PUBLIC WORKS COMMITTEE AGENDA  
Location: Yates County Legislative Chambers  
Date: January 4, 2021 at 12:30 p.m.

NOTE:
- Maximum attendance at any meeting is limited to 50 persons.
- Considering 14 Legislators, the Clerk of the Legislature and the County Administrator, public attendance will therefore be limited to 34 persons.
- If it is desired to address the committee (or Legislature) it would be appreciated that the Clerk of the Legislature be contacted to assure that there will be capacity in the room. (phone 315-536-5150 or email chayes@yatescounty.org)
- Wear a mask when not seated.
- Wear a mask if not able to maintain 6 feet from adjacent persons (i.e – social distance)
- Attendance can also be by ZOOM; the login information is below

Join from a PC, Mac, iPad, iPhone or Android device:
Please click this URL to join.
https://us02web.zoom.us/j/87083929340?pwd=ZzRjM1FwUXExSXpESDBZNEsrU1FXdz09

Webinar ID: 870 8392 9340  
Passcode: 441569

Or join by phone:
Dial(for higher quality, dial a number based on your current location):
US: +1 646 558 8656 or +1 301 715 8592

Committee members: Dan Banach, Jim Multer, Terry Button, Earle Gleason, Pat Killen, Rick Willson

- Dan and Jim will do the audit this month
- Approve the minutes from the December meeting
- Public Comment

Highway – Craig Prior

- Central Garage
- Traffic
- Administration
  - Resolution to Amend Ferrellgas, Approve Phelps Sungas
  - Various updates
  - Goals
- Maintenance
- Bridges & Culverts
- Snow & Ice
- Road Machinery
Buildings & Grounds – Joe Reed
- Weights & Measures report
- Goals
- Airport
- Inspections

County Administrator – Nonie Flynn
Nothing to report

Executive Session – If needed
CENTRAL GARAGE
- 2021 Vehicles were bid, price: $40,168.82 (Budgeted: $42,500.00)

TRAFFIC
- Blinking lights installed on CR #2 and in Branchport, having issues with charging of batteries. Have spoken with manufacturer to remedy. Thought is that being installed during the winter months, they are not completely charging because of limited sunlight.

ADMINISTRATION
- Resolution: Amend Ferrellgas, Approve Phelps Sungas
- Sign Maintenance Worker to begin January 11th.
- Deputy Superintendent to begin January 19th.
- Other vacant positions being filled.
- 2020 budget - Year end budget items.
- Buildings and Grounds has made a repair on one roof. Second roof will need to be repaired during warmer months.
- 2020 Goals:
- 2021 Goals:

MAINTENANCE
- Trimming trees on various roads.
- Maintenance ditching.

CAPITAL

BRIDGES & CULVERTS
- E. Sherman Hollow – Final design taking place. Engineer hopes to bid early February.

SNOW & ICE
- Snow watch hit deer on Christmas with pickup. No injuries to employee. Truck damage estimate $4,500.00
- Out 18 days in December for snow & ice. (Through December 29th.)

ROAD MACHINERY
- Equipment being ordered for 2021 budget.
- 6 wheel plow truck auction revenue: $10,100.00

OTHER

AMEND RESOLUTION 306-20  
(Award Bid for Propane Gas)

WHEREAS, bids were requested for Propane Gas and received on July 23, 2020 at 10:00 a.m. and two firms submitted a bid to the Yates County Highway Department;

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Price Per Gallon Over Selkirk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ferrellgas LP</td>
<td>$0.27</td>
</tr>
<tr>
<td>Phelps Sungas</td>
<td>$0.30</td>
</tr>
</tbody>
</table>

WHEREAS, resolution 306-20 awarded the bid for propane gas to Ferrellgas LP;

WHEREAS, Ferrellgas LP’s services have been unreliable, unresponsive, and not in accordance with the bid specifications;

WHEREAS, the County Attorney has approved the amendment and has initiated a letter to Ferrellgas LP cancelling the contract;

