

Highway, Buildings and Grounds
Wednesday, January 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 (via Zoom), Supervisors David Jones, Thomas Stokes, Loren Corbin

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, County Administrator Mark Scimone (via Zoom), Director of Finance Lou Anne Randall, Lenox Supervisor John Pinard, Lincoln Supervisor Melissa During, Public Information Assistant Ryan Coe, Board Clerk Emily Burns, Peggy LeClair

Approval of Minutes

- Approval of minutes of the December 28, 2022 committee meeting minutes

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

Highway:

1. Highway Highlights 1-25-23

Highway Superintendent Joe Wisinski reviewed the Highway Department highlights with the Committee.

Facilities/Maintenance:

1. Facilities Highlights

Director of Facilities, John Regan, reviewed the Facilities and Maintenance highlights with the Committee.

2. Central Services Report

Director of Facilities, John Regan, reviewed the Central Services August report with the Committee.

Director of Facilities, John Regan, reviewed the Central Services August report with the Committee.

Next Meeting: Wednesday, February 22, 2023 @ 1:00 p.m. in Chambers

Adjourn

Motion by Greg Reuter to end time 1:09 p.m.. Second by Loren Corbin. The motion was Passed.

Highway, Buildings and Grounds
Wednesday, December 28, 2022 @ 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:

Vice Chairman Jon Pinard, Supervisors Paul Walrod, Greg Reuter & Alexander Stepanski

Others Present:

Director of Public Facilities John Regan, Maintenance Supervisor Lyle Malbouf, Highway Superintendent Joe Wisinski, Deputy Highway Superintendent Brad Newman, Highway Operations Manager Rich Durant, Assistant County Attorney Jeff Aumell, , Board Secretary Kristin Guinto, Lincoln Supervisor Melissa During (via Zoom), County Administrator Mark Scimone, Public Information Assistant Ryan Coe, County Attorney Tina Wayland-Smith (via Zoom)

Approval of Minutes

- Approval of the October 26, 2022 and December 1, 2022 committee meeting minutes

Motion by John Pinard to approve the minutes of the October 26, 2022 and December 1, 2022 committee meetings. Second by Alex Stepanski. The motion was Passed.

Highway:

1. Madison County Highway Department 2022 Annual Report
Highway Superintendent Joe Wisinski reviewed the Highway Department 2022 annual report with the Committee.
2. Highway Highlights 12-28-22
Highway Superintendent Joe Wisinski reviewed the Highway Department highlights with the Committee.

Facilities/Maintenance:

1. Authorizing the Chairman to award Bid 22-37 and enter into an agreement with O'Connell Electric Company, Inc
Motion by John Pinard to approve the resolution. Second by Greg

Reuter. The motion was Passed.

2. Authorizing the Chairman to enter into an agreement with King & King Architects, LLP (with insurance waiver)

Motion by Pete Walrod to approve the resolution. Second by John Pinard. The motion was Passed.

3. Authorizing the Chairman to renew an agreement with NYS Unified Courts

Motion by Pete Walrod to approve the resolution. Second by Greg Reuter. The motion was Passed.

4. Authorizing the Chairman to modify an agreement with Lawn Medic/Pest Arrest

Motion by John Pinard to approve the resolution. Second by Greg Reuter. The motion was Passed.

5. Facilities Highlights

Director of Facilities, John Regan, reviewed the Maintenance & Facilities highlights with the Committee.

6. Central Services Report

Director of Facilities, John Regan, reviewed the Central Services November report with the Committee.

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

Next Meeting: Wednesday, January 25, 2022 @ 1:00 p.m.

Adjourn

Motion by Pete Walrod to adjourn the meeting @ 1:46 p.m.. Second by Greg Reuter. The motion was Passed.

Highway Highlights 1/25/2023

1. Our new Crew Supervisor from outside the Highway Department who started December 19th, is still doing well. There is more interest from others to be promoted with the contract adjustment approved by the Board.
2. The position recently vacated by Denise Tyler Office Assistant II, who recently transferred to the Finance has yet to be filled. We had to advertise to find candidates who may be interested.
3. We completed the Entry Level Drivers Training ELDT for our Welder/Mechanic at Brown road, who took his road test and passed the first time.
4. We submitted project applications for Bridge NY selections that were due in January.
5. Snow Plowing has been relatively light so far, but we are getting some maintenance issues done. For example cleaning under guiderail, tree trimming, brush removal, and drainage work.
6. We are sending bid specifications to Purchasing for this seasons contractor work and gathering information from the Towns to bid Salt purchases in 23-24.
7. We are gathering quotes and specs for new equipment to be purchased this year. Plow trucks ordered this month will likely not be in production until the 4th quarter of 2024, and delivery to us mid-2025.

Facilities Updates 1/25/2023

Maintenance Highlights

2,133 Q-Ware requests for calendar year 2022. There are 85 to date.

