

PUBLIC WORKS COMMITTEE
MEETING MINUTES - MARCH 28, 2023

PUBLIC WORKS COMMITTEE MEMBERS PRESENT: Skellie, Rozell, Haff, O'Brien, Fedler, Shaw, Ferguson, Wilson, Fisher

PUBLIC WORKS COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Henke, Hall, Hicks, Nolan, Campbell, Hogan, Clary, Griffith
Sandy Huffer, Deputy Clerk Roger Wickes, County Attorney
Melissa Fitch, County Administrator Al Nolette, County Treasurer

AGENDA AS PRESENTED IN MEETING NOTICE:

1. Call to Order
2. Accept Minutes – February 28, 2023
3. Department Reports/Requests
 - A. Public Works
 - 1.) Seasonal Hires
 - 2.) Grant Carryovers
 - 3.) Auction Truck
 - B. Sewer District
 1. Budget Amendment for Remaining Work on Rt. 197 Bridge - \$57,000
 2. Contract Amendment for Wright Pierce - \$60,000
4. Other Business
5. Adjournment

Chairman Skellie called the meeting to order at 10:00 AM in the Board of Supervisors classroom, Room B214, Washington County Municipal Center, Fort Edward, NY.

A motion to accept the minutes of the February 28, 2023 meeting was moved by Mr. Shaw, seconded by Mr. O'Brien and adopted.

PUBLIC WORKS – Deb Donohue, Superintendent addressed the following with the committee:

- Results from Last Auction – Handout attached.
- Auction Truck – The truck available to Washington County municipalities is on the auction site now and closes on Thursday at 1 PM. This was the first time auctioning a truck for municipalities only. A motion to bring the bid results to the Finance Committee for approval, was moved by Mrs. Fedler, seconded by Mr. Rozell and adopted.
- Seasonal Hires – Every year DPW budgets twelve seasonal highway workers for the construction season. A motion to approve filling the twelve seasonal highway positions for the construction season, was moved by Mrs. Fedler, seconded by Mr. Ferguson and adopted.
- Amend Staffing Pattern for Summer Construction Season – Requesting that the department be allowed to move eligible Highway Worker II positions to Highway Worker III as needed during the summer construction season. After the construction season, Highway Worker III positions will revert back to Highway Worker II. This is done each year. A motion to approve amending the staffing pattern for the summer construction season, was moved by Mrs. Fedler, seconded by Mr. Ferguson. This requires a side letter with the union. The Administrator has reached out to the union

to get the MOU drawn up. Mr. Wilson suggested that the MOU cover until the end of the union contract. A motion for a resolution to amend the Staffing Pattern for the summer construction season and extend the MOU through the end of the union contract, was moved by Mrs. Fedler, seconded by Mr. Ferguson and adopted.

