

Highway, Buildings and Grounds

Wednesday, May 1, 2024 @ 1:00 PM

Madison County BOS Chambers

AGENDA

1:00 PM Call Meeting to Order

Approval of Minutes

- Approval of minutes of the March 27, 2024 regular committee meeting

Other Committee Business

1. Discussion- Hoffman Falls Wind Project Road Use Agreement

Highway:

1. Authorizing the Acquisition of Real Property Interests By Means of Proceedings Pursuant to Eminent Domain Procedure Law, ARTICLE 4, in Connection with the Solsville Road (CR 41) Bridge Over Oriskany Creek Rehabilitation Project (P.I.N. 2754.70) in the Towns of Madison County of Madison, State of New York.
2. Designating Disposal of Surplus County Personal Property
3. Rehabilitation of Certain County Roads and Bridge Replacements for 2024
4. Highway Highlights 5-1-24

Facilities/Maintenance:

1. Authorizing the Chairman to enter into an agreement with Trane Technologies
2. Authorizing the Chairman to enter into an agreement with Johnson Controls, Inc.
3. Facilities Highlights
4. Central Services Monthly Report

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

Next Meeting: Wednesday, May 29, 2024 @ 1:00 p.m. in Chambers

Adjourn

Highway, Buildings and Grounds

Wednesday, March 27, 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, Supervisors Greg Reuter (via zoom), Alexander Stepanski, Thomas Daviau

Committee Members Absent: Vice Chairman David Jones

Others Present:

Board Chairman John Pinard, Director of Public Facilities John Regan, Highway Superintendent Joe Wisinski, Assistant Highway Superintendent Brad Newman, Highway Operations Manager Eric DeGroat, Director of Finance LouAnne Randall, Public Information Assistant Ryan Coe, County Administrator Mark Scimone, Assistant County Attorney Jeff Aumell, Board Clerk Emily Burns, Board Vice Chairman Melissa During (via Zoom), Peggy LeClair (via zoom)

Approval of Minutes

- Approval of minutes of the February 21, 2024 regular committee meeting

Motion by Alex Stepanski to approve the minutes of the February 21, 2024 committee meeting. Second by Thomas Daviau. The motion was Passed.

Absent: Jones

Highway:

1. Authorizing the Chairman to Extend an Agreement with Barton and Loguidice, D.P.C. for the Design of Three Large Sized Culvert Replacements

Motion by Alex Stepanski to approve the resolution. Second by Thomas Daviau. The motion was Passed.

Absent: Jones

2. Authorizing the Chairman to Enter into an Agreement with Bothar Construction LLC for MASTIC Repair Material

Motion by Alex Stepanski to approve the resolution. Second by Thomas Daviau. The motion was Passed.

Absent: Jones

3. Authorizing the Chairman to Enter into an Agreement with Town &

County Bridge and Rail, Inc.

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

Absent: Jones

4. Authorizing the Chairman to Enter into an Agreement with AnnSeal, Inc. for Asphaltic Plug Bridge Material

Motion by Thomas Daviau to approve the resolution. Second by Alex Stepanski. The motion was Passed.

Absent: Jones

5. Discussion re: Authorizing the Modification of the 2024 Adopted County Budget (5130 Road Machinery)

consensus of the committee to move to FWM

6. Authorizing the Chairman to Enter into an Agreement with Suit-Kote Corporation (Bid 24-10, Cold In-Place Recycling)

Motion by Greg Reuter to approve the resolution. Second by Thomas Daviau. The motion was Passed.

Absent: Jones

7. Authorizing the Chairman to Enter into an Agreement with Suit-Kote Corporation (Bid 24-11, Liquid Bituminous Material)

Motion by Greg Reuter to approve the resolution. Second by Thomas Daviau. The motion was Passed.

Absent: Jones

8. Highway Highlights 3-27-24

Highway Superintendent, Joe Wisinski, shared with the Committee the department's monthly highlights

Facilities/Maintenance:

1. Consensus Only: Authorizing the modification of the 2024 Adopted County Budget (EMS Station Expenses)

consensus of the committee to move to FWM

2. Authorizing the Chairman to Award Bid 24-8 and enter into an agreement with Overhead Door Company of Greater Syracuse

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

Absent: Jones

3. Facilities Highlights

Facilities Director, John Regan, shared with the Committee the department's monthly highlights

4. 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, May 1, 2024 @ 1:00 p.m. in Chambers

There was a brief discussion regarding the Highway Wampsville Office Building. The Committee would like to explore the option of relocating some Highway employees into the Human Services Building and asked some questions about demolishing the Highway office building.

Chairman Corbin also asked Highway & Facilities schedule a bus tour for the Supervisors. Suggested areas to see: CSX Bridge, Highway Office Bldg, HSB, Fire Training Ctr, PSB and the Gorman Plaza. A tour date of 4/15 @ 8:00 a.m. was scheduled. Invitations will be sent out to all the Supervisors to join.

Adjourn

Motion by Thomas Daviau to adjourn the meeting at 1:41 p.m.. Second by Greg Reuter. The motion was Passed.

Absent: Jones

RESOLUTION NO. _____

AUTHORIZING THE ACQUISITION OF REAL PROPERTY INTERESTS BY MEANS OF PROCEEDINGS PURSUANT TO EMINENT DOMAIN PROCEDURE LAW, ARTICLE 4, IN CONNECTION WITH THE SOLSVILLE ROAD (CR 41) BRIDGE OVER ORISKANY CREEK REHABILITATION PROJECT (P.I.N. 2754.70) IN THE TOWNS OF MADISON COUNTY OF MADISON, STATE OF NEW YORK.

