

JOINT PUBLIC WORKS AND FINANCE COMMITTEE MINUTES
SEPTEMBER 29, 2022

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

PUBLIC WORKS COMMITTEE MEMBERS ABSENT: Wilson, Fisher

FINANCE COMMITTEE MEMBERS PRESENT: Campbell, O'Brien, Haff, Hicks, Fedler, Skellie, Hogan, Clary, Rozell

FINANCE COMMITTEE MEMBERS ABSENT: Wilson, Griffith

SUPERVISORS: Hall, Henke

Debra Prehoda, Clerk

Melissa Fitch, County Administrator

Al Nolette, Treasurer

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Accept Minutes – July 26, 2022
3. Department Budget Requests:
 - A. 10:00 AM Sewer District
 - 1) Staffing Pattern
 - B. 10:30 AM Public Works
 - 1) Auction List
4. Other Business
5. Adjournment

Chairmen Skellie and Campbell called the Joint Public Works and Finance Committee meeting to order at 10:00 AM. in the Board of Supervisors classroom, B214, Municipal Center, Fort Edward.

A motion to accept the minutes from the July 26, 2022 meeting was moved by Mr. O'Brien, seconded by Mr. Ferguson and adopted.

SEWER DISTRICT – Jason Denno, Executive Director addressed the following with the Committee:

BUDGET REQUESTS: SEWER DISTRICT NO. 1 (Industrial Park)

Expenses: GA:

Contractual	\$114,000
Interfund Transfers to Capital Projects	\$ 0
TOTAL EXPENSE	\$114,000
TOTAL REVENUE	\$114,000

Revenues: \$100,000. Sewer rents GA.8135.2120 increasing 9.75%, Expenses: GA.8135.4430 Interdepartment is what Sewer #2 charges Sewer #1 for maintenance of system, \$10,000.

SEWER DISTRICT NO. 2

Revenue	\$2,961,642
Appropriations	\$2,961,642

Revenue: \$2,526,000. Sewer Rents increasing 9%. Using \$230,000 of fund balance. Expenses: Real taxes 5% increase. Unappropriated fund balance is about \$752,000.

Regular overtime GB.8000.8110.122 should be at \$600 not \$200. Reduce postage to \$9,600 to make up the difference for the increase in overtime. Budget does not represent double the cost of the electric going from 6 cents to 12 cents, new two year contract. Requesting to add \$18,000 to the GB.8000.8120.4050 \$42,000, GB.8000.8130.4050 adding \$40,000 to the \$80,000 and compost electric at \$8500 no change. Will use more fund balance. Will look into sewer district joining our

electric pricing. Disposal fees in GB.8131 Compost \$15,000 and propose to move \$5,000 to electric to reduce expense but did not think compost \$8500 needed to be increase. Treasurer will work with the budget officer. Equipment – Budgeted for purchase of electric truck.

Electric and staffing is an additional \$97,000 not in budget and the Treasurer recommends he check with the Board of Commissioners and Budget Officer to make sure they are comfortable with another \$97,000.

2% Ad Valorem rate increase.

Capital Reserve – Real taxes is a 5% increase from \$532,500 to \$559,125. Has spoken with the Treasurer and others on the creation under capital reserve, a capital improvement line for the treatment plant for such things as the roofing, lighting, etc. Capital reserve at the end of the year will be under \$500,000. This is lower than it has been in a while due to emergencies that had to be taken care of. Would like to establish under capital reserve a line for replacement of doors, siding, windows, improvements to facility, communication between buildings. Create a capital project for their capital plans. The Treasurer stated a capital project that includes capital plan. The Sewer District Executive Director would take the difference between his ad valorem and debt service each year and whatever that gap is that amount would actually be funded out in the project. Establish it now and fund it now. The Board of Commissioners approve of this plan. Motion to create a capital project for the Sewer District capital plan was moved by Mrs. Fedler, and seconded by Mr. O'Brien. Discussion. The Treasurer stated it will be funded this year with the difference between debt service and levy, about \$260,000. The motion to create a capital project for the Sewer District capital plan was moved by Mrs. Fedler, seconded by Mr. O'Brien and adopted.

Short term interfund loan from the County should be paid back fully within a week. Anticipating receiving funds from EFC.

Staffing Requests:

- 8110 – Deputy Director for one year at a maximum of \$35,000 not in budget.
- 8120 title changes
- 8130 two (2) Operator Trainees \$49,150 each (two upgrades) \$12,000 total and two (2) Summer Interns at probably Laborer rate.

