

Highway, Buildings and Grounds
Wednesday, December 28, 2022 @ 1:00 PM
Chambers

AGENDA

1:00 PM Call Meeting to Order

Approval of Minutes

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

Highway:

1. Madison County Highway Department 2022 Annual Report
2. Highway Highlights 12-28-22

Facilities/Maintenance:

1. Authorizing the Chairman to award Bid 22-37 and enter into an agreement with O'Connell Electric Company, Inc
2. Authorizing the Chairman to enter into an agreement with King & King Architects, LLP (with insurance waiver)
3. Authorizing the Chairman to renew an agreement with NYS Unified Courts
4. Authorizing the Chairman to modify an agreement with Lawn Medic/Pest Arrest
5. Facilities Highlights
6. Central Services Report

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

Highway, Buildings and Grounds

Wednesday, October 26, 2022 @ 1:00 PM

Chambers

MINUTES

1:00 PM Call Meeting to Order

Chairman William Zupan called the meeting to order at 1:03 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 (via Zoom), Maintenance Supervisor Lyle Malbouf, Highway Superintendent Joe Wisinski, Highway Operations Manager Rich Durant, Assistant County Attorney Jeff Aumell, Assistant County Attorney Melissa Felton, Board Secretary Kristin Guinto, Board Clerk Emily Burns, Deputy Treasurer Rebecca Marsala, Lincoln Supervisor Melissa During, County Administrator Mark Scimone, Public Information Assistant Ryan Coe, Director of Finance Lou Anne Randall, County Treasurer Cindy Edick, Board Chairman John Becker, County Clerk Mike Keville.

Approval of Minutes

- Approval of minutes for September 28, 2022 regular meeting

Motion by Pete Walrod to approve the minutes of the September 28, 2022 regular committee meeting. Second by Greg Reuter. The motion was Passed.

Other Committee Business

1. County Clerk Michael Keville- Food Court Discussion

County Clerk Mike Keville presented the idea of having local Madison County restaurants set up small food stands in the County Office Building 1st floor lobby one day a month, or week, depending on interest. He stated this would help grow awareness and interest of local restaurants. Committee consensus was they liked the idea and gave the ok to move forward. Mike Keville stated that he wasn't planning to "spearhead" the project it was just an idea he was presenting. Further research and information to be gathered and shared with the committee.

Highway:

1. Authorizing the Purchase of Real Property

Second Assistant County Attorney Melissa Felton explained to the Committee this was to convey the old piece of land that the Highway Garage in Morrisville (85 Cedar St) used to sit on before it was demobilized this year, to the Town of Eaton, keeping ownership of an area of approximately 40x40 feet of the parcel for county use.

Director of Facilities John Regan explained to the Committee that the contractors were still on site demobilizing the area and will be continuing this work through the end of the year, weather permitting. Motion by Pete Walrod to approve the resolution. Second by Greg Reuter. The motion was Passed.

2. Highway Highlights 10-26-22

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

Committee Chair Bill Zupan asked Wisinski if the department was up to date on staff for the upcoming winter season. Wisinski stated that they are at almost 100% and will be ok for the snow plow runs once everybody is trained.

Facilities/Maintenance:

1. Authorizing the modification of the 2022 adopted county budget (Mental Health Phase II)

Motion by Greg Reuter to approve the resolution. Second by Alex Stepanski. The motion was Passed.

2. Authorizing the Chairman to enter into a Lease Agreement with Kenwood Community Properties, LLC

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

3. Authorizing the Chairman to award Bid 22-35 and enter into an agreement with Atlas Fence

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

4. Authorizing the Chairman to award Bid 22-29 and enter into an agreement with MEID Electric

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

5. Authorizing the modification of the 2022 adopted county budget (ARPA)

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

6. Facilities Highlights

Director of Facilities, John Regan, and Maintenance Supervisor, Lyle Malbouf, reviewed the Maintenance & Facilities highlights with the Committee.

7. Central Services Monthly Report

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

Resolutions:

Lenox Supervisor Jon Pinard continued the discussion of the Cowaselon Creek Water District from the previous months committee meeting. Pinard presented to the Committee the original map of the Cowaselon Creek District along with all the towns listed. Pinard stated that the County currently collects \$7,000 a year in tax payments to maintain the entire district. The County does not have clear cut land easements and the manpower and hours to research and/or create the easements is insurmountable with strict rules on 3 surveys per property, etc. . Pinard presented to the Committee to dissolve/terminate the Cowaselon Creek Water District and because the County needs to maintain the creek ditch and perform the mowing and maintenance, use \$60,000 in ARPA funds for 2023 and to add this maintenance cost to the entire county property tax rolls to collect annually and use for the maintenance of the Cowaselon Creek starting in 2024.