- Removed cubicles, prepped and painted IT
- Changed lighting in IT
- Addressed heating problems in all buildings on campus, as well as Eaton Highway Garage
- Removed abandoned IT phone lines/cabling from phone room
- Patched and painted Public Health meeting room and Mental Health conference room
- Prepped and painted three offices at DSS
- Performed filter changes at Brown Road (30 per unit)
- Fixed overhead doors at both Highway Department locations
- Energized new salt shed lighting in Wampsville
- Repaired furnaces at Solid Waste pump house and office
- Installed heater at Sullivan transfer station
- Installed water heater at Cazenovia transfer station
- Fixed furnace at Pathways
- Repositioned sump pump at Pathways; removed standing water from floors and ducts
- Mounted TVs and hung pictures and dry erase boards at Assigned Counsel
- Performed snow/ice removal as needed
- Resolved generator issues at LEB, PSB, COB and towers
- Prepped and painted main court room; moved multiple offices
- Ongoing Q-Ware requests

Facilities Projects:

County Sewer Project

- B&L and County met with Victor @ the Bistro restaurant, who allowed us to look at the sanitary system for the building. Also able to look at the apartment building and post office as well for design purposes.

Cedar Street Highway Garage

- Monthly SWPPP inspections are being conducted by Steve Lorraine from Soil & Water.

Stand-By Generator Project

- John has reached out to Diane from National Grid with finalizing the gas design. She has given John another contact within the company and John is still pursuing.

PSB Fire Alarm

- Bids opens and Engineer recommends awarding to OConnell Electric. Board approval February 7th. Contractor will start and provide submittals and construction schedule.

Jail Isolation Rooms R.T.U. Replacement

- Project to be bid early 2023 for work to be complete in summer 2023.

County Office Building Bathroom Renovations

- 100% Design complete and going out to bid 2/2/23. Committee approval March, April Board approval with construction to begin right away.

Wayfinding Signage for Wampsville Complex for Interior and Exterior of Buildings

- 95% design review meeting was done with LaBella. There will be one additional design meeting to confirm 100% before bid. Anticipated to bid February/March, Committee approval in March and Board approval in April.

Delphi Falls Trails and Parking

Phase I contractor will be restarting in the Spring and should be complete by the 1st week of June. Phase II, Beardsley Architects, are looking to bid in the Spring for May/June construction start.

Reconnect Project

- All Hut locations have been laid/staked out. SeGuin Surveying has been hired, and has traveled to all site locations to gather information for surveys and easements. We have received fiber reels and are storing them in the secured staging lot. Bidding for contractors is anticipated for May for Phase I.

Mental Health Phase II project

- Design near complete. Bids will be due the first week of April, April Committee approval and May Board approval, with construction to start right away.

Sherriff Gun Storage

- Finalizing design with King & King for Veterans Memorial Building Basement area. Work to be self-performed by maintenance staff.

Veterans Agency- Gorman Building

- Still awaiting funding approval from NYS

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: January 4, 2023

Listed below are the totals for the Central Services Department for the month of: DECEMBER 2022

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year to Date
Printing													
Jobs	36	62	39	34	44	41	28	82	66	35	49	23	539
Charge Back	\$4,152.02	\$2,899.01	\$2,675.68	\$1,273.98	\$3,142.47	\$2,474.70	\$1,628.10	\$4,747.84	\$1,981.70	\$3,713.23	\$1,957.72	\$3,159.56	\$33,806.01
		NEW PRICING											
Sheets of Paper Printed			24,782	19,426	30,275	42,454	18,825	60,030	20,500	47,304	23,225	49,332	336153
Envelopes Printed	3,000	17,500	12,000	7,000	10,000	11,000	8,000	13,500	16,500	17,000	11,600	9,000	136100
Cases of Blank Paper	20	18	20	24	20	21	30	23	20	23	24	21	264
US Mail Postage													
Pieces Processed	11,065	9,204	10,072	7,882	14,263	8,876	11,478	35,495	9,829	9,542	9,108	37,007	173821
Charged Postage	\$13,797.29	\$7,004.96	\$8,085.30	\$6,419.67	\$10,381.22	\$7,735.61	\$9,334.51	\$22,353.48	\$8,327.63	\$7,332.10	\$7,570.28	\$22,992.38	\$131,334.43
UPS/FEDEX/Other													
UPS Incoming Pkgs.	206	156	207	201	170	238	172	182	311	213	212	167	2435
UPS Outgoing Pkgs.	68	58	79	84	76	94	82	74	41	55	34	47	792
FedEx Incoming Pkgs.	101	56	69	39	39	43	98	84	94	160	71	137	991
Other Incoming Pkgs.	12	24	35	28	9	4	16	6	4	4	5	3	150
Other Outgoing Pkgs.				3		3	1		3	3	2	1	16
Freight & Other Delivers													
	22	7	16	11	8	6	16	5	5	1	3	3	103

MADISON COUNTY CENTRAL SERVICES

Todd Russell Central Service Technician

Telephone: 315-366-2380

*Printing Jobs requested from outside the Madison County Campus as of
December 31, 2022.*

Madison County Office for the Aging

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

Town of Fenner

City of Oneida (Code Enforcement, City Clerk, Assessor, Housing Department,
Dept. Public Safety/Bureau of Fire))

Town of Sullivan (Hon. John D. Button, Animal Control, Town Clerk, John Becker, Highway)

Town of Lenox (Town Clerk, Zoning Board of Appeals, Code Enforcement)

Town of Lenox / Village of Canastota Courts

Town of Cazenovia (Judge Palmer, Town of Cazenovia Court (Fischer))

Town of Eaton (Assessor)

Town of Stockbridge (Clerk/Collector)

Village of Chittenango

Town of Fenner

Town of Lincoln

Canastota Housing Authority (and Stoneleigh Apartments)

Oneida Police Benevolent Association

CSEA Union

Village of Madison

Madison County Children's Advocacy Center (CAC)