

Highway, Buildings and Grounds

Wednesday, July 26, 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:

Board Chairman John Becker, 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, Lincoln Supervisor Melissa During, County Administrator Mark Scimone, Board Clerk Emily Burns, Board Secretary Kristin Guinto

Approval of Minutes

- Approval of minutes of the June 28, 2023 regular committee meeting

Motion by John Pinard to approve the minutes of the June 28, 2023 regular committee meeting. Second by Greg Reuter. The motion was Passed.

Absent: Stokes

Other Committee Business

1. M.Scimone-Paving/Water Project in Madison County (Kenwood/Oneida)

County Administrator Mark Scimone shared with the Committee a request from the City of Sherrill for reimbursement for material costs in conjunction with a paving project done in Madison County (Kenwood/Oneida). Consensus of the Committee was to deny request.

Highway:

1. Control of Snow and Ice on County Roads

Motion by Greg Reuter to approve the resolution. Second by Dave

Jones. The motion was Passed.

Absent: 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 Dave Jones. The motion was Passed.

Absent: Stokes

3. 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.

4. Highway Highlights 7-26-23

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

Facilities/Maintenance:

1. Authorizing the Chairman To Award Bid 23-32 and enter into an agreement with Ryno Coatings, LLC

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 23-34 and enter into an agreement with Northeast Site & Tower Inc

Motion by Loren Corbin 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

1. Authorizing the Chairman to Modify an Agreement with Lawn Medic/Pest Arrest

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

Next Meeting: Wednesday, August 23, 2023 @ 1:00 p.m. in Chambers

Adjourn

Motion by John Becker to adjourn the meeting 1:44 p.m.. Second by Bill Zupan. The motion was Passed.

Absent: Stokes

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

Holly Fleming

From: Mark Scimone
Sent: Thursday, June 29, 2023 3:01 PM
To: Holly Fleming
Cc: Jeffrey Aumell
Subject: FW: Follow up - Paving/Water Project in Madison County (Kenwood/Oneida)

For next month's HBG Committee.

Jeff – please see me when you are free.

From: Brandon Lovett <blovett@sherrillny.org>
Sent: Thursday, June 29, 2023 11:53 AM
To: Mark Scimone <Mark.Scimone@madisoncounty.ny.gov>
Cc: Matthew Russell <mrussell@sherrillny.org>; Mike Holmes <mholmes@sherrillny.org>
Subject: RE: Follow up - Paving/Water Project in Madison County (Kenwood/Oneida)

Mark,

Yes, if the SKWD and Madison County can split the hardware materials (\$7,891.17 to date) and the anticipated (\$1,500) to finish the 8 remaining units that would be an excellent resolution.

The SKWD and the City of Sherrill has and will absorb all labor costs, material and misc. costs associated with this project.

Thank you,
Brandon

From: Mark Scimone <Mark.Scimone@madisoncounty.ny.gov>
Sent: Thursday, June 29, 2023 11:44 AM
To: Brandon Lovett <blovett@sherrillny.org>
Cc: Matthew Russell <mrussell@sherrillny.org>; Mike Holmes <mholmes@sherrillny.org>
Subject: Re: Follow up - Paving/Water Project in Madison County (Kenwood/Oneida)

Hi Brandon,

Just to clarify we are looking at half of 9,391?

Thanks,

Mark

Get [Outlook for iOS](#)

From: Brandon Lovett <blovett@sherrillny.org>
Sent: Thursday, June 29, 2023 9:43 AM
To: mark.scimone@madisoncounty.ny.gov <Mark.Scimone@madisoncounty.ny.gov>
Cc: Matthew Russell <mrussell@sherrillny.org>; Mike Holmes <mholmes@sherrillny.org>
Subject: Follow up - Paving/Water Project in Madison County (Kenwood/Oneida)

Mark,

I spoke with the Sherrill Kenwood Water District Superintendent Matt Russell this morning.

To date (6/29) he has spent \$7,891.17 on hardware for the valves. This value does not represent any labor or any other materials such as sand, stone, etc. for backfill.

Matt has approx. 8 more valves to excavate and replace hardware on. He estimates this to be around \$1,500 +/-.

I can provide all receipts, invoices, etc. for documentation when the project is complete for your records if you're able to assist in splitting the expense.

Thank you Mark and appreciate your consideration.