NOW, THEREFORE BE IT RESOLVED, that Resolution 306-20 is hereby amended to award the bid for propane gas to the alternate bidder Phelps Sungas, for $0.30 per gallon over Selkirk pricing; and be it further

RESOLVED, that copies of the resolution be forwarded to all bidders and the Yates County Highway Department.
March 10, 2020

2020 Department Goals

1) No lost time personal injury or vehicle/equipment accidents
Use a minimum of (4) personal safety and vehicle/equipment training sessions/videos to educate and ensure employees have the knowledge on how to avoid and minimize potential injuries and accidents. Training sessions will be documented as to date of trainings and who attended.

Status: No lost time accidents/injuries. Two incidents of pickup vs. deer, with damage and one incident of pickup vs. car, no damage to county pickup, limited damage to other vehicle.

2) Complete Final Design Phase for E. Sherman Hollow Bridge
Assist consultant and the NYSDOT in whatever way necessary to complete final design for replacement of the existing bridge superstructure. Prepare for bidding of project in the Fall for construction in 2021.

Status: Ongoing, engineer to complete January 2021.

3) Complete construction on William St. Bridge
Assist Hunt (consultant), Economy Paving, Inc. and the NYSDOT in whatever way necessary to complete replacement of the existing bridge superstructure. Monitor daily progress, perform construction inspection, document all daily activities and ensure compliance with bid specs.

Status: Complete – opened October 30, 2020

4) Complete capital construction projects: 11.71 miles
Receive Cold Milling and Hot Mix Asphalt bids in March and award same in April. Schedule and complete all work including shoulder installation by end of August. Completion of the projects on Friend and Italy Valley Rds. will get those road sections onto an approximate 15 year life cycle until the next capital improvement project.

Status: Completed 12.63 miles – Hot mix asphalt completed June 16th, Shoulders and striping completed August 11th.
March 11, 2020 (Revised May 04, 2020)

2020 Goals – Highway Superintendent

1) **Communication with others:**
   Communicate with the legislature, administrator, peers and subordinates in a respectful manner.

   **Status:** Have met with employees several times to keep them informed of highway operations and of COVID response. This will be ongoing, will meet with employees as needed, no less than in the Spring and late Fall.

2) **Hire Senior Account Clerk:**
   Continue to seek applicants to fill position of Senior Account Clerk. Interview, make job offer and hire by April 30th. Highway Superintendent and Administrative Assistant will train new employee on the job duties outlined for this position.

   **Status:** Complete - Hired Senior Account Clerk, began employment on April 21, 2020

3) **Hire Deputy Superintendent of Highways:**
   Seek applicants for Deputy Superintendent of Highways due to recent promotion of current Deputy. Work with County Administrator on details of the position. Offer job and make appointment at a later date.

   **Status:** Complete - Offer has been made, start date to be January 19, 2021

4) **Expand planning of Capital and Maintenance Projects:**
   Continue to analyze past capital project records and maintenance records in order to form a comprehensive project plan. The county roads are in good shape at this point but will need ongoing maintenance and at some point in time rehab of the wearing surface.

   **Status:** Ongoing project, 75% complete. Will work with new deputy to finalize.

5) **Planning of Bridge Projects:**
   Gather information to form a bridge maintenance plan. The county bridges are in good shape because of recent replacements. The county will probably not receive any additional Federal/State funding for replacements in the foreseeable future. We can receive funding for maintenance by bundling several bridges together. Develop a plan to possibly obtain Federal/State funding for the bridges that have not been replaced but need painting and maintenance.
**Status:** Have had limited time to accomplish. Will have Deputy work with myself to complete.

6) **Continue to monitor highway budget:**
While monitoring the 2020 budget, begin addressing the department needs for the 2021 budget. Depending on the bid prices for the 2020 capital projects, look at the capital plan going forward to possibly increase the miles per year of HMA placement.