- Grant Carryovers - Requesting to carryover unspent grants: Brine Maker – Lake Champlain Basin Program Grant funds in the amount of \$14,350; Erosion - Water Quality Improvement (WQIP) grant funds of \$102,390; Culverts – Water Quality Improvement Grant (WQIP) grant funds of \$206,405. A motion to forward budget amendments to Finance to carryover unspent grant funds, was moved by Mrs. Fedler, seconded by Mr. Wilson and adopted.
- WQIP Grant for County Route 37 (Burgoyne Ave.) Paving Project – There are drainage issues there. Applied for a grant and were awarded a \$400,000 grant with \$100,000 match which can be in-kind. A motion to forward to Finance a budget amendment recognizing WQIP grant for \$400,000 for County Route 37 paving project, was moved by Mr. Wilson, seconded by Mr. Rozell and adopted.
- For the committee's information, have stopped using gas at the Jackson barn. Are cleaning it up and changing things around so we'll have above ground piping as opposed to underground piping. The estimated cost is \$78,000.
- Mini Bid – Included in this year's budget the purchase of a 5500 truck to haul the skid steer. This will replace a 1994 truck. Mini bids were issued and the low bid was \$64,405.70 from Maguire Motors. A motion to accept the low bid and forward a resolution to award the bid to the full Board, was moved by Mr. Wilson, seconded by Mr. Ferguson and adopted.
- Car Pool (handout attached).
 - Foreman Trucks – Budgeted for two diesels at \$67,000 each for a total of \$134,000. Actual cost is \$73,754.03 each leaving a shortage of \$6,754.03 each. They were able to get one of them already because of savings on other purchases in the car pool. If they changed one foreman truck to gasoline, it would just about cover the deficit. Mr. Haff suggested staying within the budget and switch one foreman truck to gas. Mr. Campbell asked about the future, are we going to keep building more gas infrastructure. The savings is in not having two sets of infrastructure. Mr. Haff asked if changing the infrastructure is in the capital plan. Mr. Campbell replied no but it should be. Chairman Skellie added that the gas truck could have a WEX card that can be used at gas stations. A motion to switch the purchase of one foreman truck to gas, was moved by Mr. Haff, seconded by Mr. Shaw. Mr. Rozell asked if there is money in the car pool fund. The Treasurer stated that we increased the rate we chargeback for car pool but don't know the benefit yet. He added that the money is there but is concerned because we are using \$313,000 to balance this year's car pool fund budget and less would be available for 2024. A motion to switch the purchase of one foreman truck to gas, was moved by Mr. Haff, seconded by Mr. Shaw and adopted. Supervisors Fedler, Fisher, O'Brien opposed.
 - Veterans Vans – Budgeted for two at \$61,000 each for a total of \$122,000. Actual cost for wheelchair accessible van is \$79,185.77 each leaving a shortage of \$36,371.54. The Administrator stated that the Veteran's Director

felt one wheelchair accessible van would be enough for now. The cost for a van without wheelchair accessibility is \$47,994.43. The department would like an all-wheel drive van. The committee rejected a bid for a Veteran's van last month because it didn't meet specs, not all-wheel drive. The bid under consideration is a Ford and is all-wheel drive. A motion to purchase two wheelchair accessible vans, was moved by Mr. Fisher, seconded by Mr. Wilson. Mr. Shaw added that the Veterans Director did state that one wheelchair accessible van would be enough for now. The Administrator stated that she did discuss with the Veterans Director the anticipated increase in appointments to which he responded that there are other resources available. Mr. Fisher stated it would be short sighted to not purchase two wheelchair vans. A motion to purchase two wheelchair accessible vans, was moved by Mr. Fisher, seconded by Mr. Wilson and adopted. Mr. Shaw opposed. A motion to award the mini bid for wheelchair accessible vans to Town Auto Group in the amount of \$79,185.77, was moved by Mrs. Fedler, seconded by Mr. Fisher and adopted.

- Sheriff Patrol Vehicles – Budgeted for four at \$51,000 each for a total of \$204,000. Actual cost is \$57,100.74 each leaving a shortage of \$24,402.96. A motion to purchase four Sheriff patrol vehicles, was moved by Mr. O'Brien, seconded by Mr. Fisher. These vehicles are Durangos. A motion to purchase four Sheriff patrol vehicles, was moved by Mr. O'Brien, seconded by Mr. Fisher and adopted. Mr. Rozell opposed.
- Minivans – Budgeted for two at \$35,500 each and cost is within budget.

A budget amendment for the Car Pool fund will be brought to the Finance Committee.

- A Senior Account Clerk in the office left in late January and was replaced by an Account Clerk. The Staffing Pattern was amended for this change. Now this Account Clerk is leaving and the Superintendent is asking the committee if it would be ok to solicit for an Account Clerk or Senior Account Clerk. A motion to solicit for an Account Clerk or Senior Account Clerk, was moved Mr. Ferguson, seconded by Mr. Fisher and adopted. A Staffing Pattern change will be needed if a Senior Account Clerk is hired.
- The Superintendent is requesting to carryover ten days of vacation. A motion to allow the Superintendent to carryover ten days of vacation, was moved by Mr. Ferguson, seconded by Mr. Rozell and adopted.
- Mrs. Fedler commented that the brine presentation yesterday was very good. She was impressed by the amount of people from outside the county who attended the presentation.