Authorizing the Chairman to dissolve/terminate Cowaselon Creek Water District

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

Next Meeting: TBD

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

Adjourn

Motion by John Becker to adjourn the meeting @ 1:59 p.m.. Second by John Pinard. The motion was Passed.

Highway, Buildings and Grounds

Thursday, December 1, 2022 @ 9:00 AM

Chambers

MINUTES

9:00 AM Call Meeting to Order

Chairman William Zupan called the meeting to order at 9:00 a.m. in Chambers.

Committee Members Present: Chairman William Zupan, Vice Chairman Jon Pinard, Supervisors Paul Walrod & Greg Reuter

Committee Members Absent:
Supervisor Alexander Stepanski

Others Present:

Director of Public Facilities John Regan, Highway Superintendent Joe Wisinski, Assistant County Attorney Jeff Aumell, County Administrator Mark Scimone, Board Chairman John Becker, County Treasurer Cindy Edick

Highway:

1. Authorizing the Chairman to Enter into an Agreement with BP Excavation, LLC

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

Absent: Stepanski

2. Authorizing the Chairman to Enter into an Agreement with the Madison County Snowmobile Association, Inc for the use of the Swallows Bridge Road Bridge

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

Absent: Stepanski

3. Authorizing the Chairman to Enter into an Agreement with the Madison County Snowmobile Association, Inc for the use of the Hardwood Island Road Bridge

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

Absent: Stepanski

Facilities/Maintenance:

1. Authorizing the Chairman to enter into an agreement with Lawn Medic/Pest Arrest

Motion by Pete Walrod to approve the resolution. Second by John Pinard. The motion was Passed.
Absent: Stepanski
2. Authorizing the Chairman to renew an agreement with Upstate Temperature Controls, Inc

Motion by John Pinard to approve the resolution. Second by Greg Reuter. The motion was Passed.
Absent: Stepanski
3. Authorizing the modification of the 2022 adopted county budget (New Highway Garage Project)

Motion by John Pinard to approve the resolution. Second by Greg Reuter. The motion was Passed.
Absent: Stepanski
4. Authorizing the modification of the 2022 adopted county budget (Clockville Water District Project)

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

Preferred Agenda

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

Next Meeting: December 28, 2022 @ 1:00 p.m. in Chambers

Adjourn

Motion by Pete Walrod to meeting adjourned 9:08 a.m.. Second by John Pinard. The motion was Passed.
Absent: Stepanski

MADISON COUNTY HIGHWAY DEPARTMENT				
ROADS, BRIDGES, and LARGE CULVERTS				
ANNUAL REPORT				
Roads	5 yr plan	Actual		
	In place recycling	Miles		
2019	15 miles	22.79		
2020	15 miles	14.08		
2021	15 miles	18.24		
2022	15 miles	21.1		
2023	15 miles			
TOTAL	75 miles			
Bridges	5 yr plan	5 yr plan	Actual	Actual
	Replacement	Rehabilitation	Replacement	Rehabilitation
2019	2	1	0	1
2020	2	1	2	0
2021	2	1	2	1
2022	2	1	1	1
2023	2	1		
TOTAL	10 bridge replacements	5 bridge rehabilitations		
Large Culverts	5 yr plan	Actual		
	Large Culverts	Large Culverts		
2019	3	6		
2020	3	4		
2021	3	2		
2022	3	5		
2023	3			
TOTAL	15 Large Culverts			

MADISON COUNTY HIGHWAY DEPARTMENT MAINTENANCE, EQUIPMENT, FACILITIES, and STAFF ANNUAL REPORT				
Maintenance Operations	5 yr plan New Plow Trks	5 yr plan Rexroth Spreaders	Actual New Plow Trks	Actual Rexroth Spreaders
2019	2	2	2	2
2020	2	2	0	0
2021	2	2	4	4
2022	2	2	2	2
2023	2	2		
TOTAL	10 Trucks	10 Rexroth		
	Purchased	Spreaders		
Equipment	5 yr plan pick up trucks	New Loader	Actual Pick Up Trucks	Actual Loader Upgrades
2019	10	1	9	1
2020	10	1	0	1
2021	10	1	0	0
2022	10	1	NA	2
2023	10	1		
TOTAL	50 Pick Up Trucks	5 Loader Upgrades		