**Status:** Complete

7) **Department policies and personnel:**
Review department policies in effect. Strengthen the relationship between the workforce and the front office. Strengthen the relationship within the overall department.

**Status:** Have had limited time to look at existing policies. Relationship between employees and the front office has been strengthened. This is evidenced by several comments made by employees to myself and others. This will be ongoing project.

8) **Highway Facility Planning:**
Continue to help in the facilitation of a replacement highway facility. Hopefully this project will continue forward in the near future. From the highway end, I will have our Fleet Maintenance Supervisor and myself contribute to this committee.

**Status:** Not complete.

9) **Leave the County in a better position than the when I received the position.**

**Status:** Ongoing project for at least the next 8 years.
January 04, 2021

2021 Goals – Highway Superintendent

1) **Deputy Superintendent:**
   Begin training of Deputy on January 19, 2021. Have deputy be involved with all aspects of the job throughout the year.

2) **Expand planning of Capital and Maintenance Projects:**
   Analyze past capital project records and maintenance records to form a comprehensive project plan. Deputy Superintendent will be involved.

3) **Planning of Bridge Projects:**
   Continue to gather information to form a bridge maintenance plan. Develop a plan to obtain Federal/State funding for bridge maintenance.

4) **Continue to monitor highway budget:**
   Monitor 2021 budget. Deputy to be involved with budgeting and process.

5) **Department policies and personnel:**
   Review department policies in effect. Continue to strengthen the relationship between the workforce and the front office.

6) **Communication with others:**
   Communicate with the legislature, administrator, peers and subordinates in a respectful manner.
2021 Department Goals

1) **No lost time personal injury or vehicle/equipment accidents**
   Ongoing personal and equipment safety trainings. Provide employees with the knowledge of how to avoid and minimize potential injuries and accidents. Training sessions will be documented as to date of trainings and who attended.

2) **Complete construction of E. Sherman Hollow Bridge**
   Assist consultant and the NYSDOT in whatever way necessary to complete final design for replacement of the existing bridge superstructure. Prepare for bidding of project in the Spring for construction in 2021.

3) **Bridge deck sealing**
   Continue deck sealing program began in 2020.

4) **Complete capital construction projects: 10.65 miles**
   Receive Cold Milling and Hot Mix Asphalt bids in March and award same in April. Schedule and complete all work including shoulder installation by end of August. Completion of the projects on West Lake Rd., Ridge Rd., Travis Rd., Bath Rd. and Airport Rd. will get these road sections to a 15 year life cycle until the next capital improvement project.

5) **Maintenance sealing of roadways**
   Perform maintenance sealing by contract on approximately 15 miles of roadway.
December 29, 2020

Ferrellgas LP  
One Liberty Plaza  
Liberty, MO 64068

RE: Yates County, NY – Propane Contract with Yates County Highway Department

Dear Sir or Madam:

This letter shall serve as notification that your contract with Yates County/Yates County Highway Department concerning your provision of propane to the same is hereby cancelled in all respects.

Your services up to this point have been unreliable, unresponsive and not in accordance with bid specifications.

In light of the foregoing, please cease and desist with the provision of any future provision of propane to Yates County/Yates County Highway Department, and immediately remove any of your equipment that is currently on Yates County property in this regard.

Thank you.

Very truly yours,

Scott P. Falvey  
Yates County Attorney

Cc: Craig Prior/Yates County Highway Superintendent
1- **Weights and Measures:** Please see the attached report.

2- **Goals:** Please see the attached 2020 Goals with updates of what was accomplished on them. Also attached are my proposed 2021 Goals for your review.

3- **Airport:** B&G staff did some work at the Airports North hangar and Maintenance hangar in December.