SEWER DISTRICT – Joe Brilling, Executive Director addressed the following with the committee:

- Budget Amendment for Remaining Work on Rt. 197 Bridge - \$57,000 – Requesting a budget amendment for the remaining work on the Route 197 bridge in the amount of \$57,000. A motion to forward to Finance a budget amendment allocating \$57,000 of

fund balance to the capital reserve repair and maintenance line, was moved by Mr. Wilson, seconded by Mr. Rozell and adopted.

- Contract Amendment for Wright Pierce - \$60,000 – Sewer Dist. 1 map plan and report, Sewer District extension, repair of the sewer main, slip lining, manholes. We have a contract amendment with Wright Pierce who is doing the work. This amendment will cover us through the rehab of the sewers and gets us to the end of the project engineering. A motion to forward a budget amendment of \$60,000 to Finance, was moved by Mr. Wilson, seconded by Mr. Shaw. The Treasurer asked what the total is for the contract. Some of the funding for this project was grant money and he needs to know how much is the District's share. Mr. Brillling will get that information to the Treasurer. A motion to forward a budget amendment of \$60,000 to Finance, was moved by Mr. Wilson, seconded by Mr. Shaw and adopted.
- Received a Memorandum of Agreement between Washington County Sewer District #2 and the Lake Champlain Lake George Regional Planning Board for tasks related to Sewer District No. 2 Capital Improvement Plan in the amount of \$10,000 and a Memorandum of Agreement between Washington County Sewer District No. 1 and the Lake Champlain Lake George Regional Planning Board for services related to the Sewer District No. 1 Sanitary Sewer Replacement in the amount of \$24,000. A motion to approve both MOAs, moved by Mr. Rozell, seconded by Mrs. Fedler and adopted. These will go to the full Board for approval.

OTHER BUSINESS: None.

The meeting adjourned at 10:44 AM.

Sandy Huffer, Deputy Clerk, Washington County Board of Supervisors

Results from last auction:

08947: 2008 Ford Focus with 69,371 on it. Removed from Public Health due to age, overall condition and the rocker panels are very bad.

Vehicle is being replaced by a Ford Fusion that came out of DSS. **Sold for \$2,125.00 Cambridge NY**

09767: 2009 Ford Focus with 111,641 on it. Removed from Alt sentence due to age and overall condition. Vehicle replaced by a Ford Fusion that came out of DSS. **Sold for \$2,125.00 Cambridge NY**

08758: 2008 Ford Focus with 109,000 on it. Was removed from Code Enforcement and replaced by a Explorer. Vehicle has a rusty undercarriage and rocker panels and being removed due to age and overall condition. **Sold for \$1,741.66 West Hartford CT**

13786: 2013 Ford Explorer with 227,000 miles on it, coming out of DPW Sign Shop. Being taking out due to age and overall condition. **Sold for \$1,725.00 Fort Edward NY**

05628: (0828) Came out of Sheriff with 64,064 on it. Removed from service for age and overall condition. It was replaced in 2017 and used sparingly for a while. It has not been used for quite some time and it's slot has been filled by a new vehicle. **Sold for \$2,000.00 Putnam Station NY**

Total sale: \$9,716.66

1 - explorer had to go back on the auction b/c no one paid for it.

CAR POOL

| Item | Budget | Cost | Difference |
|--------------------------|------------------------------|-----------------------------|---------------|
| Foremen Trucks | 2 @ \$67,000 each =\$134,000 | \$73,754.03 each | (\$6,754.03) |
| VA Vans | 2 @ \$61,000 each =\$122,000 | \$79,185.77/\$47,994.43 | (\$36,371.54) |
| Sheriff Patrols | 4 @ \$51,000 each =\$204,000 | \$57,100.74 | (\$24,402.96) |
| | | | (\$67,528.53) |
| Minivans | 2 @ \$35,500 | | |
| <u>Carry over grants</u> | | | |
| Brine maker \$125,000 | D.5110.4625.2203 | \$125,000-\$4,600-\$106,050 | \$14,350 |
| Erosion | D.5110.4625.2202 | \$527,000 - \$424,610.01 | \$102,389.99 |
| Culverts | D.5110.4625.2201 | \$508,000 - \$301,594.92 | \$206,405.08 |