Highway Highlights 12/28/2022

1. Hired a Crew Supervisor from outside the Highway Department who started December 19th. He is doing well but has a lot to learn.
2. Denise Tyler Office Assistant II, recently transferred to the Finance Office to be a Payroll Specialist, leaving a vacancy in the Highway Department.
3. Our Skyhawk telematics system is mostly installed, we received training on the Software, and now we are beginning to use it and become familiar with the program.
4. We completed the Entry Level Drivers Training ELDT for our Welder/Mechanic at Brown road, so he was able to schedule a road test.
5. We are putting together applications for Bridge NY project selections that are due in January.
6. Snow Plowing is fully implemented and all the new hires are certified OPP. We are beginning to utilize anti Icing on some roads prior to storm events. This is somewhat limited by equipment setup needs, but so far has shown benefits.
7. We have again installed snow fence in key locations and expanded a bit from previous years. Crews are working on work orders from earlier in the year.
8. Our welder used some scrap metal to put together a Snowman that was placed in front of the Administration building.

RESOLUTION NO. _____

**AUTHORIZING THE CHAIRMAN TO AWARD BID 22-37 AND ENTER INTO AN
AGREEMENT WITH O'CONNELL ELECTRIC COMPANY, INC**

WHEREAS, sealed bids were received and opened on December 19, 2022 for the PSB Fire Alarm Upgrade Project (BID 22-37); and

WHEREAS, all bids have been canvassed and reviewed by design engineer C&S Companies, who made their recommendation 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 as recommended by C&S Companies 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. 22-37 PSB Fire Alarm Upgrade

**O'Connell Electric Company, Inc.
7001 Performance Drive
North Syracuse, NY 13212**

TOTAL

\$ 244,000.00

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 Atlantic Contracting Partners, LLC, in the form as is on file with the Clerk of the Board.

Dated: January 5, 2023

William Zupan, Chairman
Highway, Buildings and Grounds Committee



Madison County Purchasing Office

Computation of Bids

RFB 22-37 Jail Fire Alarm System Upgrade for
the Public Safety Building
12/15/2022 @ 2:15 pm

		Vendor	1	2	3
		Name	Patricia Electric	O'Connell Electric	Midstate Electrical Contracting
Item No.					
1		General Contractor - Lump Sum	\$299,000.00	\$244,000.00	\$380,000.00



C&S Companies
499 Col. Eileen Collins Blvd.
Syracuse, NY 13212
p: (315) 455-2000
f: (315) 455-9667
www.cscos.com

December 16, 2022

Laurie Winters
Madison County Purchasing Agent
138 North Court Street
PO Box 635
Wampsville, NY 13163

Re: Madison County
RFB 22-37 Jail Fire Alarm System Upgrade for the Public Safety Building

File: 178.025.001

Dear Mrs. Winters:

Three bids for the above referenced contract were received on or prior to December 15, 2022 at 2:15 PM. The bids were publically opened and read aloud. The bids were tabulated by Madison County Purchasing and have been reviewed by C&S Engineers, Inc. Low bidder is as follows:

<u>CONTRACTOR</u>	<u>TOTAL BID AMOUNT</u>
O'Connell Electric Company, Inc. 7001 Performance Drive North Syracuse, NY 13212	\$ 244,000 Total Bid

This low bid was reviewed by C&S Engineers, Inc. and found to be in order. For a complete breakdown of the bid amounts and the remaining bidders, please refer to the attached bid tabulation provided by Madison County Purchasing.

C&S performed a search of the General Services Administration's "System for Award Management (SAM)" website for O'Connell Electric Company, Inc. and determined that they do not have an active exclusion. In addition, we have verified that the low bidder is not the NYSDOL List of Debarred Contractors.

The low bid contractor was contacted and stated that they were comfortable with the amount of their bid and would stand by it if awarded. The Bid Documents were reviewed and found to be competent.

The low bidder has completed several projects of similar scope and value.

Laurie Winters
December 16, 2022
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Based on our review of information submitted, we recommend award of the Contract, to S.C. O'Connell Electric Company, Inc. in accordance with the conditions of award stipulated in their bid and contingent upon Board of Supervisors Approval

If you have any questions or need additional information, please do not hesitate to contact me.

Very truly yours,

C&S ENGINEERS, INC.

A handwritten signature in dark ink, appearing to read 'Travis Dawley', with a stylized flourish at the end.

Travis Dawley
Project Engineer

Enclosure

cc: John Regan

RESOLUTION NO. _____

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN
AGREEMENT WITH KING & KING ARCHITECTS, LLP**

WHEREAS, Madison County is in need of professional engineer design services with regards to the Veterans Service Agency's Community Center; and

WHEREAS, King & King Architects, LLP has served previously as the design engineer for the many County projects, possess the special skills and training to perform the services required, and

WHEREAS, King & King Architects, LLP., has agreed to perform these professional engineering services for a total cost of \$32,500 with services to commence January 5, 2023 and ending January 4, 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 King & King Architects, LLP, in the form as is on file with the Clerk of the Board.

