been turned over to Facilities. Budget Modification being prepared to transfer funding for the project. Purchasing will send a notice of intent to MEID.

Reconnect Project

- Design bid information for the electrical portion has been received from Argus. Facilities will be forwarding this information to State Codes for building permits for all locations. Joe W. & John R. have discussed potential start site locations mid-September if we have building permits.
- Hut Electrical will be bid 8/3 and contractor approved September Board. Electrical portion of work will start mid-October.

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: **June 2, 2023**

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

MAY 2023

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year to Date
Printing													
Jobs	43	65	66	58	28								\$20,332.40
Charge Back	\$2,242.70	\$6,945.35	\$4,884.78	\$3,987.04	\$2,272.53								12
Sheets of Paper Printed	19,965	56,305	40,604	34,380	22,727								173981
Envelopes Printed	5,000	57,500	15,000	7,000	16,100								100600
Cases of Blank Paper	22	28	21	16	21								108
Office Supplies Sold				225	237								462
US Mail Postage													
Pieces Processed	12,067	8,892	9,726	7,069	14,671								52425
Charged Postage	\$14,633.95	\$7,189.22	\$9,180.90	\$6,029.82	\$10,379.44								\$47,413.33
UPS/FEDEX/Other													
UPS Incoming Pkgs.	166	183	164	160	154								827
UPS Outgoing Pkgs.	37	38	62	47	56								240
FedEx Incoming Pkgs.	97	135	119	176	181								708
FedEx Outgoing Pkgs.		2	0	2	5								9
AMAZON Deliveries Pkgs.		4	4	5	7								20
Freight & Other Delivers													
	12	5	5	6	2								30

MADISON COUNTY CENTRAL SERVICES

Todd Russell Central Service Technician

Telephone: 315-366-2380

*Printing Jobs requested from outside the Madison County Campus as of
June 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