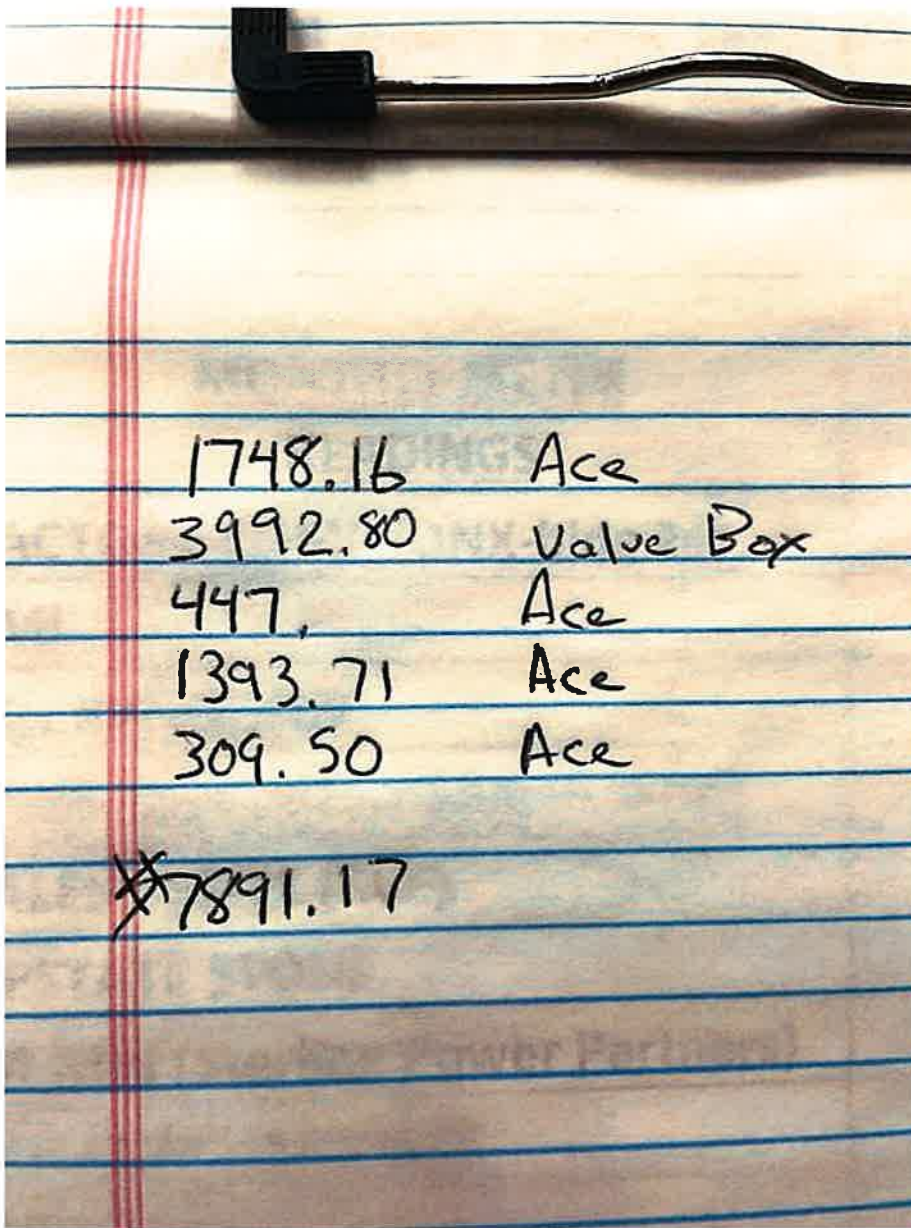
Regards,

Brandon M. Lovett

City Manager

www.sherrillny.org





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RESOLUTION NO. _____

CONTROL OF SNOW AND ICE ON COUNTY ROADS

WHEREAS, the County of Madison entered into an Agreement with the Towns of the County of Madison on October 12, 1982, for Control of Snow and Ice on the County Road System in accordance with the terms and provisions of said agreement; and

WHEREAS, the Highway, Buildings and Grounds Committee met on July 26, 2023 and recommended increasing the payment cost per lane mile to the Towns; and

WHEREAS, the reimbursement payment will increase to \$22.30 per lane mile starting October 1, 2023 and ending April 30, 2024; and

WHEREAS, the reimbursement payment will increase to \$15.71 per lane mile for regular salt brine applications and \$16.96 per lane mile for salt brine with 5% magnesium chloride applications starting October 1, 2023 and ending April 30, 2024; and

WHEREAS, the Agreement also includes a loader rate of \$78.13 per hour for snow bank removal under certain circumstances; and

WHEREAS, the Agreement for payment has been included in the County Road Fund Budget for 2023 and 2024;

NOW, THEREFORE BE IT RESOLVED, that the Chairman of the Board of Supervisors be and hereby authorizes the County Highway Superintendent to execute said Agreement on behalf of the County.