Dated: January 5, 2023

William Zupan, Chairman
Highway, Buildings and Grounds Committee

December 5, 2022

Mr. Ron Raymer
Director, Veterans Service Agency
Madison County
138 North Court Street
PO Box 546
Wampsville, NY 13163

Re: **Veterans Service Agency Center**
Storefront at 439 North Main St, 1065 Northside Shopping Center, Oneida, NY
Professional Design Service Proposal

Dear Mr. Raymer:

We are pleased to submit the following fee proposal for professional design services relating to the Madison County tenant space at 1065 North Main Street in Oneida, NY (space currently occupied by Parkside Liquors). The storefront space is to be leased by the County and used as a Veteran's Outreach Center.

The project will include architectural and MEP design services for interior renovations to the approximately 2,600 SF tenant space, including reconfiguration of one toilet room to meet ADA requirements, addition of a second toilet room, and addition of several offices, community room, storage, conference, breakroom space and other support spaces.

We have assumed a construction budget of approximately \$250,000 - \$300,000 based on the scope of renovation.

This letter will outline the tasks and deliverables proposed by the team of King and King Architects and our consultant ASM Engineering (mechanical/electrical/plumbing design – MEP). We have assumed that no structural engineering and no environmental (hazardous material) consulting is required.

The concept space layout dated 10/13/2022 will be the basis for the construction documents, with minor adjustments such as interior windows, pantry walls, and reception/office walls. Other minor adjustments may be discussed.

We anticipate the following scope of work:

- 1) Design Development and Construction Documents to include:
 - a) Review of NY State building code, and relevant Accessibility Code (ANSI A117), that may affect the design.
 - b) Design development of the Architectural & MEP Construction Documents and material specifications for the renovated areas, to be issued for bidding and construction. Material specifications to be included on drawings or in project manual. Scope of work will include:
 - i) New interior partitions as shown on concept plan.
 - ii) Reconfiguration of 1 existing bathroom to meet ADA requirements and addition of 2nd bathroom.
 - iii) New interior finishes including new flooring to cover existing VCT flooring.
 - iv) New sink at Break Area.
 - v) Provide interior finish options for County selection of finishes.
 - vi) HVAC solution will reuse or replace gas fired furnace. Include AC function.
 - vii) Provide electrical distribution based on floor plan.



- c) Anticipated drawings include code compliance plans, floor plan, reflected ceiling plan, door/hardware schedule, finish schedules, toilet room details, other associated details, and MEP drawings to support the renovated scope of work.
 - d) We have included one informal submission (drawings) at approx. 75% through construction documents for client review and approval.
 - e) Coordinate with County to develop front end specification and bidding documents.
 - f) Upon completion of the construction documents, plans and specifications for a single prime bidding process will be available for distribution to the County for their use in procuring Contractors or bidding the documents.
 - g) Provide stamped and signed drawings to be used by Contractor to apply for building permit from City of Oneida. Respond to any questions during permitting process.
 - h) We have included about three client meetings during design.
- 2) Construction Phase Services to include:
- a) Regular construction site visits to observe construction progress and review payment requisitions. King + King representative will also be available to review field conditions and coordination issues while on site during these visits. We have assumed a total of about five construction site visits to observe that construction is proceeding in general conformance with construction drawings, including final punch list visit at substantial completion.
 - b) Provide support during construction by responding to contractor RFI's and discussion of coordination items.
 - c) Review of contractor submittals and shop drawings prior to construction.
 - d) Review of contractor's monthly payment applications.
 - e) Assist the County with project closeout.

The scope of our services shall be based on the King + King Architects Standard Form of Owner Architect Agreement B161.

Understandings & Assumptions

Client shall furnish:

- a. Availability of personnel to provide reasonable access to the site as required by King + King and our consultants.

We have made the following assumptions:

- a. Construction budget will be less than \$500,000 and therefore a single-prime contract for construction will be utilized.
- b. Construction estimating is not required as part of the design service scope. King + King will make every effort to provide a cost effective design, and specific bid alternates may be identified to help protect the budget.
- c. County will separately solicit asbestos sampling and testing from an existing service contract.
- d. Right-to-build fees, if any, to be responsibility of Owner or Contractor.
- e. On-site and off-site and improvements beyond the immediate project area are not a requirement for this project. We assume existing utilities are adequate to support renovated spaces.
- f. The County may contract with a furniture vendor for specification and selection of all new loose furniture. King + King will provide interior finishes to the furniture vendor for their use in coordination of furniture color and selections compatible with the interior finish design.
- g. Backflow prevention and sprinkler design not required (building not equipped with



December 5, 2022
Mr. Ron Raymer
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- sprinkler system).
- h. Telephone/data/cable pathways and boxes will be shown on drawings. Other IT/data designs services are not required for this project, and will be completed by County IT.
- i. No structural engineering is included assuming that the HVAC solution will not require a rooftop unit.

