

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 Prieto

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

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Wednesday, August 23, 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, Assistant County Attorney Jeff Aumell, Director of Finance Lou Anne Randall, Public Information Specialist Ryan Coe, Lenox Supervisor John Pinard, County Administrator Mark Scimone, Board Clerk, Board Secretary Kristin Guinto, Assigned Counsel David DeSantis, Facilities Office Assistant Jackie Goodison, County Treasurer Cindy Edick, Assistant County Attorney Mellissa Felton,

Approval of Minutes

- Approval of minutes of the July 26, 2023 regular committee meeting
Motion by Loren Corbin to approve the minutes of the July 26, 2023 regular committee meeting. Second by Greg Reuter. The motion was Passed.
Absent: Stokes

Resolutions:

1. Authorizing the Chairman to Enter Into an Agreement with King & King Architects
Assigned Counsel Renovation Project in Gorman Plaza Motion by Greg Reuter to approve the resolution. Second by Dave Jones. The motion was Passed.
Absent: Stokes

Highway:

1. Authorizing the Modification of the 2023 Adopted County Budget (5110 Maint. Roads and Bridges)
Consensus of the committee to move to FWM for approval

Absent: Stokes

2. 2024 Proposed Highway Budget Summary

Highway Superintendent, Joe Wisinski, shared and reviewed with the Committee the 2024 proposed department budget

3. Highway Highlights 8-23-2023

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

Facilities/Maintenance:

1. Authorizing the Chairman to Renew an Agreement with The NYS Unified Court System

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

Absent: Stokes

2. Authorizing the Chairman To Award Bid 23-27 and enter into an agreement with Murnane Building Contractors, Inc.

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

Absent: Stokes

3. Authorizing the Modification of the 2023 Adopted County Budget (County Buildings HSB)

Consensus of the committee to move to FWM for approval

Absent: Stokes

4. Authorizing the Chairman to Modify an agreement with Wendel WD Architectures, P.C.

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

Absent: Stokes

5. Authorizing the Chairman to Modify an agreement with M.E.I.D., LLC

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

Absent: Stokes

6. 2024 Proposed Facilities Budget

Facilities Director, John Regan, shared and reviewed with the Committee the 2024 department budget

7. Facilities Highlights

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

8. Central Services Monthly Report

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

Other Committee Business: Executive Session-Cedar St.

Motion by Greg Reuter to Enter Executive Session @ 1:45 p.m.. Second by Bill Zupan. The motion was Passed.

Absent: Stokes

Motion by Dave Jones to Adjourn Executive Session @ 2:15 p.m.. Second by Greg Reuter. The motion was Passed.

Absent: Stokes

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

Next Meeting: Wednesday, September 27, 2024 @ 1:00 p.m. in Chambers

Adjourn

Motion by Dave Jones to adjourn the meeting at 2:16 p.m.. Second by Greg Reuter. The motion was Passed.

Absent: Stokes

RESOLUTION NO. _____

DESIGNATING DISPOSAL OF SURPLUS COUNTY PERSONAL PROPERTY

WHEREAS, in accordance with Madison County Purchasing Policy and Procedures, certain County personal property is required to be declared surplus by the Board of Supervisors before disposal; and

WHEREAS, the current County personal property waiting surplus designation is listed below; and

WHEREAS, the list of items has been reviewed and approved by the Government Operations Committee;

NOW, THEREFORE, BE IT RESOLVED, the Board of Supervisors declares the list of said items as surplus.

Item	Department	Mileage	Condition	Comment
WAM022 – 2012 International 7600	Highway	143,335	Fair	Surplus
WAM149 – 1994 Komatsu Forklift	Highway	3,866 hours	Poor	Surplus
MOR069 – 2006 International 7600	Highway	203,981	Poor	Surplus

Dated: October 10, 2023

Paul Walrod, Chairman
Government Operations Committee

RESOLUTION NO. _

**AUTHORIZING THE CHAIRMAN TO MODIFY AN AGREEMENT WITH
BP EXCAVATION LLC**

WHEREAS, sealed bids were opened on November 10, 2022 for the Replacement of Reservoir Road Culvert (LEB-559) over Kingsley Brook, Town of Lebanon, Madison County, Bid 22-42, and reviewed by the Highway Buildings and Grounds Committee on December 1, 2022, and

WHEREAS, the Highway Buildings and Grounds Committee approved awarding the bid to BP Excavation LLC for a lump sum payment of \$590,500.00 and;

WHEREAS, an underdrain pipe installation was necessary as part of an approved change order for an additional cost of \$2,569.92; and

WHEREAS, the lump sum payment amount will increase to \$593,069.92 ;

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Madison County Board of Supervisors, be and is hereby authorized to approve the modification to the agreement on behalf of the County of Madison with BP Excavation LLC, in the form as is on file with the Clerk of the Board.

