

Highway, Buildings and Grounds
Wednesday, January 24, 2024 @ 1:00 PM
Madison County BOS Chambers

MINUTES

1:00 PM Call Meeting to Order

Chairman Loren Corbin called the meeting to order at 1:01 p.m. in Chambers.

Committee Members Present: Chairman Loren Corbin, Vice Chairman Greg Reuter (via zoom), Supervisors David Jones, Alexander Stepanski & Thomas Davaiu

Others Present:

Board Chairman John Pinard, Director of Public Facilities John Regan, Maintenance Supervisor Lyle Malbouf, Highway Superintendent Joe Wisinski, Assistant Highway Superintendent Brad Newman, Highway Operations Manager Eric DeGroat, Assistant Director of Finance Keith Lummis, Public Information Officer Samantha Field, County Treasurer Cindy Edick, County Administrator Mark Scimone, Board Secretary Kristin Guinto, Assistant County Attorney Jeff Aumell, Board Clerk Emily Burns, Board Vice Chairman Melissa During (via Zoom)

Approval of Minutes

- Approval of minutes of the November 29, 2023 regular committee meeting

Motion by Dave Jones to approve the minutes of the October 25, 2023 regular committee meeting. Second by Loren Corbin. The motion was Passed.

Highway:

1. Discussion re: Approving Trade-in of 2022 Caterpillar 962M Loader

Highway Superintendent, Joe Wisinski, updated the committee on an equipment trade-in for a loader. Wisinski stated this was a very important piece of equipment that is traded out every 2 years @ each shop, alternating years. We paid \$261,000 and will be getting a trade-in value of \$262,000.

Consensus of the committee to move to GOC for approval

2. Discussion re: Designating Disposal of Surplus County Personal Property

Consensus of the committee to move to GOC for approval

After discussion regarding the Surplus resolutions going to GOC for primary approval, consensus of HB&G committee was they wished for the Surplus and Trade-In resolutions be forwarded to HB&G committee instead. County Administrator Mark Scimone and Board Clerk Emily Burns stated they would speak with County Attorney and present it to the Board for approval of change.

3. Highway Highlights 1-24-24

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

Facilities/Maintenance:

1. Consensus Only: Authorizing the Modification of the 2024 Adopted County Budget (Parks)

consensus of the committee to move to FWM

2. Authorizing the Chairman to Execute Change Orders for ongoing capital projects

Motion by Dave Jones to approve the resolution. Second by Thomas Daviau. The motion was Passed.

3. Authorizing the Chairman to enter into an agreement with AmTech Coatings, LLC

Motion by Alex Stepanski to approve the resolution. Second by Dave Jones. The motion was Passed.

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, February 21, 2024 @ 1:00 p.m. in Chambers

Adjourn

Motion by Alex Stepanski to adjourn the meeting at 1:33 p.m.. Second by Thomas Daviau. The motion was Passed.

Highway, Buildings and Grounds
Wednesday, November 29, 2023 @ 1:00 PM
Madison County BOS Large Conference Room

MINUTES

1:00 PM Call Meeting to Order

Chairman William Zupan called the meeting to order at 1:00 p.m. in Large Conference Room.

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, Assistant Director of Finance Keith Lummis, Public Information Specialist Ryan Coe, County Administrator Mark Scimone, Board Secretary Kristin Guinto, Assistant County Attorney Jeff Aumell

Approval of Minutes

- Approval of minutes of the October 25, 2023 regular committee meeting

Motion by Dave Jones to approve the minutes of the October 25, 2023 regular committee meeting. Second by Greg Reuter. The motion was Passed.
Absent: Stokes

Highway:

1. Authorizing the Chairman to Modify an Agreement with D.H. Smith Co. Inc.

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

2. Highway Highlights 11-29-23

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

3. 2023 Annual Report - Highway

Highway Superintendent, Joe Wisinski, reviewed the 2023 annual report with the Committee

Facilities/Maintenance:

1. Authorizing the Chairman to enter into an agreement with Johnson Controls, Inc.

Consensus of the Committee to approve and allow insurance rider agreement Motion by Greg Reuter to approve the resolution.

Second by Loren Corbin. The motion was Passed.

Absent: Stokes

2. Discussion-Campany Roofing Excess Umbrella Coverage

Director of Facilities, John Regan, reviewed with the Committee a request from Campany Roofing to waive the requirement for Excess Umbrella Insurance from 12/1-12/11/23 while the vendor is in the process of changing insurance companies. Regan explained to the committee that there would be no risky roof work performed before 12/11/23, as the vendor would be performing preparation for the risky roof work on the ground floor the week prior to 12/11 so there is minimally risk and liability. Consensus of the Committee is to allow for the Umbrella waiver for Campany Roofing from 12/1-12/11/23.