WHEREAS, the County of Madison ("County") owns and is responsible for the maintenance and repair of the bridge (B.I.N. 3308890) ("Bridge") that carries Solsville Road (CR 41) over the Oriskany Creek in the Town of Madison, Madison County, New York; and

WHEREAS, the Bridge was constructed around 1889 and is a masonry arch bridge with masonry spandrel walls on a timber mat foundation; and

WHEREAS, the Bridge consists of: a two-lane, 25'-0" span masonry stone arch with masonry headwalls founded on timber mats; two masonry wingwalls and two concrete wingwalls; and a concrete deck with an asphalt wearing surface; and

WHEREAS, the Bridge suffers from the following primary deficiencies: missing mortar and missing or broken stones with some efflorescence of the masonry; both wingwalls are too short to support the highway embankment; one masonry wingwall is leaning up to a foot toward the creek; concrete wingwalls that have cracking and major spalls up to 12 inches; the hydraulic opening of the Bridge constricts the creek, causing scour and erosion of the streambed material in front of the arch footing stones and exposing the timber matting, with some additional scour in front of the wingwalls; and

WHEREAS, due to the deficiencies from which the Bridge is suffering, the County is proposing to rehabilitate the Bridge; and

WHEREAS, the proposed rehabilitation of the Bridge would consist of: rehabilitating the masonry arch span, keeping the arch in its current configuration; complete removal and replacement of the masonry wingwalls at the northeast and northwest quadrants; making masonry repairs to the arch and spandrel walls, including removing loose or damaged mortar, replacing missing stones, and either tuck pointing or pressure grouting to reestablish stone to mortar contact, thereby restoring the load-bearing capability of the arch; removing and re-setting the top row of stones on both spandrel walls below the concrete deck, replacing crushed stones as needed; coring weep holes into the arch to allow water to drain freely away from the backside of the arch; installation of stone fill scour protection in front of wingwall footings, and along the banks to better align the stream through the barrel of the arch; installation of a concrete knee wall in front of the arch footing stones to protect the arch against scour; full depth pavement reconstruction with a new concrete deck over the arch, with the proposed concrete deck being widened and cantilever over the stone masonry spandrel walls to meet New York State Department of Transportation (NYSDOT) standards and match the adjacent roadway along Solsville Road; and installation of new bridge and approach guide railing ("Project"); and

WHEREAS, the purpose of the Project is to restore the structural condition of the bridge carrying Coons Crossing Road across the Anthony Kill; and

WHEREAS, the objectives of the Project are to restore the Solsville Road (CR 41) bridge crossing over the Oriskany Creek by addressing deficient bridge elements to provide a safe, long term crossing with minimal social, economic and environmental effects to the Project area and minimize impacts to the protected resources; and

WHEREAS, the acquisition of fee and temporary easement interests in adjoining parcels of real property are required for the Project to accomplish the bridge rehabilitation and provide for construction access; and

WHEREAS, in order to accomplish the Project, it is necessary for the County to acquire, among other things, a fee interest and a temporary easement interest in, to, on, over and through portions of Tax Map Parcel ID No. 114.-1-12 ("Edwards Parcel"), as well as a fee interest in and to a portion of Tax Map Parcel ID No. 114.6-1-23 ("Staelens Parcel"); and

WHEREAS, the fee interest that the County seeks to acquire in and to a portion of the Edwards Parcel is an approximately 2349 square feet, strip parcel situated immediately adjacent to the southwest highway boundary of Solsville Road (CR 41), with approximately 794 square feet of which being under water; and

WHEREAS, the purpose of acquiring the fee interest in and to a portion of the Edwards Parcel is to construct and maintain permanent features of the Bridge; and

WHEREAS, the area of the temporary easement interest sought in a portion of the Edwards Parcel is an approximately 2257 square feet strip parcel situated immediately adjacent to the fee area to be acquired; and

WHEREAS, the purpose of acquiring the temporary easement interest on, over and through a portion of the Edwards Parcel is to provide construction access for the work to be completed on the western side of the Bridge; and

WHEREAS, as part of the Project, the area of the temporary easement interest will be restored; and

WHEREAS, the size of the Edwards Parcel is approximately 10.7 acres; and

WHEREAS, the fee interest that the County seeks to acquire in and to a portion of the Staelens Parcel is an approximately 295 square feet, strip parcel situated immediately adjacent to the northeast highway boundary of Solsville Road (CR 41); and

WHEREAS, the purpose of acquiring the fee interest in and to a portion of the Staelens Parcel is to construct and maintain permanent features (installation of new guiderail, removal and replacement of existing wingwall, and installation of stone armoring on the streambank) of the Bridge; and

WHEREAS, the size of the Edwards Parcel is approximately 27,900 square feet; and

WHEREAS, in accordance with the provisions of Article 3 of the EDPL and the Uniform Act and its implementing regulations, the County caused to be appraised the aforementioned

real property interests sought to be acquired in, to, on, over and through portions of the Edwards Parcel and Staelens Parcel, and thereafter established amounts which the County believes represents just compensation for such respective real property interests; and

WHEREAS, the County has conveyed to the owners of the Edwards Parcel and the Staelens Parcel Parcel, written offers to purchase the aforementioned real property interests for 100% of the County's highest approved appraised values for such real property interests; however, the owners of the Edwards Parcel and Staelens Parcel have accepted the County's offers, and the offers now are deemed rejected; and

WHEREAS, because the County is not able to acquire by purchase the aforementioned real property interests in, to on, over and through portions of the Edwards Parcel and Staelens Parcel, the County must acquire such real property interests by means of its exercise of the right of eminent domain in order to accomplish the Project; and

WHEREAS, in order to acquire the aforementioned real property interests by means of eminent domain, the County must comply with the provisions of the New York Eminent Domain Procedure Law ("EDPL"); and

WHEREAS, EDPL Article 2 requires, as a condition precedent to acquiring title by means of an EDPL Article 4 proceeding, that the County conduct a public hearing to inform the public and to review the public use to be served by the proposed project and the impact on the environment and residents of the locality where the proposed project will be constructed unless such project is exempt from the EDPL Article 2 hearing requirements in accordance with EDPL Section 206; and

WHEREAS, EDPL §206 (A) provides that the County is exempt from compliance with the provisions of the EDPL Article 2 hearing requirements when, pursuant to other state, federal, or local law or regulation, it considers and submits factors similar to those enumerated in Article 2, subdivision (B) of section 204, to a state, federal, or local government agency, board, or commission before proceeding with the acquisition and obtains a license, a permit, a certificate of public convenience or necessity, or other similar approval from such agency, board, or commission; and

WHEREAS, the factors enumerated in EDPL Section 204 (B) are as follows:

- 1) the public use, benefit or purpose to be served by the proposed public project;
- (2) the approximate location for the proposed public project and the reasons for the selection of that location;
- (3) the general effect of the proposed project on the environment and residents of the locality;
- (4) such other factors as it considers relevant; and