The Board of Commissioners have approved the budget and all items presented.

PUBLIC WORKS – Deborah Donohue, Superintendent of Public Works

2023 BUDGET REQUEST:

A.1490 DPW Expenses:

Personal Services	\$162,150
Benefits	\$ 44,380
Contractual	\$ 22,250
TOTAL	\$228,780

Revenue: \$0 Highlights: Travel plan submitted, attached.

A.8160. SOLID WASTE

Contractual – Testing	\$14,500	Landfill monitoring
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Monitoring contract renewal in 2024.

CM.5135. CAR POOL FUND

Personal Services	\$ 111,077
Benefits	\$ 31,834
Equipment	\$ 769,000
Contractual	\$ 551,610
Interfund Transfer General	\$ 0
TOTAL EXPENSE	\$1,463,521
TOTAL REVENUE	\$1,463,521

Revenue: \$1,463,521. Anticipate increase in revenue from the sale of equipment due to the number of cars replaced with grant funding this year. No interfund revenues budgeted at this time. Expenses: Vehicles requested totaling \$758,000. The Budget Officer suggested purchasing two diesel foreman trucks and not have to install gas at new facilities and pay for two systems. DPW should bid trucks both gas and diesel. Recommendation to bid both. DSS cars are not in DSS or Car Pool. The Budget Officer stated he has added them in DSS budget and the 25% will come out of the General Fund. Insurance went up 15%. Did not raise any of the fuel and fuel for heating lines.

D.5000. - COUNTY ROAD FUND

Personal Services 3310 (Sign Shop) \$109,283 5010 (Co. Rd. Admin.) \$ 94,806 5020 (Engineering) \$257,922 5110 (Maintenance) \$2,121,515 5112 (Rd. Projects) \$240,000 5120 (Bridge Projs.) \$300,000 5142 (Snow Rem. Co.) \$481,000 5144 (Snow Rem. State) \$171,000	\$3,775,526
Benefits 3310 (Sign Shop) \$55,788 5010 (Co. Rd. Admin.) \$440,663 5020 (Engineering) \$ 70,466 5110 (Maintenance) \$985,000 5112 (Rd. Projects) \$31,633 5120 (Bridge Projs.) \$26,087 5142 (Snow Rem. Co.) \$95,873 5144 (Snow Rem. State) \$24,559	\$1,730,069
Equipment 3310 (Sign Shop) \$0.00 5020 (Engineering) \$1,500 5110 (Maintenance) \$5,000 5112 (Rd. Projects) \$4,272,416 5120 (Bridge Projects) \$24,930	\$4,303,846
Contractual 3310 (Sign Shop) \$267,900 5010 (Co. Rd. Admin.) \$13,112 5020 (Engineering) \$65,500 5110 (Maintenance) \$2,260,650 5120 (Bridge Projs.) \$1,216,800 5142 (Snow Rem. Co.) \$1,518,000 5144 (Snow Rem. State) \$757,000	\$ 6,098,962
Debt Service 9700	\$ 287,450

TOTAL EXPENSE	\$16,195,853
TOTAL REVENUE	\$16,195,853.

Revenue: Over \$1M increase in interfund transfer to County Road from \$9,377,776 to \$10,500,000 and have been at \$10M before. Expenses: County Road – Sign Shop - contract expense for road painting is \$115 per mile for 2023, a \$15,000 increase. Engineering – Education and Training 4170 – going to see an increase across all funds. Had conversations with DEC and staff needs to be trained. Outside Services – looking at a roadside artificial intelligence program – an analysis of roads, signs and pavement markings contract, web based, and added money for red flag repairs. Maintenance 4040 – summer machinery rental and mowing contract with the towns and reflects increases. Machinery rental comes from 2017 DOT rates which are vastly under what they should be. Increased our own rate we charge ourselves to better reflect the cost of equipment by 12% but did not increase the State snow line. The Treasurer stated need to look at the machinery rental because it does not match between County Road and Road Machinery. Increased concrete, culverts, stone, stone/gravel, guide rail due to cost increases. 4280 line - have to replace roof on Eagleville Bridge. Bridge projects: two bridges on Co. Rt. 74, Co. Rt. 31 in Hebron, Co. Rt. 153 cannot get anyone to fix – shotcrete they cannot do and looking for someone to do that and Co. Rt. 46 – red flag. Salt has increased from \$64.27 per ton last year to \$83.04 cents this year and this price is not reflected in the budget because bids came in after budget submission.