3. Facilities Highlights

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

Next Meeting: TBD

Adjourn

Motion by Greg Reuter to adjourn the meeting at 1:51 p.m.. Second by Loren Corbin. The motion was Passed.

Absent: Stokes

RESOLUTION NO. _____

APPROVING TRADE-IN OF 2022 CATERPILLAR 962M 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, Five Star Equipment has provided a trade-in value of \$262,000.00 for Madison County Highway department's 2022 Caterpillar 962M Loader (#WAM0846); and

WHEREAS, Five Star Equipment has provided a trade difference cost of \$38,595.55 that would allow Madison County Highway department to trade #WAM0846 for a 2024 John Deere 644P Loader; and

WHEREAS, the cost of the trade-in equipment has been appropriated in the 2024 Road Machinery Fund Budget; and

WHEREAS, the Highway, Buildings and Grounds committee met on January 24, 2024, 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 6, 2024

Paul Walrod, Chairman
Government Operations 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
MOR013 – 1997 Volvo WGM Dump	Highway	109912	Poor	Surplus

Dated: February 6, 2024

Paul Walrod, Chairman
Government Operations Committee

Highway Highlights 1/24/2024

1. NYS Bridge NY and Culvert and bridge funding applications are due this month. Culvert applications we helped with included Town of DeRuyter, Town of Lenox, and the Village of Canastota.
2. We are also working on a Federal application for BIP funds to apply to the bridge on Lakeport Road over CSX, in the Town of Sullivan.
3. Most of our equipment that we have been submitting Requisitions for are coming in slightly less than expected. We hope this trends into some of our Highway Rehabilitation and Maintenance projects this spring.
4. We have obtained a liquid spreader unit from Cazenovia and working to expand our pre-treatment program. We have switched from the Beet-Heet to Magic additives for our brine. Early tests have shown good results.
5. Spring safety training has been scheduled for April 16th, 2024.

RESOLUTION NO. _____

AUTHORIZING THE MODIFICATION OF THE 2024 ADOPTED COUNTY BUDGET

BE IT RESOLVED that the 2024 Adopted County Budget be modified as follows:

General Fund

7110 Madison County Parks

Expense

	<u>From</u>	<u>To</u>
A711070 540410 Maintenance & Development	<u>\$60,000</u>	<u>\$72,000</u>
Control Total		<u><u>\$12,000</u></u>

Fund Balance

A 300599 Appropriated Fund Balance	<u>\$7,470,500</u>	<u>\$7,482,500</u>
Control Total		<u><u>\$12,000</u></u>

Dated: February 6, 2024

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

RESOLUTION NO. _____

**AUTHORIZING THE CHAIRMAN TO EXECUTE CHANGE
ORDERS FOR ONGOING CAPITAL PROJECTS**

WHEREAS, the Board of Supervisors has authorized numerous capital projects earmarked for completion in 2024 and 2025; and

WHEREAS, there arises from time to time the need to change the specifications of these projects due to unforeseen circumstances; and

WHEREAS, the normal procedure for processing change orders for these projects would unnecessarily delay completion; and

WHEREAS, the Highway, Buildings and Grounds Committee has reviewed the matter and finds it in the best interests of taxpayers and County employees to finish these projects on time and within budget; and

WHEREAS, the Director of Public Facilities & County Administrator will provide project budget updates to the Highway, Buildings and Grounds Committee monthly;

NOW, THEREFORE, BE IT RESOLVED, that the Director of Public Facilities & County Administrator be and hereby is authorized to execute change orders in amounts up to \$20,000.00 for ongoing projects up to the budgeted contingency amount; and

BE IT FURTHER RESOLVED, that the Chairman of the Board of Supervisors be and hereby is authorized to execute change orders in the amounts of \$20,000.01 up to \$60,000 for ongoing projects up to the budgeted contingency amount.

Loren C. Corbin, Chairman,
Highway, Buildings & Grounds Committee

Dated: February 6, 2024

RESOLUTION NO. _____

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN
AGREEMENT WITH AMTECH COATINGS, LLC**

WHEREAS, Madison County has a need for a repair/relining of our Cooling Tower Tanks; and

WHEREAS, AmTech Coatings, LLC, Inc. has provided the lowest quote for this service and has satisfactorily provided services in the past; and

WHEREAS, AmTech Coatings, LLC, has agreed to provide these services in the amount of \$26,640 commencing February 6, 2024; 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 AmTech Coatings, LLC, in the form as is on file with the Clerk of the Board.