WHEREAS, the Project is being funded, in part, by the Federal government with funds administered by the Federal Highway Administration ("FHWA"); and

WHEREAS, because of the Federal funding involved, the Project is subject to compliance with the provisions of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (“Uniform Act”); and

WHEREAS, the Project is being progressed by the County, with oversight by the New York State Department of Transportation (“NYSDOT”) and in close coordination with the FHWA, in accordance with the requirements of the NYSDOT “Procedures for Locally Administered Federal Aid Projects” manual, Project Development Manual and other applicable NYSDOT documents; and

WHEREAS, in order to progress to the Project through the project design phase, it was necessary for the County to obtain from NYSDOT and FHWA approval that the County has satisfied the requirements of the NYSDOT “Procedures for Locally Administered Federal Aid Projects” manual and other applicable NYSDOT documents, as well as Federal laws and regulations; and

WHEREAS, the County, in conjunction with its consultant, completed a Final Bridge Rehabilitation Report (“Bridge Report”) for the Project in August 2023, and submitted the Bridge Report to FHWA and NYSDOT for approval; and

WHEREAS, the Bridge Report for the Project clearly sets forth the public use, benefit or purpose to be served by the Project, the approximate location for the Project, the reasons for the selection of that location and other information relative to the Project; and

WHEREAS, in the course of progressing the design of the Project, and as is more fully set forth in the Bridge Report, the County examined and considered the social, economic and environmental consequences of the Project and activities associated with the Project, including its impacts on: local residents; other affected populations; school districts; recreation areas; places of worship; businesses; police, fire and ambulance services; highway, traffic and overall public safety and health; social groups; regional and local economies and business districts; surface waters; water source quality; general ecology; wildlife; historic and cultural resources; farmlands; and visual resources; and

WHEREAS, the County submitted the Bridge Report to NYSDOT and FHWA for their concurrence and approvals, following which both FHWA and NYSDOT completed a review of the Bridge Report and approved the County’s preferred alternative; and

WHEREAS, FHWA and NYSDOT completed a review of the Bridge Report, FHWA and NYSDOT have approved the Bridge Report, and FHWA has provided preliminary project approval to the County and issued Design Approval and an Authorization to Proceed With ROW Acquisition, meaning that Federal funding for those activities has been authorized; and

WHEREAS, Federal and State requirements for projects such as the Project include a mandate that the County undertake the action and satisfy the requirements of the National Environmental Policy Act (“NEPA”) as a condition precedent to the issuance of Final Design Approval and Right-of-Way Authorization for the Project; and

WHEREAS, in satisfaction of its obligations under NEPA and FHWA regulations,

the Project is being progressed in conjunction with NYSDOT and FHWA as a Class II Action (Categorical Exclusion) because the Project will not have significant environmental effects and does not normally require additional federal NEPA approval, and it meets the conditions and criteria for a NEPA Class II Categorical Exclusion in accordance with 23 CFR 771.117(c)(28) as being a “Bridge rehabilitation, reconstruction , or replacement or the construction of grade separation to replace existing at-grade railroad crossings” and meets the constraints listed in 23 CFR 771.117(e); and

WHEREAS, NYSDOT, on behalf of FHWA, has determined that the Project will not cause significant environmental impacts, and it meets the conditions and criteria for a NEPA Categorical Exclusion; and

WHEREAS, the County has satisfied the requirements of 23 CFR 771.129 in regard to the evaluation of the Project under NEPA; and

WHEREAS, in accordance with 6 NYCRR Part 617.5, the County has determined that the Project is a SEQRA Type II Action per 6 NYCRR Part 617.5(c)(2) and (5), as it involves the “replacement rehabilitation or reconstruction of a structure or facility, in kind, on the same site”, and the repaving of existing highways not involving the addition of new travel lanes, as a consequence of which no further SEQRA processing is required; and

WHEREAS, in order to accomplish the Project, the County will have to obtain from the New York State Department of Environmental Conservation (“NYSDEC”) an Article 15 Stream Disturbance Permit, an Article 15 Excavation and Fill in Navigable Waters Permit, and Individual Section 401 Water Quality Certification, as well as an Army Corps of Engineers Nationwide Permit #3 and a NYSDOT Highway Work Permit; and

WHEREAS, the Federal and State statutory and regulatory scheme relating to Federal Aid Transportation Projects require the examination and consideration of land-air-water environmental, social, economic, historic and cultural factors as a condition of approving a project such as the Project to progress to Final Design and Right-of-Way acquisition phases; and

WHEREAS, in light of the several written approvals of FHWA and NYSDOT following the County's consideration and submission to those agencies of factors similar to those set forth in EDPL §204 (B), as required by Federal statute, FHWA regulations and NYSDOT statutes, regulations and policies, the County has satisfied the criteria set forth in EDPL §206 (A) and, therefore, is exempt from the requirement to hold an EDPL Article 2 hearing; and

WHEREAS, EDPL §206 (D) provides that the County is exempt from compliance with the hearing and determination and findings requirements of EDPL Article 2 “when in the opinion of the [County] the acquisition is de minimis in nature so that the public interest will not be prejudiced by the construction of the project or because of an emergency situation the public interest will be endangered by any delay caused by the public hearing requirement in this article”; and

WHEREAS, the portions of the Edwards Parcel and the Staelens Parcel in which the County seeks to acquire real property interests are small in area; and

WHEREAS, the Project and the nature and extent of the County's acquisition of the aforementioned real property interests in, to, on, over and through portions of the Edwards Parcel and Staelens Parcel are di minimis in nature such that the public interest will not be prejudiced by the construction of the Project.

NOW, THEREFORE, it is hereby

RESOLVED, that the Board of Supervisors of the County of Madison has considered all relevant information pertaining to the proposed Solsville Road (CR 41) Bridge Over Oriskany Creek Rehabilitation Project and has determined the project development process implemented by the County, as well as the approvals necessarily obtained from FHWA and NYSDOT and the nature and extent of the proposed acquisitions of real property interests, qualify the County and the Project for exemptions from the hearing requirements of EDPL Article 2, pursuant to EDPL Section 206 (A) and (D); and it is further

RESOLVED, the County hereby authorizes and directs the Superintendent of the Madison County Highway Department, or his designee, to take such steps and perform such acts as are necessary for the County to acquire the real property right-of-way interests in, to, on, over and through portions of the Edwards Parcel and Staelens Parcel, as may be necessary to accomplish the Project, including acquisition by exercise of the right of eminent domain in accordance with the provisions of the EDPL.