DM.5130 – COUNTY ROAD MACHINERY FUND

Personal Services	\$ 554,096
Benefits	\$ 255,655
Equipment	\$1,667,560
Contractual	\$2,538,600
TOTAL EXPENSE	\$5,015,911
TOTAL REVENUE	\$5,015,911

Revenue – Interdepartmental Revenues County Road should be \$3,136,700. Expenses: Equipment – Automatic trucks to keep on replacement schedule and trying a different kind of blade, mower tractor – better price, Skid steer for paving crew would go to bridge crew and current bridge crew skid steer would go to the shop to replace an early 1990’s model. Truck to replace truck that currently hauls skid steer and DPW will build bed to carry skid steer and instruments. Contract line – switching to Verizon for GPS system and it is cheaper, GPS in 80 units at \$17.95 each per month. Maintenance on paver and gas system decommission in Jackson and will decommission ourselves.

Personnel Requests for 2023:

- Office – Upgrade Senior Account Clerk to Bookkeeper grade 10 to 13.
- Last year took the duties of the DPW Maintenance Shop Manager out of County Machinery and gave all duties to Car Pool Head Mechanic and requesting a 2 grade increase.

OTHER BUSINESS:

- Auction List, handout attached. – Motion to declare auction items surplus was moved by Mr. O’Brien, seconded by Mrs. Fedler and adopted.
- County Route 113 project has come to a close and request to move funds back into the County Road fund in the amount of \$374,891.87. The DPW Superintendent worked with DOT and got the local share to zero on the construction phase. Motion by the Public Works Committee to move funds back into the County Road account in the amount of \$374,891.87 and forward to the Finance Committee was moved by Mrs. Fedler, seconded by Mr. O’Brien and adopted. Motion by the Finance Committee to amend the County Road fund budget to recognize \$374,891.87 was moved by Mrs. Fedler, seconded by Mr. O’Brien and adopted.

- Collection Event – Contacted about holding a paint collection event prior to the seconded week in November. Superintendent asked if she should move forward with this event. She feels it would be beneficial and cannot wait until the next Public Works Committee. Motion to gather information on the paint collection event and forward to the Finance Committee for consideration was moved by Mr. Ferguson, seconded by Mrs. Fedler and adopted.

The Budget Officer stated last year the County was negotiating with several unions and Supervisors met in executive session to discuss how to handle salaries in the budget. The one million dollars was in sales taxes and the million was in raised by taxes because of the negotiations. They were not abstract numbers, they were actual numbers and moved \$1.059M last month to salaries basically it was supposed to match what we were using as fund balance so whenever the Budget Officer talked about the million dollars, he would always say a million was for the Capital plan because he had a million dollars for the capital plan without showing our hand on any of our discussion so when the million dollars came out of the taxes well that was the million dollars that would have paid those raises this year. This year once the budget had passed, once that left, that was actual fund balance now you have got to build the salaries in that were in the fund balance so you are a million behind before you start. If sales tax had gone to \$28M you are good, with sales tax staying the same without taxing for that increase now you are not just going to make up the two and a half percent you have to make up the million that's the dilemma and why everything looks out of sync because we didn't budget for the actual cost because we were doing it in a way to not show our hand in negotiations. The dilemma is that the one million dollars is missing, it's the one million dollars in salaries.

Meeting adjourned at 12:33 PM.

Debra Prehoda, Clerk
Washington County Board of Supervisors



Department of Public Works

Highways • Engineering

Deborah Donohue, P.E.
Superintendent

2023 Annual Travel Plan

-June

Highway school sponsored by Cornell Local Roads Program (2 nights) NYS County Highway Superintendents also have a meeting at this conference. It is held in Ithaca, NY.

-August

NYS County Highway Superintendents Summer Conference. This year it is in Lake Placid, NY. It is usually a 3 day, 3 night conference.

-September

New York State Association of Counties Fall conference. In 2022 this was held in Buffalo, NY. I am the vice chair of the transportation committee for NYSAC.

-October

Local Bridge Conference in Syracuse, NY. This is a 3 day, 2 night conference. I am the chair of the committee for the highway superintendents.

Ready for auction, needs approval.

11833: 2011 Ford Ranger from Code Enforcement (replaced with Explorer) body and underside rusting badly, needs transmission lines. Has 166,341 miles on it.

15878: 2015 Ford Explorer from Newco (replaced by Escape) Showing its age and time to be replaced. Has 201,591 miles on it,

08764: 2008 Dodge minivan from Newco (replaced by Escape) Body in very rough condition, has 184,991 miles on it.