Dated: February 6, 2024

Loren C. Corbin, Chairman
Highway, Buildings and Grounds Committee

Maintenance Highlights

- Built a temporary enclosure around the PSB rooftop site for installation of the ISO unit
- Performed extensive work in connection with the ISO unit installation project
- Removed the temporary enclosure
- Installed cubicles in the Probation Department
- Changed the roof-top unit heat exchanger at the Wampsville Highway Garage
- Performed filter changes
- Performed preventive maintenance and addressed routine Q-Ware requests

Facilities Projects

County Office Building Bathroom Renovations- Project Complete

Mental Health Phase II project- Project Complete

Stand-By Generator Project

- Generators were set on concrete pad. Installation of electrical components ongoing in the basement. Anticipating completion with commissioning Spring/early summer 2024

Veterans Agency Center- Gorman- Project Complete. Maintenance moving Vets furniture to Gorman this week.

Reconnect Project

- B&H electric conduit and equipment mounting has finished all 4 locations. Leaves pulling the conductor and terminating the equipment. Anticipated electrical complete at all 4 sites by the end of this week. Scheduling 3rd party inspector Feb 2nd. COB basement Hut location will be 2/5-2/16. Remaining 4 locations to be worked on spring/summer into Fall for a total of 9 locations.

HSB Employee Entrance Reno

- Contractor is turning in submittals and ordering materials. Long lead on aluminum entrances. Anticipated start beginning of March.

Complex Sewer Project

- Phase I- Infrastructure Bid is out, Pre-Bid was 1/10 and Bid opening on 1/30. DEC still reviewing Phase II before it can be bid.

Isolation Room @ PSB-

- Done manufacturers start-up, completed. Finalizing the fire alarm connection. Finalizing Johnson Controls Metasys alarm system.

Facilities/Central Service Renovation

- Design and Building Permit in progress. Maintenance staff will self-perform.

Carpet in COB:

- Carpet and materials shipping to contractor on 1/24/24. Setting up schedule to begin installation March 1st, 4 weekend shifts. Maintenance will move furniture out on Fridays and return it on Mondays.

2024 Projects- Prepping for 16 projects in 2024, preparing scope of services for bids, gather quotes and working on logistics.

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 6, 2024

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

DECEMBER 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	38	18	31	30	490
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	\$2,576.49	\$677.29	\$4,852.64	\$3,391.48	\$42,313.89
Sheets of Paper Printed	19,965	56,305	40,604	34,380	22,727	19,307	45,260	53,433	26,956	3,935	51,925	40,612	415,409
Envelopes Printed	5,000	57,500	15,000	7,000	16,100	8,250	8,000	13,500	11,500	4,500	14,500	13,000	173,850
Cases of Blank Paper	22	28	21	16	21	29	16	19	28	25	14	12	251
Office Supplies Sold				225	237	162	190	195	163	174	147	266	1,759
US Mail Postage													
Pieces Processed	12,067	8,892	9,726	7,069	14,671	9,132	9,846	35,020	8,011	9,084	8,511	35,292	167,321
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	\$7,005.41	\$7,727.34	\$7,573.16	\$24,314.74	\$132,592.20
UPS/FEDEX/Other													
UPS Incoming Pkgs.	166	183	164	160	154	201	174	174	161	214	191	153	2095
UPS Outgoing Pkgs.	37	38	62	47	56	58	51	61	48	43	40	39	580
FedEx Incoming Pkgs.	97	135	119	176	181	141	174	109	110	210	111	56	1619
FedEx Outgoing Pkgs.		2	0	2	5	3	2	0	5	2	3	2	26
AMAZON Deliveries Pkgs.		4	4	5	7	8	26	16	27	27	21	5	150
Freight & Other Delivers													
	12	5	5	6	2	3	2	6	4	2	8	3	58

MADISON COUNTY CENTRAL SERVICES

Todd Russell Central Service Technician

Telephone: 315-366-2380

Printing Jobs requested from outside the Madison County Campus for 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

Madison County Children's Advocacy Center, Oneida, New York

City of Oneida, City Chamberlain

Town of Fenner, Town of Fenner

Cazenovia Police Department, Village of Cazenovia

New York Association of Counties, Albany, New York

City of Oneida, City Assessor

City of Oneida, City of Oneida

City of Oneida, Civil Service Commission

Town of Lenox, Code Enforcement Office

Town of Georgetown, Town of Georgetown