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately.

Dated: May 14, 2024

Loren Corbin, 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

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

Item	Department	Mileage	Condition	Comment
MOR233 – 2000 Dynaweld Lowboy Trailer	Highway	n/a	Good	Surplus

Dated: May 14, 2024

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

RESOLUTION NO. _____

REHABILITATION OF CERTAIN COUNTY ROADS AND BRIDGE REPLACEMENTS FOR 2024

WHEREAS, the County Superintendent of Highways has presented a statement of certain County roads and bridges which he has approved for replacement and/or rehabilitation with County Funds during the year 2024 as follows:

In the Town of **SULLIVAN** on **LAKEPORT ROAD**, County Rte. 3, a distance of 6.38 miles, with necessary widening, ditching, and asphalt pavement width of 26 to 32 feet wide and 5.5 inches thick at an estimated cost of **\$1,061,880**.

In the Towns of **NELSON & SMITHFIELD** on **PLEASANT VALLEY ROAD**, County Rte. 25, a distance of 3.07 miles, with necessary widening, ditching, and asphalt pavement width of 24 feet wide and 5.5 inches thick at an estimated cost of **\$561,866**.

In the City of **ONEIDA** & Town of **LINCOLN** on **FAIRVIEW AVE**, County Rte. 18, a distance of 3.38 miles, with necessary widening, ditching, and asphalt pavement width of 24 to 26 feet wide and 1.5 inches thick at an estimated cost of **\$368,000**.

In the Town of **GEORGETOWN** on **ERIEVILLE ROAD**, County Rte. 67, a distance of 2.35 miles, with necessary widening, ditching, and asphalt pavement width of 24 feet wide and 5.5 inches thick at an estimated cost of **\$429,904**.

In the Towns of **EATON & STOCKBRIDGE** on **PRATTS ROAD**, County Rte. 49, a distance of 3.3 miles, with necessary widening, ditching, and asphalt pavement width of 24 feet wide and 5.5 inches thick at an estimated cost of **\$599,600**.

In the Town of **LENOX** on **NEW BOSTON STREET**, County Rte. 6, a distance of .64 miles, with necessary widening, concrete curb installation, and asphalt pavement width of 26 to 30 feet wide and 3.5 inches thick at an estimated cost of **\$183,635**.

In the Town of **SULLIVAN** on **CHESTNUT RIDGE ROAD**, County Rte. 4, a distance of 4.24 miles, with necessary widening, ditching, and asphalt pavement width of 24 feet wide and 1.5" inches thick, at an estimated cost of **\$446,200**.

In the Towns of **LENOX & LINCOLN** on **SOUTH COURT STREET**, County Rte. 54, a distance of 1.39 miles, with necessary widening, ditching, and asphalt pavement width of 30 to 34 feet wide and 3.5 inches thick at an estimated cost of **\$334,325**.

In the Town of **CAZENOVIA** on **FENNER STREET**, County Rte. 18, a distance of .55 miles, with necessary widening, and asphalt pavement width of 26 to 30 feet wide and 3.5 inches thick at an estimated cost of **\$152,800**.

In the Town of **LENOX** on **NORTH COURT STREET**, County Rte. 10, a distance of .59 miles, with necessary widening, ditching, and asphalt pavement width of up to 36 feet wide and 1.5 inches thick at an estimated cost of **\$170,000**.

In the Town of **LEBANON**, **NOWER ROAD BRIDGE**, (BIN 330420), over Chenango River at an estimated cost of **\$400,000**.

In the Town of **MADISON**, **SOLSVILLE ROAD BRIDGE**, (BIN 3308890), over Oriskany Creek at a cost of **\$1,900,000**.

In the Town of **MADISON, EAST LAKE ROAD CULVERT**, (MAD-410), over a tributary of Lake Moraine at a cost of **\$175,000**.

In the Town of **GEORGETOWN, CRUMB HILL ROAD CULVERT**, (GEO-609), over Mann Brook at a cost of **\$120,000**.

In the Town of **DeRUYTER, CRUMB HILL ROAD CULVERT**, (DER-647), over a tributary of the East Branch of Tioughnioga Creek at a cost of **\$110,000**.

In the Town of **STOCKBRIDGE, VALLEY MILLS ROAD CULVERT**, (STO-136), over a tributary of Oneida Creek at an estimated cost of **\$150,000**.

In the Town of **STOCKBRIDGE, VALLEY MILLS ROAD CULVERT**, (STO-139), over a tributary of Oneida Creek at an estimated cost of **\$150,000**.

WHEREAS, the total cost for said replacement and/or rehabilitation projects for 2024 will be Seven million, three hundred thirteen thousand, two hundred and ten dollars. **(\$7,313,210)**;

WHEREAS, bids will be received for the above projects and award will be made on the basis of lowest responsible bidder meeting specifications,

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Board of Supervisors be and is hereby authorized to enter into agreements on behalf of the County of Madison with Contractors, in the form as is on file with the Clerk of the Board.

DATED: May 14, 2024

Loren Corbin, Chairman
Highway, Buildings & Grounds Committee

Highway Highlights 5/1/2024

1. The Supervisors bus tour made stops at the Highway Admin building, Wampsville shop, Social Services, Lakeport road bridge, EMS Fire Training facility, Sheriff's Dept., Administration and Jail, 911 Center, Veterans, Assigned Counsel, Child Advocacy Center, and Pathway's Support Services.
2. We started the spring short 3 full time staff and 4 current staff have resigned within the last month or two. Another person will be leaving shortly and 3-4 others will be retiring this year or by January of 2025. We have advertised several times with limited numbers of applicants for interviews. One candidate was offered a position contingent upon prequalification requirements but declined and is pursuing another position. Others are leaving for either private or municipal jobs with more pay. One of our Laborer's has completed her CDL training and obtained her CDL, and would like to move to an MEO.
3. NYS passed their budget and our CHIPS funding remains as it was in 2023.
4. We have completed the communication hut and generator concrete pads.
5. The spring safety training event was successful, with all mandatory trainings being covered and all Towns and 2 Villages participating, with the exception of Madison and Oneida.
6. Crews are working on road rehab projects, getting them ready for recycling. Also, we are doing tree work, and maintenance work orders. The transition to 4 - 10hr days will start May 6, 2024.