09768: 2009 Dodge minivan from Carpool but Newco was using, (replaced by Escape) Showing its age, time to be replaced, has 170,271 miles on it.

07953: 2007 Ford Focus from Newco. (replaced by Escape) Showing its age and time to be replaced, has 143,711 miles on it.

13784: 2013 Ford Explorer from Newco. (replaced by Escape) Showing its age and time to be replaced, has 217,361 miles on it.

2023 Road Projects

Co Rte	Town	Project Limits	Miles	TOTAL
10	Whitehall	West of Stalker to Dodge Ln.	1.26	\$303,793.09
12	Whitehall	Upper Turnpike to Village	1.16	\$256,399.28
17	Hartford	NYS 149 to Hall Road	0.98	\$232,103.71
18A	Hampton	NYS 22 to VT	0.19	\$48,208.72
23	Granville	NYS 22A to NYS 22	0.27	\$68,573.32
30	Hebron	Town Line to Chamberlain Mills Road	0.53	\$133,135.62
30	Hebron	Chamberlain Mills to CR 47	1.27	\$266,510.42
35	Kingsbury	North of Tracy Road to Walkers	0.71	\$162,063.09
35	Kingsbury	Walkers to CR 36	0.81	\$223,978.16
45	Argyle	NYS 40 to Coach Road South	0.9	\$223,933.87
45	Argyle	Coach Road South to Hook	0.52	\$129,659.57
53	Greenwich	All	0.74	\$145,298.96
54	Easton	NYS 40 to McGowan Road	0.5	\$117,279.33
54	Easton	McGowan Road to Verbeck Ave	1.17	\$274,025.64
59	Cambridge	Center Cambridge Road to Frog Way	0.8	\$191,037.49
59	Cambridge	Frog Way to English Road	1.1	\$262,326.55
60	Cambridge	CR59 to Tingue Road	1.24	\$295,408.11
64	Jackson	Shunpike to Town Line	1.42	\$338,457.01
77	Greenwich	Transition to Lowber Rd	1.1	\$255,146.82
77	Greenwich	Lowber Rd to Anthony Rd	0.83	\$192,610.78

Total \$4,119,949.57

2023 Bridge Projects Costs Summary

Co Rte	Town	Project Name	Existing Bridge Description / Proposed Bridge Replacement Description	Budgeted			
				Engineering	Labor	Equipment	Material
				(D5020.121)	(D5120.121/.123)	(D5120.4210)	(D5120.402)
				\$25,000.00	\$0.00	\$0.00	\$0.00
74	Easton	Bridge C67	<i>Steel Stringers, Concrete Deck, Abuts, Wings</i>				
		<i>Fly Creek</i>	<i>Repair/Replace Facia Beam and Repair Deck</i>				
				4,000.00			
					\$30,000.00		
						\$10,000.00	
							\$10,000.00
74	Easton	Bridge C70	<i>Steel Stringers, Concrete Abuts, Wings, Laminated Wooden Deck</i>				
		<i>Fly Creek</i>	<i>Steel Stringers, Cast in Place Concrete Deck, Abutments & Wings</i>				
		3306150		10,000.00			
					\$90,000.00		
						\$75,000.00	
							\$300,000.00
31	Hebron	Bridge C31	<i>Steel Stringers, Concrete Abuts, Wings, Laminated Wooden Deck</i>				
		<i>Black Creek</i>	<i>Steel Stringers, Cast in Place Concrete Deck, Abutments & Wings</i>				
				10,000.00			
					\$80,000.00		
						\$70,000.00	
							\$170,000.00
153	Salem	Bridge C9	<i>Steel Stringers, Concrete Abuts, Wings, Fiberglass Deck</i>				
		<i>White Creek</i>	<i>Steel Stringers, Concrete Abuts, Wings, Fiberglass Deck</i>				
				10,000.00			
					\$10,000.00		
						\$10,000.00	
							\$78,000.00
46	Fort Edward	Bridge C-82	<i>Steel Stringers, Concrete Abuts, Wings, Laminated Wood Deck</i>				
		<i>Dead Creek</i>	<i>Steel Stringers, Concrete Abuts, Wings, Deck</i>				
				10,000.00			
					\$90,000.00		
						\$75,000.00	
							\$290,000.00
			***** GUIDERAIL FOR MISC BRIDGES*****				\$100,000.00
				\$40,000.00	\$300,000.00	\$240,000.00	\$948,000.00
				\$300,000.00		\$1,188,000.00	
				Total .1		Total .4	