Dated: August 8, 2023

William Zupan, Chairman
Highway, Buildings and Grounds Committee

RESOLUTION NO. 23-_____

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

WHEREAS, Madison County entered into an agreement with Barton and Loguidice, D.P.C. on August 10, 2021 for professional engineering design services for three large sized culvert replacements in various locations in Madison County; and

WHEREAS, during the final design of Culvert MAD 410 the county was notified that a large sediment bar has accumulated at the outlet of the culvert; and

WHEREAS, Madison County would like to modify the scope of services in the agreement to include professional engineering services to attain environmental permits to address the large sediment bar; and

WHEREAS, the additional lump sum fee of \$9,200.00 has been appropriated in the 2023 County Road Fund Budget; and

WHEREAS, the agreement modification was reviewed and approved by the Highway, Buildings and Grounds Committee on July 26, 2023; and

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Board of Supervisors be and is hereby authorized to enter into an agreement modification with Barton & Loguidice, D.P.C., in the form as is on file with the Clerk of the Board.

Dated: August 8, 2023

William Zupan, Chairman
Highway, Buildings & Grounds Committee

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
MOR157 – 1997 Athey 7-12 Sod Loader	Highway	4,236 hours	Poor	Surplus
WAM032 – 1996 Volvo WG42 Dump	Highway	15,708	Poor	Surplus

Dated: August 8, 2023

Paul Walrod, Chairman
Government Operations Committee

Highway Highlights 7/26/2023

1. We completed the Mastic and Bridge joint repairs on Lakeport Road Bridge over CSX railroad.
2. Road crews are cutting shoulders, ditching, paving, and completing resident work order maintenance activities, including driveway installs, and tree removals. The additional seasonal mowers have continued to be a tremendous help, and the road striping crew is well under way for the season.
3. The latest round of Bridge NY grant awards were posted, and the Highway department will receive \$1.661M for a replacement bridge on Lebanon road, in the hamlet.
4. New equipment is continuing to come in. The new loader arrived at the Brown road facility, and the new Gradall was delivered on Monday 7-24-23.
5. We have completed most of our material stockpiles at strategic locations across the County, in preparation for our Chip Seal operations. The contractor should be starting around the first week of August.
6. The bridge crew tools and equipment that were stolen last month have been about 80% recovered, however these items are still in the Sheriff's evidence room. We have been able to order some new items, so the crew can continue with their work.

RESOLUTION NO. _____

**AUTHORIZING THE CHAIRMAN TO AWARD BID 23-32 AND ENTER INTO AN
AGREEMENT WITH RYNO COATINGS, LLC**

WHEREAS, sealed bids were received and opened on July 13, 2023 for the County Office Building Complex Parking Lot Sealcoating (BID 23-32); and

WHEREAS, all bids have been canvassed and reviewed and is recommended to award the bid to the lowest responsible bidder; and

WHEREAS, the Highway, Buildings and Grounds Committee has reviewed and recommends moving forward with entering into the agreement 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. 23-32 Sealcoat Parking lot at County Office Building

Ryno Coatings, LLC
PO Box 103
Marcy, NY 13403

TOTAL BID: \$53,250.00

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 Ryno Coatings, LLC., in the form as is on file with the Clerk of the Board.

Dated: August 8, 2023

William Zupan, Chairman
Highway, Buildings and Grounds Committee

RESOLUTION NO. _____

**AUTHORIZING THE CHAIRMAN TO AWARD BID 23-34 AND ENTER INTO AN
AGREEMENT WITH NORTHEAST SITE & TOWER INC**

WHEREAS, sealed bids were received and opened on July 13, 2023 for the 911 Tower Decommission and removal (BID 23-34); and

WHEREAS, all bids have been canvassed and reviewed and is recommended to award the bid to the lowest responsible bidder; and

WHEREAS, the Highway, Buildings and Grounds Committee has reviewed and recommends moving forward with entering into the agreement 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. 23-34 Tower Decommission/removal- Wampsville/Brookfield

Northeast Site & Tower Inc.
4487 Abbey Road
Syracuse, NY 13215

TOTAL BID: \$19,955.00

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 Northeast Site & Tower, Inc. in the form as is on file with the Clerk of the Board.