4- **Inspections:** This month the 3rd party elevator inspection was done and an elevator quarterly PM was completed. Also the County Code Enforcement Officer did the annual building inspection.
<table>
<thead>
<tr>
<th>Last Inspection</th>
<th>Company</th>
<th>Establishment</th>
<th>Device</th>
<th>Quantity</th>
<th>Number Correct</th>
<th>Incorrect (+)</th>
<th>Incorrect (-)</th>
<th>Incorrect-Other</th>
<th>Number of Visits</th>
<th>Device Type</th>
</tr>
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<tbody>
<tr>
<td>12/4/2020</td>
<td>Kenneth Weaver</td>
<td>Farm</td>
<td>Milk Tank</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>Milk Tank Calibration</td>
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<tr>
<td>12/10/2020</td>
<td>HEP Sales</td>
<td>Hardware</td>
<td>Lin. Meas. Dev.</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>Hykon, 1410 Wire Meter</td>
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<tr>
<td>12/10/2020</td>
<td>Java Gourmet / Keuka Lake Coffee</td>
<td>Proc/Ware/Mfr.</td>
<td>Misc. Scale</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>Accutech, W-8250-50</td>
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<tr>
<td>12/10/2020</td>
<td>Sabrina's Bake Shoppe</td>
<td>Bakery</td>
<td></td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>No Scales at this time</td>
</tr>
<tr>
<td>12/10/2020</td>
<td>The Pinwheel Market &amp; Café</td>
<td>Food Store/Deli</td>
<td>Pre-Pack Scale</td>
<td>1</td>
<td>1</td>
<td></td>
<td>1</td>
<td></td>
<td>1</td>
<td>EasyWeigh PX-301, 300x0.005</td>
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<tr>
<td>12/21/2020</td>
<td>Crooked Lake Car Wash</td>
<td>Other-car wash</td>
<td>Timing Device</td>
<td>3</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>$3.00/4min-cwash</td>
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<tr>
<td>12/21/2020</td>
<td>Crooked Lake Car Wash</td>
<td>Other-car wash</td>
<td>Timing Device</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
<td>x</td>
<td>$2.00/4min-vac</td>
</tr>
<tr>
<td>12/21/2020</td>
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<td>Other-car wash</td>
<td>Timing Device</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
<td>2</td>
<td>$2.00/4mn-2 motor vacs</td>
</tr>
<tr>
<td>12/21/2020</td>
<td>Crooked Lake Car Wash</td>
<td>Other-car wash</td>
<td>Timing Device</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
<td>2</td>
<td>$2.00/2-48min-3 motor vacs</td>
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<tr>
<td>12/21/2020</td>
<td>Crooked Lake Car Wash</td>
<td>Other-car wash</td>
<td>Timing Device</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
<td>2</td>
<td>$2.00/3-20-shampoo-spot</td>
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<tr>
<td>12/21/2020</td>
<td>Lost Sock Laundry</td>
<td>Other-laundry</td>
<td>Timing Device</td>
<td>10</td>
<td>10</td>
<td>4</td>
<td>1</td>
<td></td>
<td>1</td>
<td>Laundry dryers</td>
</tr>
</tbody>
</table>

Keuka College Health Services  Non-Commercial  Platform Scale  0  (1) Health-O-Meter, 350x0.25 lbs
Keuka College Health Services  Non-Commercial  Platform Scale  0  x (1) Seca, 400x0.25
Keuka Health Care              Non-Commercial  Misc. Scale    0  (1) Health-O-Meter, 600x0.2
Penn Yan - Elementary School   Non-Commercial  Platform Scale  0  (1) Seca, 400x0.25, Health Office
Penn Yan - Elementary School   Non-Commercial  Platform Scale  0  x (1) Wrestling Scale
Penn Yan - Elementary School   Non-Commercial  Platform Scale  0  x (1) Wrestling Scale
Penn Yan - High School          Non-Commercial  Platform Scale  0  (1) Seca, 550x0.2
Penn Yan - Middle School        Non-Commercial  Platform Scale  0  (1) Health-O-Meter, 500x0.2
Penn Yan - Yates County Sheriff Non-Commercial  Platform Scale  0  (1) Ohaus, Triple Beam Balance
T.O.P.S / K.O.P.S - Dundee       Non-Commercial  Platform Scale  0  (1) Health-O-Meter, 350x0.25 lbs
Yates County - Public Health   Non-Commercial  Misc. Scale    0  (7) 4-infant, 3-floor