Professional Design Fees

Our fees for the above architectural and MEP design services shall be a lump sum fee of **\$32,500.**

King + King will invoice the County monthly for our professional services and reimbursable expenses. Payments for the Architect's services and for reimbursable expenses shall be made monthly upon receipt by the Owner of the Architect's standard monthly invoice.

Reimbursable expenses are included in the above fees and include expenditures made by the Architect, their employees and/or their professional consultants in the interest of the project for expenses of local travel in connection with the project, long distance communications, expenses of reproductions, blueprinting and copying, photographic production techniques and postage for the project. We will provide the bid documents in .PDF electronic format to the County for their use in bidding the project. Printing costs during bidding will be billed to County at cost.

Any additional services required and authorized by the County shall be billed at an agreed to lump sum.

We anticipate the schedule to complete the design phase of the project to be approximately two to three months once we receive authorization to proceed, assuming all information and expeditious decisions are made by the client.

We appreciate this opportunity to be of service to you and look forward to a successful project. If the above is satisfactory, please sign below indicating your acceptance.

If you have any questions regarding this proposal or the professional services fee, please feel free to contact me.

Sincerely,

King + King Architects LLP

Chad T. Rogers
Partner, King + King Architects, LLP

Accepted by Mr. Ron Raymer
Director, Veterans Service Agency
Madison County

December 5, 2022
Date

Date

cc: file

Madison County
Insurance Waiver Request Form

Procedure to complete and submit this request form:

1. Any change in insurance must be discussed with the County insurance company, OneGroup.
2. The Department of Law should be copied on correspondence with OneGroup.
3. A copy of this form must be submitted to the Department's respective Committee along with the proposed contract and resolution. This form is required for every request to change the insurance requirements found in the standard County contract.

Contractor Name:

King & King Architects

Address:

358 West Jefferson St. Syracuse, NY 13202

Date: 12/22/22

Describe Services Provided to Madison County:

Professional Engineer Services for the Veterans Service Agency Community Center located in the Gorman Plaza.

Current Levels of Insurance coverage required and coverage amounts (see Madison County Contract and provide reason for not meeting the requirement:

1. Worker's Compensation and Employer's Liability insurance - statutory limits apply.

Reason for requesting waiver: Click or tap here to enter text.

2. Commercial General Liability (CGL) insurance –
 - a. Coverage with limits of not less than \$1,000,000 each occurrence and \$2,000,000 Annual Aggregate.
 - b. The CGL coverage shall include a General Aggregate Limit and such General Aggregate shall apply separately to each project.

- c. CGL coverage shall be written on ISO Occurrence form CG 00 01 1001 or a substitute form providing equivalent coverage and shall cover liability arising from premises, operations, independent contracts, products-completed operations, XCU (explosion, collapse & underground coverage), personal & advertising injury and where applicable any work within 50 feet of a railroad. There shall be no exclusions to Contractual Liability for Employee Injuries.
- d. Madison County and all other parties required of the County for this project, shall be included as additional insureds. Coverage for the additional insureds shall apply as Primary and Non-contributing Insurance before any other insurance or self-insurance, including any deductible or self-insured retention, maintained by, or provided to, the additional insured's. Coverage for these additional insured's shall include completed operations. If additional insured coverage cannot be provided by endorsement an "Owners & Contractors' Protective" policy will be required for the same liability limits noted above in the name of the "Madison County".
- e. The Contractor's General Liability policy shall include coverage for the Contractor and any of the additional insured's for any operations performed on residential projects including single or multi-family housing, residential condominiums, residential apartments and assisted living facilities.
- f. Contractor shall maintain CGL coverage for itself and all additional insureds for the duration of the project and maintain Completed Operations coverage for itself and each additional insured for at least 3 years after completion of the work.

Reason for requesting waiver:

- 3. **Automobile Liability Insurance** – Business Auto Liability required and should apply to and cover all owned, leased, hired and non-owned vehicles, with a minimum limit of liability of \$1,000,000 for each accident. Madison County and all other parties required by the County shall be listed as additional insureds, said coverage for the additional insureds shall be on a primary and non-contributing basis.