RESOLUTION NO. _____

**AUTHORIZING CHAIRMAN TO ENTER INTO AN
AGREEMENT WITH TRANE TECHNOLOGIES**

WHEREAS, Madison County is in need of annual preventative maintenance and repair services if necessary for each chiller in the County Office Building; and

WHEREAS, Trane has satisfactorily provided this service to Madison County in the past; and

WHEREAS, Trane has agreed to provide the annual maintenance services per state contract PT68873 pricing for two years beginning May 1, 2024 and terminating April 30, 2026 at a total cost of: \$21,959 (Year 1, \$10,764 Year 2 \$11,195); and

WHEREAS, the Highway, Buildings and Grounds Committee have reviewed and approve of this annual maintenance agreement; and

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 Trane Technologies, in the form as is on file with the Clerk of the Board.

DATED: May 14, 2024

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



TRANE®

SCHEDULED SERVICE AGREEMENT

Trane Office

Trane U.S. Inc.
15 Technology Place
East Syracuse, NY 13057

Trane Representative

Michael Brownell
Cell: (680) 290-0603
Office: (315) 234-1514
Michael.Brownell@Trane.com

Proposal ID

7674739 R1b

Service Contract Number

2241630E

CO-OP Quote Number

PT68873 Group 77201 Award A23150

CO-OP or Federal Contract ID

OGS PT68873

Company Name

Madison County Off Bldg

Site Address

Madison County Office Bldg
North Court Street
Wampsville, NY 13163

March 23, 2024

TRANE
TECHNOLOGIES



EXECUTIVE SUMMARY

This **Scheduled Service Agreement** from Trane offers an exclusive approach to planned maintenance: It is grounded in worldwide expertise. Delivered locally by our own factory trained technicians. And provided according to *your* needs.

Under this service agreement, Trane will schedule and manage preventative maintenance and provide repair coverage to help you minimize unplanned downtime and avoid unexpected expenses.

As an HVAC service provider, Trane offers many advantages:

- Confidence that your HVAC equipment is being serviced according to OEM best practices.
- Priority service available 24-hours a day
- Advanced diagnostic technologies allow our technicians to analyze system performance comprehensively

Protect your bottom line. Proper maintenance can save an estimated 12 to 18 percent of your budget compared to a run-to-fail approach. This service agreement will help you capture those savings. (*FEMP O&M Guide 2010*)

ADDITIONAL SUPPORT

Environmental Practices	Consistent Processes	Safety	Assigned Team
Trane procedures for handling refrigerant are compliant with federal and state regulations.	All Trane technicians follow documented processes ensuring uniform service delivery.	Trane incident rates (OSHA) are consistently 50 to 70 percent below industry averages.	You will have a consistent group of Trane employees dedicated to your account.



WHY TRANE? WE FOCUS ON BETTER BUILDINGS.

When it comes to service effectiveness, experience matters. No other provider has more experience than Trane.

- 100+ years of system and equipment experience
- 35+ years in building automation systems (BAS)
- 20+ years in energy services



SCOPE OF SERVICES — STANDARD INCLUSIONS

ANY HVAC SYSTEM IS ONLY AS STRONG AS ITS INDIVIDUAL MECHANICAL COMPONENTS

This service agreement with Trane protects and enhances full system functionality by ensuring that components are well maintained and functioning to OEM standards, and that the system is tailored to your needs. The following are the standard inclusions of your service agreement:

ON-SITE SCHEDULED MAINTENANCE

Factory authorized Trane service technicians perform all periodic maintenance, following OEM standards, to keep HVAC and BAS equipment running optimally and prevent unplanned downtime. Trane assumes all responsibilities for planning, scheduling and managing routine maintenance on Trane HVAC equipment and other brands.

Implementation:

- Technician visits are scheduled in advance through one assigned maintenance team for all HVAC equipment brands
- On-site service is completed during normal business hours
- Receive consistent service outcomes through proprietary maintenance procedures



TRANE LABORATORY ANALYSIS

Trane Laboratory Analysis tests system fluids for contaminants and other physical characteristics and trends. Conditions indicating sub-optimal HVAC system performance are identified before issues become critical.

Implementation:

- Samples collected by Trane technicians during maintenance as stated in this agreement
- Laboratory analysis of oil, absorption solutions and refrigerants
- Identify long-term equipment performance trends and avoid equipment failures



REFRIGERANT MANAGEMENT

The US Environmental Protection Agency (EPA) has placed in effect more stringent regulations on refrigerant management and reporting in 2020 in addition to mandated leak inspections on certain appliances that exceed the leak rate threshold. Section 608 of the Clean Air Act prohibits the knowing release/venting of refrigerant during the maintenance, service, repair, or disposal of air-conditioning and refrigeration equipment. The EPA requires proper refrigerant management practices and documentation by owners and operators of refrigeration and air-conditioning systems, all servicing technicians, and others. ***The Clean Air Act requires owners to maintain records of refrigerant usage and leak rates for each air-conditioning or refrigeration appliance with refrigerant charge greater than 50 lbs. With recent definition changes from the EPA, each independent circuit is considered a separate appliance. These records must be maintained for 3 years and be directly accessible if audited by the EPA. This brief summary of Section 608 of the Clean Air Act is provided for informational purposes only and is not for the purpose of providing legal advice. You should contact your attorney to obtain advice with respect to the application of Section 608 of the Clean Air Act to your business.***



All Trane Technicians are Universally certified (the highest level possible) to service, manage, and document your refrigerant and are knowledgeable of applicable law and time constraints to repair leaks. Trane Technicians track all refrigerant in all equipment serviced regardless of appliance size (supports accurate fugitive emissions reporting where applicable).

When a customer has all their refrigerant work performed by a Trane technician - Trane Refrigerant Management software maintains complete record of refrigerant transactions and appliance leak rates. Refrigerant reports provided by Trane will contain the information to satisfy EPA record keeping requirements.