Dated: October 10, 2023

William Zupan, Chairman
Highway, Buildings and Grounds Committee

Highway Highlights 9/27/2023

1. Road crews have been working on work orders and drainage improvements, as well as preliminary work for next year's road projects.
2. Our bridge crew assisted the Village of Canastota to complete a large culvert on Pleasant Street in the Village. Also, the bridge on Lakeport road in the Town of Sullivan was completed and reopened to traffic.
3. The large culvert on Reservoir road in the Town of Lebanon was completed by the contractor and reopened to traffic. One of the large culvert projects on Larkin road in the Town of Hamilton should be reopen this week.
4. We have another contractor starting another bridge project on Larkin Road over the Sangerfield River.
5. 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 will be closed until completion of the project.
6. We have started installing some shoulders on this year's road projects as well as assisting the Town of DeRuyter with our crew. The new shoulder machine is working very well after working out some minor kinks.
7. Eric DeGroat has applied and has been selected to be the next Operations Manager for the Highway Department.

Facilities Updates 9/27/23

Maintenance Highlights

- Address severe bee infestation at Children's Advocacy Center
- Move Mental Health Department offices back to original locations
- Coordinate parking lot sealing and striping project to accommodate public and employee parking needs during various phases of completion
- Built new foot bridge at Lower Oxbow Road Park
- Assisted contractors with various projects
- Address routine comfort/HVAC complaints, Q-Ware requests and seasonal maintenance

Facilities Projects

County Office Building Bathroom Renovations

- 1ST floor is progressing, anticipated completion 2nd week of October and then they will move to the 2nd floor.

Mental Health Phase II project

- Construction ongoing per schedule. Anticipating completion by the end of October.

Stand-By Generator Project

- On-schedule. Expecting transfer switch to be shipped on 10/4. Generator to arrive end of November. 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 mid-December.

Reconnect Project

- Updated HUT drawings/specs has been sent to state codes, awaiting approval and final building permits.

Sealcoating- Wampsville Complex Parking Lot

- Contractor completed crack-filling and sealcoating. Maintenance staff performed the striping and will also be marking handi-cap and electric cars spots

Tower Decommissioning- Wampsville/Brookfield

- Brookfield-Old Beaver Tail Tower and the County Office Building old tower have been removed. Facilities will have Labella survey small buildings on site for asbestos. Once known, Facilities will remove buildings and send to landfill for scrap.

DSS Employee Entrance Reno

- Murnane approved at 9/12 board meeting. Kick-off Meeting scheduled for 9/27.

Wayfinding Signage Project

- Fabrication of all interior signs to be complete by 10/20, installation of interior signs 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

- WIAA Grant Application has been submitted. Project is currently pending DEC approval. Submitted plans to DEC July 19 2023. Carley from B&L updated that DEC is in receipt and we should hear back within 2 weeks. After DEC approval, phase I bidding will take place

Isolation Room

- All materials purchased from DF Brandt have been received by the county. DF Brandt to shepherd County Maintenance Staff for the installation. Finalizing with a crane company a picking plan and sent to NYS Corrections for approval.

Highway Wampsville Roof

- Anticipates first half of roof to be completed by the end of this week. Awaiting metal trim to be delivered for installation. 2nd half of roof to be completed in early 2024.

RESOLUTION NO. _____

**AUTHORIZING THE CHAIRMAN TO MODIFY AN AGREEMENT
WITH CHEM-AQUA, INC**

WHEREAS, Madison County entered into an agreement (Res#23-133) with Chem-Aqua, Inc. with regards to the required annual water quality testing and treatment for the four (4) cooling towers at the County Office Complex; and

WHEREAS, additional services have been identified as needed at the Eaton Highway Garage; and

WHEREAS, the County would like to amend the current agreement with Chem-Aqua, Inc. to include the water quality treatment program services at the Eaton Highway Garage for an additional cost of \$2,624.98 services commencing September 15, 2023 and terminating March 31, 2025; and

WHEREAS, the Buildings and 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 Chem-Aqua, Inc. Accordingly, a copy of said Agreement is filed with the Clerk of the Board.

Dated: October 10, 2023

William Zupan, Chairman
Highway, Buildings & Grounds Committee

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 6, 2023

Listed below are the totals for the Central Services Department for the month of: AUGUST 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					373
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					\$30,815.99
Sheets of Paper Printed	19,965	56,305	40,604	34,380	22,727	19,307	45,260	53,433					291981
Envelopes Printed	5,000	57,500	15,000	7,000	16,100	8,250	8,000	13,500					130350
Cases of Blank Paper	22	28	21	16	21	29	16	19					172
Office Supplies Sold				225	237	162	190	195					1009
US Mail Postage													
Pieces Processed	12,067	8,892	9,726	7,069	14,671	9,132	9,846	35,020					106423
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					\$85,971.55
UPS/FEDEX/Other													
UPS Incoming Pkgs.	166	183	164	160	154	201	174	174					1376
UPS Outgoing Pkgs.	37	38	62	47	56	58	51	61					410
FedEx Incoming Pkgs.	97	135	119	176	181	141	174	109					1132
FedEx Outgoing Pkgs.		2	0	2	5	3	2	0					14
AMAZON Deliveries Pkgs.		4	4	5	7	8	26	16					70
Freight & Other Delivers													
	12	5	5	6	2	3	2	6					41