YTD Tests Completed (678 total devices in Yates County)

<table>
<thead>
<tr>
<th>Actual</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>678</td>
<td>678</td>
</tr>
</tbody>
</table>

All 678 commercial devices were tested in Yates County in 2020
Due to the covid-19 work pause in early 2020, time did not allow non-commercial (courtesy) tests to be completed in any county
All attempts will be made to test the non-commercial devices in 2021
2020 Goals:

1. Work to achieve the designation of Clean Energy Community for Yates County.

Work with Genesee Finger Lakes Regional Planning Counsel to complete the necessary four high impact items to get the designation of a Clean Energy Community (CEC) for Yates County. Collect and provide all data needed. Coordinate with other departments or agencies to collect data. Work to complete the last high impact item to get the CEC designation.

This goal was completed in November 2020.

2. Work with consultant to perform an arch flash study and switch gear maintenance.

Work to enter into an agreement with a consultant to perform an arch flash study for the COB and CH. In addition work with a contractor to perform switch gear and distribution panel preventative maintenance in the COB and CH once the study is complete. As well as inspect and test the CH primary and secondary cables and transformer.

Funding for this was removed due to Covid-19.

3. Expand the use of LED lighting in the County’s facilities.

Replace all four foot fluorescent light bulbs with LED in the Courthouse. Bulbs for this were bought with an IEEP grant that covered 85% of the cost. Retrofit 12 outdoor lights to LED. Also continue to replace burned out lights where practical with LED bulbs.

This Goal was completed in fall of 2020.

4. Work with County Administrator, Attorney and Legislature to develop solar power on County property.

Coordinate the development of an agreement with a solar developer to place a solar farm(s) on a closed County landfill(s) within Yates County. With construction beginning before the end of 2020.

Part one of the goal was accomplished. Will continue to work on construction in 2021.
5. Continue the quarterly safety committee meeting.
Follow through with investigating and resolution if needed to all concerns brought to the committee.
Provide quarterly updates to the Legislature.

*The committee meet twice in 2020 one canceled due to Covid and the other was lack of agenda items.*

6. **Work to develop a plan to increase the height of the four light pole based between the COB and CH.**

Develop a retrofit to the existing pole bases to raise the light pole above the strike zone of vehicles.
Have this retrofit approved by a professional Engineer. With work completed before the end of 2020.

*Funding for this was removed due to Covid-19.*
2021 Goals:

1. Work with consultant to perform an arch flash study and switch gear maintenance.

Work to enter into an agreement with a consultant to perform an arch flash study for the COB and CH. In addition work with a contractor to perform switch gear and distribution panel preventative maintenance in the COB and CH once the study is complete. As well as inspect and test the CH primary and secondary cables and transformer.

2. Expand the use of LED lighting in the County’s facilities.

Work to find a cost effective way to convert the 24” lighting fixtures to LED and implement in the COB with the CH to follow in 2022. Retrofit 12 outdoor lights to LED. Also continue to replace burned out lights where practical with LED bulbs.

3. Work with the chosen developer on the construction of solar power on County property.

Coordinate the development of the solar farms with the solar developer and the vested parties. With construction beginning before the end of 2021.

4. Continue the quarterly safety committee meeting.

Follow through with investigating and resolution if needed to all concerns brought to the committee. Provide quarterly updates to the Legislature.

5. Work to develop a plan to increase the height of the four light pole based or eliminate the poles between the COB and CH.

Develop a retrofit to the existing pole bases to raise the light pole above the strike zone of vehicles. Have this retrofit approved by a professional Engineer. With work completed before the end of 2021. Or work with a lighting company to see if wall mounted lights could replace the pole lights.