Advantages:

- Real time reporting of refrigerant leak rate informs proactive decisions
- Stay in compliance with state and federal regulations
- Provide acceptable and comprehensive documentation to authorities during audits
- Maintain company environmental standards and provides data for managing any reporting needs
- Detect potential refrigerant leaks before equipment damage occurs
- Technicians are trained to report all refrigerant handling which can aid in fugitive emissions reporting, not just for 50 lbs.+ appliances

Implementation:

- Technicians collect refrigerant information for covered equipment during onsite visits
- Refrigerant data and technician activity are entered into the Trane Refrigerant Management System
- Refrigerant Usage Reports are generated according to your needs

Tiered Service Offerings to better support your needs:

1. Trane's Standard EP Compliant S/A
 - a. Trane Technicians will provide applicable EPA documentation when required by the service activity performed
2. Trane's EPA Compliant Reporting S/A
 - a. In addition to the Standard Offering, the local Trane office will run quarterly reports that will be extended to the customer to help inform them of EPA mandated leak inspections that may be required on their equipment and the corresponding anniversary date(s) that those inspection(s) need to be completed.
3. Trane's Premium EPA Compliance S/A
 - a. In addition to the Standard and Reporting Offerings, labor to perform those leak inspections is also included.
 - b. Customer will have access to form letters and information assistance for reporting situations encountered during coverage.



HVAC EQUIPMENT COVERAGE

Madison County Office Bldg

The following "Covered Equipment" will be serviced at Madison County Office Bldg:

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Water-Cooled Series R(TM)	1	Trane	RTHC1B1F0F	U00K03306	
Water-Cooled Series R(TM)	1	Trane	RTHC1B1F0F	U00K03307	

Service Description

Water Cooled Rotary Seasonal Start Up (Service 1)
Water Cooled Rotary Annual Inspection (Service 2)
Water Cooled Rotary Monthly Inspection (Service 3)

Quantity Per Term

3
3
6



PRICING AND ACCEPTANCE

Madison County Off Bldg

Site Address:
Madison County Office Bldg
North Court Street
Wampsville, NY 13163

Trane Service Agreement

This Service Agreement consists of the pages beginning with the title page entitled "Scheduled Service Agreement," the consecutively numbered pages immediately following such title page, and includes and ends with the Trane Terms and Conditions (Service) (collectively, the "Service Agreement" or "Agreement"). Trane agrees to inspect and maintain the Covered Equipment according to the terms of this Service Agreement, including the "Terms and Conditions," and "Scope of Services" sections. Trane agrees to give preferential service to Service Agreement Customer over non-contract customers.

Service Fee

As the fee(s) (the "Service Fee(s)") for the inspection and maintenance services described in the Scope of Services section with respect to the Covered Equipment, Customer agrees to pay to Trane the following amounts, plus applicable tax, as and when due.

Contract Year	Annual Amount USD	Payment USD	Payment Term
Year 1	10,764.00	897.00	Monthly
Year 2	11,195.00	932.92	Monthly

☐ Anticipation Discount Program (ADP). A one-time 3% discount is offered for full payment of 1 year in advance of the commencement of the Service Agreement. Invoice would be issued at start of the Agreement and is due net 15 days from date of invoice. The discount would be **322.92 USD** if this option is selected. Tax will be calculated based upon the pre-discounted price. The ADP is for advance payment only under the terms stated in this section and is not applicable to credit card transactions. Please check the box to select this discount option.

In addition to any other amounts then due hereunder, if this Agreement is terminated or cancelled prior to its scheduled expiration, Customer shall pay to Company the balance of any amounts billed to but unpaid by Customer and, if a "Service Project" is included in the Agreement, the Cancellation Fee set forth in "Exhibit A" Cancellation Schedule attached hereto and incorporated herein, which Cancellation Fee represents unbilled labor, non-labor expenses and parts materials and components. Subject only to a prior written agreement signed by Trane, payment is due upon receipt of invoice in accordance with Section 4 of the attached Terms and Conditions.

Term

The Initial Term of this Service Agreement is 3 years, beginning May 1, 2024. However, Trane's obligation under this Agreement will not begin until authorized representatives of Trane and Customer have both signed this Agreement in the spaces provided below. If any questions arise regarding this Service Agreement or how to cancel this Agreement, Trane can be reached either by telephone at or by direct mail addressed to: 15 Technology Place, East Syracuse, NY 13057.

Cancellation by Customer Prior to Services; Refund

If Customer cancels this Agreement within (a) thirty (30) days of the date this Agreement was mailed to Customer or (b) twenty (20) days of the date this Agreement was delivered to Customer, if it was delivered at the time of sale, and if no Services have been provided by Company under this Agreement, the Agreement will be void and Company will refund to Customer, or credit Customer's account, the full Service Fee of this Agreement that Customer paid to Company, if any. A ten percent (10%) penalty per month will be added to a refund that is due but is not paid or credited within forty-five (45) days after return of this Agreement to Company. Customer's right to cancel this Agreement only applies to the original owner of this Agreement and only if no Services have been provided by Company under this Agreement prior to its return to Company.

RESOLUTION NO. _____

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN
AGREEMENT WITH JOHNSON CONTROLS FIRE PROTECTION LLP**

WHEREAS, Madison County has installed and maintains a variety of fire safety equipment (fire alarm panels, alarm equipment and sprinklers) throughout various Madison County Buildings; and

WHEREAS, Johnson Controls Fire Protections LLP, with previously performed satisfactory services for Madison County possesses the special skills and training to perform these required services; and

WHEREAS, Johnson Controls Fire Protection LLP, has agreed to perform these required annual services per NYS Contract# PT68816, for an annual cost of \$11,741 with services to commence May 1, 2024 and ending April 30, 2026; and

WHEREAS, this agreement has been reviewed and approved by the Highway, Buildings and Grounds 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 Johnson Controls Fire Protection LLP, in the form as is on file with the Clerk of the Board.