Reason for requesting waiver:

- 4. **Commercial Umbrella or Excess Liability insurance** – limits must be at least \$5,000,000 and include the same entities as additional insureds as required by Commercial Liability policy.

Reason for requesting waiver:

RESOLUTION NO. _____

**AUTHORIZING THE CHAIRMAN TO RENEW AN AGREEMENT WITH
THE NYS UNIFIED COURT SYSTEM**

WHEREAS, counties and cities are required by law to furnish and maintain adequate court facilities for use by trial courts in the State of New York; and

WHEREAS, Madison County is responsible for furnishing and maintaining the Madison County Courthouse; and

WHEREAS, this renewal agreement (No. 300439) shall be effective beginning April 1, 2018, and shall terminate March 31, 2023; and

WHEREAS, the proposed budget for services to be rendered to this agreement for the period of April 1, 2022 through March 31, 2023 shall be \$105,293.00; and

WHEREAS, pursuant to the provisions of Chapter 686 of the laws of 1996, as amended to date, the maximum compensation for the 2022-2023 period shall be 100 percent of the total amount for cleaning and minor repairs and 25 percent for maintenance;

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Board of Supervisors be and is hereby authorized to renew an agreement on behalf of the County of Madison with NYS Unified Court System, in the form as is on file with the Clerk of the Board.

Dated: January 5, 2023

William Zupan, Chairman
Highway, Buildings and Grounds Committee

Unified Court System
Court Cleaning and Minor Repairs Proposed Budget
(Appendix B to a contract between a local government entity and the NYS Unified Court System pursuant to Chapter 686, Laws of 1996)

State Fiscal Year: **2022-2023**

Name of County or City: **County of Madison**

List Court Buildings:

Name and Address of Each Court Building (Including County Clerk Space)	Owned or Leased	Total		Court Spaces to be Cleaned and Repaired Pursuant to this Budget	
		Building Net Usable Square Feet	Net Usable Sq. Ft.	Court Related	Aid Eligible Percentage
Court House, [CH] N Court Street	owned	33,075	33,075		100%
County Office Building [COB] N Court Street	owned	53,796	0		0%
Veterans' Memorial [VMB] N Court Street	owned	31,803	2,288		7%
CH and COB	owned	86,871	33,075		38%
CH, COB and VMB	owned	118,674	35,363		30%
CH, COB, VMB and Public Health [PH]	owned	121,877	35,363		29%
CH, COB, VMB, PH and Dept of Soc. Serv. [DSSI]	owned	189,377	35,363		19%
CH, COB, VMB, PH, DSS & Correctional Facility [PSB]	owned	244,817	35,363		14%
COB and PH	owned	67,510	0		0%
CH, COB and PH	owned	89,785	33,075		37%
CH, COB, VMB, PH, PSB	owned	188,117	35,363		19%
CH and VMB	owned	64,878	35,363		55%
COB and PSB	owned	109,236	1,887		2%

Note: Divide Court SF by Total SF for percent

Anticipated Changes in Location or Space Utilization:

Name and Address of Affected Building(s)	Nature of Changes	Target Date

1 Cleaning Costs:

1(a) Service Contracts

Budget Line #	Contractor	Type of Service	Building	Contract Amounts for Budget Period	Aid Eligible Percentage	Budget Request
1	N/A			\$0		
2				\$0		
3				\$0		
4				\$0		
5				\$0		
6				\$0		
1(a) Subtotal:						\$0

1(b) Local Payroll

No. of Positions	Building	Annual Wages	Fringe Benefits	Total Personal Service Costs	Aid Eligible Percentage	Budget Request
7	CH	\$42,500	\$12,301	\$54,801	100%	\$54,801
8	VMB	\$46,563	\$10,960	\$57,522	7%	\$4,027
9		\$0				
10	CH	\$3,259	\$1,404	\$4,663	100%	\$4,663
11	VMB	\$3,259	\$1,404	\$4,663	7%	\$326
12						
1(b) Subtotal:						\$63,817

1(c) Supplies and Equipment

Type of Material	Building	Quantity/Unit	Costs	Aid Eligible Percentage	Budget Request
13	Supplies & Equipment	CH	\$2,928	100%	\$2,928
14	Supplies & Equipment	VMB	\$3,803	7%	\$266
15			\$0		
16			\$0		
17			\$0		
18			\$0		
1(c) Subtotal:					\$3,194

1(d) - Total Cleaning Costs (1a+1b+1c): **\$67,011**

2 Trash Removal and Disposal

2(a) Trash Removal

	Contractor or Agency	Building	Quantity/Unit	Costs	Aid Eligible Percentage	Budget Request
19	N/A			\$0		
20				\$0		
21				\$0		
22				\$0		
23				\$0		
2(a) Total:						\$0