Dated: August 8, 2023

William Zupan, Chairman
Highway, Buildings and Grounds Committee

Facilities Updates 7/26/23

Maintenance Highlights

- Working with several contractors on various county projects
- Addressing ongoing HVAC issue
- Coordinated Court House elevator repair
- Repaired water pump issue at Oxbow Park
- Installed protective guard rails at all transfer stations
- Installed new lighted exit signs at CAC- Gorman Plaza
- Ongoing seasonal grounds and equipment maintenance

Facilities Projects

County Office Building Bathroom Renovations

- Murnane is progressing as scheduled. Anticipated to be moving to 1st floor bathrooms around 8/7.

Wayfinding Signage for Wampsville Complex for Interior and Exterior of Buildings

- GDS has been on site, assessing the buildings and grounds, in preparation of manufacturing and installing the signage.

Mental Health Phase II project

- Murnane is progressing as scheduled

Stand-By Generator Project

MEID has installed the new underground electrical line and boxed out and prepped pad for concrete

PSB Fire Alarm

- Completion of the work and demobilizing this week, training for County staff on the new system scheduled for 7/28

Veterans Agency Center- Gorman

- MEID contractor has been awarded. Scheduling a kick-off meeting.

Reconnect Project

- Electrical Contractor being approved 8/8 for the Hut Locations. Building Permits and payment have been sent to NYS codes.

Sealcoating

- Ryno Coatings only bidder. Approval on 8/8 meeting.

Tower Decommissioning- Wampsville/Brookfield

- North East Site & Tower, low bidder, will be approved on 8/8. Contact made with NYSEG to have them remove old electrical wires at Brookfield.

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: July 2, 2023

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

JUNE 2023

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year to Date
Printing													
Jobs	43	65	66	58	28	41							\$23,072.44
Charge Back	\$2,242.70	\$6,945.35	\$4,884.78	\$3,987.04	\$2,272.53	\$2,740.04							19
Sheets of Paper Printed	19,965	56,305	40,604	34,380	22,727	19,307							193288
Envelopes Printed	5,000	57,500	15,000	7,000	16,100	8,250							108850
Cases of Blank Paper	22	28	21	16	21	29							137
Office Supplies Sold				225	237	162							624
US Mail Postage													
Pieces Processed	12,067	8,892	9,726	7,069	14,671	9,132							61557
Charged Postage	\$14,633.95	\$7,189.22	\$9,180.90	\$6,029.82	\$10,379.44	\$8,018.30							\$55,431.63
UPS/FEDEX/Other													
UPS Incoming Pkgs.	166	183	164	160	154	201							1028
UPS Outgoing Pkgs.	37	38	62	47	56	58							298
FedEx Incoming Pkgs.	97	135	119	176	181	141							849
FedEx Outgoing Pkgs.		2	0	2	5	3							12
AMAZON Deliveries Pkgs.		4	4	5	7	8							28
Freight & Other Delivers													
	12	5	5	6	2	3							33

MADISON COUNTY CENTRAL SERVICES

Todd Russell Central Service Technician

Telephone: 315-366-2380

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

RESOLUTION NO. _____

**AUTHORIZING THE CHAIRMAN TO MODIFY AN AGREEMENT WITH
LAWN MEDIC/PEST ARREST**

WHEREAS, Madison County entered into an agreement (Res#22-567) with Lawn Medic/Pest Arrest for pest control services throughout Madison County Properties; and

WHEREAS, the need for weed control service has been identified at the fire training tower and parking lot at the Tuttle Road Madison County Emergency Management Training Center site; and

WHEREAS, the County would like to amend the current agreement with Lawn Medic/Pest Arrest to include the additional service for one-time weed control services commencing January 1, 2023 and expiring December 31, 2024 at an additional cost of \$500; and

WHEREAS, the Buildings and Grounds Committee has reviewed the modified agreement and recommends that the agreement be accepted;

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Board of Supervisors is hereby authorized to modify an agreement with Lawn Medic/Pest Arrest. Accordingly, a copy of said Agreement is filed with the Clerk of the Board.

Dated: September 12, 2023

William Zupan, Chairman
Highway, Buildings & Grounds Committee