Dated: May 14, 2024

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

Contract Details:

Contract #s	Location name	Product	Level of Service	Service Frequency	Inspection Months	Annual Amount
540619	Madison County Bldg. 1 Social Services (line 1-peripheral)	Fire Alarm	Essential	Annual	September	\$ 895.00
540619	Madison County Bldg. 1 Social Services (line 2 Fire alarm)	Fire Alarm	Essential	Semi Annual	Sept/March	\$ 431.00
32507044	Madison County Bldg. 2 DA/Veterans (line 1-peripheral)	Fire Alarm	Essential	Annual	September	\$ 995.00
32507044	Madison County Bldg. 2 DA/Veterans (line 2 Fire alarm)	Fire Alarm	Essential	Semi Annual	Sept/March	\$ 431.00
32507968	Madison County Bldg. 3 Court House (line 1-peripheral)	Fire Alarm	Essential	Annual	September	\$ 2,626.00
32507968	Madison County Bldg. 3 Court House (line 2 Fire alarm)	Fire Alarm	Essential	Semi Annual	Sept/March	\$ 431.00
32508235	Madison County Bldg. 4 C. Office Building (line 1-peripheral)	Fire Alarm	Essential	Annual	September	\$ 1,034.00
32508235	Madison County Bldg. 4 C. Office Building (line 2 Fire alarm)	Fire Alarm	Essential	Semi Annual	Sept/March	\$ 431.00
32508497	Madison County Bldg. 5 Public Health (line 1-peripheral)	Fire Alarm	Essential	Annual	September	\$ 464.00
32508497	Madison County Bldg. 5 Public Health (line 2 - Fire alarm)	Fire Alarm	Essential	Semi Annual	Sept/March	\$ 431.00
32508756	Madison County Bldg. 6 Maintenance Garage (line 1-peripheral)	Fire Alarm	Essential	Annual	September	\$ 201.00
32508756	Madison County Bldg. 6 Maintenance Garage (line 2 Fire alarm)	Fire Alarm	Essential	Semi Annual	Sept/March	\$ 431.00
62579937	Madison County LEB/Sheriff Hold. Building (line 1-Fire alarm)	Fire Alarm	Essential	Semi Annual	Sept/March	\$ 431.00
62579937	Madison County LEB/Sheriff Hold. Building (line 2 - Peripheral)	Fire Alarm	Essential	Annual	September	\$ 497.00
510231	Madison County Public Safety/Jail (SP)	Sprinkler - Wet	Essential	Quarterly	July, Oct, Jan, April	\$ 530.00
506821	Madison County Social Services B1 and Courthouse B3 (SP) (Line 1= Social Services B1)	Sprinkler - Wet	Essential	Quarterly	July, Oct, Jan, April	\$ 530.00
506821	Madison County Social Services B1 and Courthouse B3 (SP) (Line 2= Courthouse B3)	Sprinkler - Wet	Essential	Quarterly	July, Oct, Jan, April	\$ 952.00
	**Fire Alarm total: \$11,759.00 (per year)					
	*** Sprinkler total: \$2012.00 (per year)					
Total Annual Renewal Amount :						\$ 11,741.00





*Additional Service Agreement Notes

SPECIAL PROVISIONS

PRICING PER NYS CONTRACT:

GROUP #: 77201

AWARD #: 23150

JCI CONTRACT #: PT68816 NYS Contract Notes:

No Truck/No Fuel/ No Travel/ No 2 hour min billing Refer to NYS contract for Material
(current rates as of 3/31/24 shown below)

CONTRACT: 506821 "Line 1 is for Social services B1, Line 2 is for Courthouse B3"

CONTRACTS (ALL FIRE ALARM INSPECTION CONTRACTS): 540619, 32507044, 32507968, 32508235, 32508497, 32508756, 32508894, 62579937 -
"Annual Testing of Peripheral devices as indicated on customer provided inventory sheet. Should additional peripheral devices be found in the course of
our inspection, we will provide a quote for additional devices."

NYS CONTRACT Job Title	Description of Duties	Prevailing Wage Rate	Supplemental Benefit	* Percent Markup	Total Hourly Rate	Overtime Total Hourly Rate	After Business Hours Total Hourly Rate	Saturday Total Hourly Rate	Sunday and NYS Holiday Total Hourly Rate
Fire Alarm System Technician Onsite Region 7	Individual employed by the Contractor or Subcontractor who Starts-Up, Commissions, Programs, Integrates, and Maintains (both Preventative and Remedial Maintenance) Fire Alarm Systems. ***This Job Title can only be used for Work/Services on Systems which are included on the Contractor's Contract***	\$ 40.00	\$ 30.00	207%	\$ 214.95	\$ 278.20	\$ 278.20	\$ 278.20	\$ 341.46
* The Percent (%) Markup includes, but is not limited, all of the following costs: Travel Costs, Meals, Lodging, Gas/fuel, Tolls, Site Access Costs, Workers Compensation, Disability Benefits, State Unemployment (SUTA), Federal Insurance (FICA), Federal Unemployment (FUTA), Background checks, ongoing certifications, licensing, etc., Authorized User Security procedures, All other overhead (including, but not limited to taxes, utilities, etc.), Back-Office Project Management, Back-Office Administration, and All other insurance, including, but not limited to: Commercial General Liability, Business Automobile Liability, Professional Liability/Errors & Omissions Insurance, Technology Professional Liability/Technology Errors & Omissions Insurance, Cyber Liability Insurance, and any other Insurance.									



* We recently upgraded our Service Plan offerings to provide additional benefits to our customers. Below is a summary of the upgrades made to the Service Plan offerings.

Previous Plan (Fire Alarm)	Previous Plan Includes	Upgraded Plan	Upgraded Plan Includes
Silver or Basic	• Test & Inspection • PDF Inspection Reporting • No Labor Discount	Essential	• Test & Inspection • Xaap Electronic Inspection reporting • 10% Labor Discount • Customer Portal
Gold Labor or Precision	• Test & Inspection • Labor Coverage • No Parts Discounts • No Labor Discount for services not covered • PDF Inspection Reporting	Enhanced	• Test & Inspection • Labor Coverage & Panel Parts Coverage • 15% Labor Discount for services not covered under contract (i.e. Acts of Nature, Faulty Wiring, Moves/Adds/Changes, User Abuse & Vandalism) • Xaap Electronic Inspection Reporting • Battery Replacement Option (batteries are replaced every 3 years per manufacturer's specification. Excludes additional replacements.) • Remote Service Support • Smoke Detector Cleaning • Sensitivity Testing (non - addressable panels) • Customer Portal
Platinum or Comprehensive	• Test and Inspection • System Labor Coverage • System Parts Coverage • Peripheral Part Replacement Coverage • EIR/PDF Inspection Reporting • No Discounts for services not covered under contract	Expert	• Test & Inspection • System Labor Coverage • System Parts Coverage • Peripheral Part Replacement Coverage • Xaap Electronic Inspection Reporting • 20% Discount for services not covered under contract • Battery Replacement Coverage (batteries are replaced every 3 years per manufacturer's specification. Excludes additional replacements.) • Remote Service Support • Smoke Detector Cleaning, if needed, at the time of inspection • Customer Portal