2(b) Trash Disposal

	Contractor or Agency	Building	Quantity / Unit	Costs	Aid Eligible Percentage	Budget Request
24	Madison County Landfill	CH	Lump Sum	\$2,513	100%	\$2,513
25	Madison County Landfill	VMC	Lump Sum	\$1,675	7%	\$117
26						
27						
28						
29						
30						
2(b) Total:						\$2,630

2(c) - Total Trash Removal & Disposal (2a+2b):

\$2,630

3 HVAC Cleaning Costs

3(a) Duct Work Cleaning and Filter Changing By Service Contract

	Contractor	Type of Service	Building	Contract Amounts for Budget Period	Aid Eligible Percentage	Budget Request
31	N/A			\$0	100%	\$0
32				\$0		
33				\$0		
34				\$0		
3(a) Subtotal:						\$0

3(b) Duct Work Cleaning and Filter Changing by Local Payroll

Positions	No. of Building	Annual Wages	Fringe Benefits	Total	
				Personal Service Costs	Aid Eligible Percentage
35	0.05	CH	\$2,716	\$4,342	100%
36	0.05	VMC	\$2,716	\$4,342	7%
37			\$0	\$0	
38			\$0	\$0	
39			\$0	\$0	
40			\$0	\$0	
3(b) Subtotal:				\$4,646	

3(c) Filter Changing - Filters Only

Type of Material	Building	Quantity/Unit	Costs	Aid Eligible Percentage	Budget Request
41	Filters (high quality)	CH	\$285	100%	\$285
42					
43	Filters	VMC	\$151	7%	\$11
44					
45					
46					
3(c) Subtotal:					\$296

3(d) Total HVAC Ductwork Cleaning & Filter Changing Costs (3a+3b+3c):

\$4,941

4 GRAND TOTAL - ALL "CLEANING COSTS":

Grand Total Boxes 1d + 2c + 3d:

\$74,582

5 Proposed "Tenant" Work

Use the following codes:

14-15 Madison

- a - Flooring and Carpeting
- b - Painting
- c - Interior Ceilings
- d - Bathrooms
- e - Fixtures
- f - Minor Renovation
- g - Other (Identify)

Work to be Performed:

Code	Building	Describe Work	Total Costs	Aid Eligible Percentage	Budget Request
47	g	Staff Work Orders	1,000	100%	\$1,000
48	f	Lobby wainscoting	2,500	50%	\$1,250
49				100%	\$0
50					
51					
52					
53					
54					
55					
56					
57					
Total (5):					\$2,250

6 TOTAL - 100% REIMBURSIBLE EXPENSES:
(Cleaning Costs & Tenant Work)

Total (4+5) 6: \$76,832

7 Building and Property Maintenance:

7(a) Service Contracts

Use Codes A-G:

- a - Pest Control
- b - Elevators
- c - HVAC
- d - Telephone Wiring
- e - Security & Alarm Systems
- f - Property Maintenance
- g - Other (Identify)

Contract		Type		Contract		Aid Eligible		Budget	
Code	Contractor	Work Performed	Building	Amounts for Budget Period	Percentage	Request			
59	a	Gates-Street Svcs	CH	\$890	100%	\$890			
60	a	Gates-Street Svcs	VMB	\$674	7%		FALSE		
62	b	Alps Elevator	CH	\$466	100%		\$466		
66	b	Schindler Elevator	CH	\$8,688	100%		\$8,688		
67	b	Schindler Elevator	VMB	\$1,871	7%		\$131		
68	c	Upstate Temp Ctrl	CH	\$1,696	100%		\$1,696		
69	c	Upstate Temp Ctrl	VMB	\$2,035	7%		\$142		
70	c	Upstate Temp Ctrl	CH	\$2,104	100%		\$2,104		
71	c	Howland Pump	VMB	\$2,731	7%		\$191		
72	g	Chem Aqua	VMB	\$3,317	7%		\$232		
74	e	Tyco Fire & Sec	CH	\$2,443	100%		\$2,443		
75	e	Tyco Fire & Sec	CH	\$887	100%		\$887		
77	e	Tyco Fire & Sec	VMB	\$1,140	7%		\$80		
78	f	TR Enterprises	CH	\$601	100%		\$601		
79	g	Gregg Meyers	CH	\$67	100%		\$0		
80	g	Gregg Meyers	VMB	\$141	7%		\$0		
81	g	Davis-Ulmer	CH	\$339	100%		\$339		
82	b	Schindler Elevator	CH	\$1,244	100%		\$1,244		
84	f	TR Enterprises	CH	\$329	100%		\$329		
85	g	LaBella	Complex	\$21,400	14%		\$2,996		
7(a) Subtotal:							\$23,461		