** We recently upgraded our Service Plan offerings to provide additional benefits to our customers. Below is a summary of the upgrades made to the Service Plan offerings.*

SPRINKLER

Previous Plan (Sprinkler)	Previous Plan Includes	Upgraded Plan (Sprinkler)	Upgraded Plan Includes
Silver	· Test & Inspection · PDF Inspection Reporting · No Labor Discount	Essential	· Test & Inspection · Xaap Electronic Inspection reporting · 10% Labor and Parts Discount · Fire Pump Advanced Vibration Evaluation (Included for Annual Fire Pump Inspection only.)
N/A		Enhanced	· Test & Inspection · Xaap Electronic Inspection Reporting · 20% Labor and Parts Discount · Fire Pump Advanced Vibration Evaluation (Included for Annual Fire Pump Inspection only.) · Sprinkler System Monitoring Gateway · Annual Connected Equipment Inspection including battery replacement · Remote Service Support

Maintenance Highlights

- Move Assigned Counsel in preparation for renovations/expansion
- Room construction and continued repairs at Hamilton Ambulance Building
- Painting and remodeling new Facilities/Central Services space
- Continue painting and repairs after carpeting project in County Clerk's spaces
- Run various lines for IT
- Begin seasonal grounds work
- Address Q-Ware requests

Facilities Projects

Stand-By Generator Project

- On 4/25 generators had manufacturer start-up completed. Seems as everything at this time is running smooth with the new generators. On 4/27, there will be a scheduled 2nd shutdown to complete the wiring in the switch in the County Office Building basement.

Reconnect Project

- Phase I- 4 hut locations- the power has been turned on and ready for the start-up to be completed on the generators. Waiting to hear back from Kinsley for start-up date. Phase II- 4 locations- Highway has completed all 4 locations for site work and concrete pads. Phase II Hut locations are scheduled for delivery in May. All 4 huts and generators should be in place by the end of May. BH Electric will follow with completing the electric for each site. We anticipate them to be completed by the end of June. Facilities Department will pursue close-out requirements for the Hut locations and submit to USDA.

Facilities/Central Service Renovation

- Renovation complete

Overhead Door Replacement @ Highway Wampsville and Public Safety Building (PSB)-

- Contractor proceeding with order for the new doors. Informed us order times are less than originally reported and will be approx 5-6 weeks until arrival. Contractor will start with the PSB and then move onto Highway.

Veterans Memorial Building- Basement Renovation for Sherriff's Dept.

- State Codes is reviewing building permit application. Once approved, Maintenance staff will complete this renovation. Preliminary construction work on-going until permit is received.

Wayfinding Signage Project

- Contractor was on site 4/22 & 4/23 installing some exterior signage. Revisit potentially next week with some corrected signs.

Assigned Counsel Office Renovation

- New expanded area with offices has been complete. Architect performed punch-list. Assigned Counsel staff has been moved into their new offices. The old offices, once emptied out, will be starting renovations (painting, carpet, ceiling tiles, and lights) anticipated completion May 1st.

HSB Employee Entrance Renovation

- Informed by contractor that they will be starting on May 6th. Facilities Dept requested status of Building Permit and learned a permit was not submitted. Start date unknown at this time until Building Permit is received. Contractor has all material to complete the project at this time.

HSB Roof Scan

- Infrared roof scan was completed on the evening of 4/23. We are awaiting the results of the scan.

Sidewalks Complex

- Facilities/Highway will be removing the tree by the County Office Building employee entrance May 6th. Possibly use of sidewalks funds to purchase a new tree with concrete or woodchip base area. Once tree is complete and funding balance is known we will look into replacing/repairing the sidewalk.

Tower Shelter Decommissioning

- All sheds will be removed by Facilities/Highway Department and taken to landfill to be demolished, after we have a hazardous material survey performed.

County Office Building Boilers

- Three boilers in the building. One boiler was replaced January 2024. The other 2 boilers are showing signs of the same issue/failures. We will need to do emergency repairs/bid. Anticipate the expenses to be around \$140,000.

Highway Wampsville

- Labella tested the asphaltic coating at the base of the columns at Highway Garage. It was determined it was not hazardous. King & King will now finalize a proposal for design.
- Admin Building- Was also tested for hazardous materials. Waiting for the test results.
- Highway Admin moving into HSB- Facilities spoke with King & King and they are not available to provide a quote for the desired renovations.

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: April 17, 2024

Listed below are the totals for the Central Services Department for the month of: MARCH 2024

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year to Date
Printing													
Jobs	57	58	70										185
Charge Back	\$3,442.92	\$2,055.72	\$6,204.12										\$11,702.76
Sheets of Paper Printed	24,868	14,303	52,119										91290
Envelopes Printed	10,500	8,500	11,000										30000
Cases of Blank Paper	26	14	23										63
Office Supplies Sold	266	111	268										645
US Mail Postage													
Pieces Processed	12,883	8,711	9,654										31248
Charged Postage	\$18,479.99	\$7,521.98	\$9,662.23										\$35,664.20
UPS/FEDEX/Other													
UPS Incoming Pkgs.	142	129	195										466
UPS Outgoing Pkgs.	50	23	75										148
FedEx Incoming Pkgs.	206	117	124										447
FedEx Outgoing Pkgs.	2	13	7										22
AMAZON Deliveries Pkgs.	7	9	17										33
Freight & Other Delivers	4	1	5										10

MADISON COUNTY CENTRAL SERVICES

Todd Russell Central Service Technician

Telephone: 315-366-2380

Printing Jobs requested from outside the Madison County Campus for 2024.

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

Town of Sullivan Courts, Hon. John D. Button

Town of Lenox/ Village of Canastota, Lenox/Canastota Courts

Town of Sullivan Courts, Hon. Scott T. Bielicki

Town of Lincoln, Dog Control

Town of Sullivan, Supervisor Thomas G. Daviau

Town of Lincoln, Supervisor Melissa During

Town of Eaton, Highway Department

Village of Madison, Village of Madison

Town of Fenner, Fenner Dog Seizure