7(b) Local Payroll

No. of Positions	Building	Annual Wages	Fringes	Total Costs	Aid Eligible Percentage	Budget Request
86	7	CH		\$38,898		
87	11	VMC		\$50,866		\$5,378
88			\$0	\$0	100%	
89			\$0	\$0	7%	
90			\$0	\$0		
91			\$0	\$0		
92			\$0	\$0		
93			\$0	\$0		
7(b) Subtotal:						\$61,445

7(c) Supplies and Equipment

Type of Material	Building	Quantity/Unit	Costs	Aid Eligible Percentage	Budget Request
93	Supplies & Equipment	CH	Lump Sum	100%	\$6,600
94	Landscape Sup. & Equip.	CH, COB, VMC	Lump Sum	30%	\$1,962
95	Supplies & Equipment	VMC	Lump Sum	7%	\$321
96					
97					
98					
99					
7(c) Subtotal:					\$8,882

7 (d) Total - Building and Property Maintenance Costs (7a+7b+7c) 7(d): \$93,788

8 Total - Building and Property Maintenance Costs:

8 \$93,788

9 Total Cost Reimbursable @ 25% = (Box 8 x 25%)

9 \$23,447

10 Total Proposed Direct Costs (Item 6 + Item 9):

10 \$100,279

11 Overhead Costs (Item 10 x .05):

11 \$5,014

12 Total Proposed Contract Amount (Item 10 + Item 11):

12 \$105,293

13 Local Government Certification:

I hereby certify that the cost estimates contained herein were developed using the best available information and that the proposed budget amounts are just, true and correct to the best of my knowledge.

Name:

County or City:

Title:

Address:

Signature:

Date:

Phone:

ENDNOTES:

Use budget line numbers for reference and include remarks or explanations below.

Line No. Explanation:

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, additional buildings at the Brown Rd. Highway Site needing services for pest control have been identified as necessary; and

WHEREAS, the County would like to amend the current agreement with Lawn Medic/Pest Arrest to include the additional buildings for pest control services commencing January 1, 2023 and expiring December 31, 2024 at an additional cost of \$140.00/month; 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 Lawn Medic/Pest Arrest. Accordingly, a copy of said Agreement is filed with the Clerk of the Board.

Dated: January 5, 2023

William Zupan, Chairman
Highway, Buildings & Grounds Committee

Facilities Updates 12/28/22

Maintenance Highlights

1. Completed major surplus cleanout at DSS
2. Hydro-seeded and mulched at Cedar Street location
3. Painted office for new judge in Court House
4. Installed decorative lighting in Office Building
5. Coordinated door insulation project at Highway Department
6. Addressed heating problems at Eaton Highway Department
7. Took corrective actions on state inspection and county safety audit reports
8. Installed electrical outlets for IT monitor project at Public Health and Assigned Counsel
9. Repaired walls and completed odds and ends at Assigned Counsel
10. Topped off generator fuel tanks and completed fall cleanings at tower sites
11. Winterized park facilities; ongoing trash collection and snow/ice removal, as necessary
12. Repaired door at Pathways
13. Installed additional lights and repositioned existing in the Court House dome
14. Addressing heating problems/comfort complaints around campus
15. Coordinating security fencing installation for IT project
16. Performing seasonal activities, including snow/ice removal
17. Completing ongoing Q-Ware requests

Facilities Projects:

To be updated 12/27/22

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: **December 19, 2022**

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

NOVEMBER 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		516
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		\$30,646.45
		NEW PRICING											
Sheets of Paper Printed			24,782	19,426	30,275	42,454	18,825	60,030	20,500	47,304	23,225		286821
Envelopes Printed	3,000	17,500	12,000	7,000	10,000	11,000	8,000	13,500	16,500	17,000	11,600		127100
Cases of Blank Paper	20	18	20	24	20	21	30	23	20	23	24		243
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		136814
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		\$108,342.05
UPS/FEDEX/Other													
UPS Incoming Pkgs.	206	156	207	201	170	238	172	182	311	213	212		2268
UPS Outgoing Pkgs.	68	58	79	84	76	94	82	74	41	55	34		745
FedEx Incoming Pkgs.	101	56	69	39	39	43	98	84	94	160	71		854
Other Incoming Pkgs.	12	24	35	28	9	4	16	6	4	4	5		147
Other Outgoing Pkgs.				3		3	1		3	3	2		15
Freight & Other Delivers													
	22	7	16	11	8	6	16	5	5	1	3		100