

PUBLIC WORKS COMMITTEE AGENDA

March 2, 2020

12:30 pm

Legislative Chambers

Public Works Committee:

Dan Banach (Chair), Jim Multer (Vice Chair)

Terry Button, Earle Gleason, Patrick Killen, Richard Wilson

I. MEETING MINUTES & MONTHLY AUDIT

- Public Comment
- Approve minutes of February 3, 2020 meeting
- Dan Banach & Earle Gleason will sign the audit

II. SOLID WASTE – Connie Hayes

- Resolution - Household Hazardous Waste Day Services

III. HIGHWAY DEPARTMENT - Craig Prior

- **A1640 – Central Garage**
 - Revised report attached
- **D3310 – Traffic**
- **D5010 – Administration**
 - Vacancy Review
- **D5110 – Maintenance**
- **D5112 – Capital**
- **D5120 – Bridges & Culvert**
 - Supplemental Agreement, E. Sherman Hollow Bridge
 - Resolution – Authorizing the Implementation and Funding
- **D5142 – Snow & Ice**
- **DM5130 – Road Machinery**

IV. BUILDINGS & GROUNDS - Joe Reed

New Business

- Weights & Measures
- Energy Benchmarking
- Energy use Assessment

Updates on Miscellaneous Items

- PSB Entrance
- Solar Farms
- BMM

V. ACTING COUNTY ADMINISTRATOR – Nonie Flynn

- Resolution – Authorize Chairman to Sign the Request for Equitable Business Opportunities System Log-in
- Project status report

VI. EXECUTIVE SESSION - if needed

**AUTHORIZE CHAIRMAN TO SIGN INTER-MUNICIPAL AGREEMENT WITH
SCHUYLER COUNTY FOR HOUSEHOLD HAZARDOUS WASTE DAY SERVICES**

WHEREAS, the Schuyler County and Yates County will be holding a joint Household Hazardous Waste Day for residents of Yates and Schuyler counties; and

WHEREAS, Yates County has agreed to pay \$4,500 for its participation along with supplying a dump truck for said event;

NOW, THEREFORE, BE IT RESOLVED, that upon the approval of the County Attorney the Chairman is hereby authorized to sign an inter-municipal agreement with Schuyler County; and be it further

RESOLVED, that a copy of the resolution be provided to the Schuyler County Planner.

HIGHWAY DEPARTMENT

February 1, 2020 – February 27, 2020

CENTRAL GARAGE

- Two 2020 Chevrolet Equinox's have been delivered and are in service
- One 2020 Chevrolet Malibu will be delivered in March
- New Reservation Forms will be emailed to all users in March

TRAFFIC

ADMINISTRATION

- Personnel appraisals
- Annual report completed/submitted
- Bridge project admin.
- Central Garage administration

MAINTENANCE

- Deer carcasses (5) were picked up by YCHD staff
- Some #1A stone hauled in to the staging area on Bath Rd for surface treating later this year
- Tree cutting on Guyanoga, Italy Valley and Friend Rd.
- Guyanoga barns and grounds cleanup

CAPITAL

BRIDGES & CULVERTS

- William St. – waiting for spring to get started on construction
- E. Sherman Hollow – Final Design Phase authorization has been received
- West Lake Rd. – As weather permitted, work continued on a closed storm sewer drainage system being installed in select areas along the west side of road to improve parking capacity and general safety

SNOW & ICE

- Crews have been out on snow and ice removal 14 days in February

ROAD MACHINERY

-

OTHER

<i>Department</i>	<i>Annual Usage (miles)</i>	<i>Revenue: \$0.58/mile</i>
Administrator	1,508	\$874.64
Community Services	3,247	\$1,883.26
Dept. of Social Services	35,612	\$20,654.96
Elections	1,088	\$631.04
Legislature	916	\$531.28
Probation	8,729	\$5,062.82
Public Health	9,396	\$5,449.68
Real Property	247	\$143.26
Treasurer	445	\$258.10
Veterans Service	21,808	\$12,648.64
Youth Bureau	991	\$574.78
YC Shop	685	-
	84,672	\$48,712.46

Yates County Central Garage
Annual Report 2019 (Revised)

3/02/2020

		Beginning Mileage	Ending Mileage	Total Miles	Fuel Cost	Repairs	Revenue	Net Revenue
2010 Dodge Van **	CG-1	116,396	118,317	1,921	(\$157.98)	(\$101.01)	\$1,114.18	\$855.19
2014 Chevy Cruze **	CG-2	45,125	46,907	1,782	(\$87.77)	\$0.00	\$926.26	\$838.49
2015 Chevy Cruze	CG-3	49,010	56,676	7,666	(\$490.33)	(\$157.87)	\$4,426.56	\$3,778.36
2015 Ford Fusion	CG-4	20,009	34,343	14,334	(\$944.85)	(\$590.54)	\$8,281.82	\$6,746.43
2015 Ford Explorer	CG-5	36,510	52,341	15,831	(\$1,569.86)	(\$1,890.79)	\$9,094.40	\$5,633.75
2018 Dodge Van	CG-6	9,170	18,689	9,519	(\$847.34)	(\$193.72)	\$5,474.04	\$4,432.98
2018 Chevy Malibu	CG-7	10,126	24,411	14,285	(\$859.11)	(\$151.01)	\$8,216.86	\$7,206.74
2019 Chevy Equinox	CG-8	146	8,430	8,284	(\$628.95)	(\$97.47)	\$4,783.84	\$4,057.42
2019 Chevy Malibu	CG-9	112	11,162	11,050	(\$686.02)	(\$33.07)	\$6,394.50	\$5,675.41
				84,672	(\$6,272.21)	(\$3,215.48)	\$48,712.46	\$39,224.77
				Avg. \$ / mile	(\$0.074)	(\$0.038)	\$0.575	\$0.463

** (Sold this calendar year)

VACANCY REVIEW FORM

1. Does this position perform services that are mandated by the Federal or State government? YES NO
2. If the answer to #1 is no, does this position perform services that the County has traditionally maintained? YES NO
3. If the answer to #2 is yes, can an entity other than Yates County government perform these services? YES NO
4. If this position is not refilled, can other positions be reconfigured to handle the work performed by the person in this position? If so, what positions? If not, how will the work conducted by the person in this position be handled? YES NO
5. If applicable, is there an existing Civil Service Eligibility List for this position? YES NO
8. Will the loss of this position impact overtime? *If yes, why and how can this be minimized? (Please attach an analysis showing any impact on overtime.)* YES NO

9. Does federal and/or state aid offset the cost of this position? *(If yes, how much)* YES NO
\$ _____
10. If the position were eliminated, what would be the net county savings? *(Include fringe benefits and retirement)* \$ 74,510
11. Is there any risk, financial or otherwise, to waiting 30 days to refill this position? YES NO
12. If you are given approval to refill this position, when do you expect to fill it? Date: March 9, 2020
13. Please submit any other information that you think would be helpful to this review.

This position is for a Senior Account Clerk Typist to replace the current Senior Account Clerk Typist that is transferring to another department within the County. Her last day of work at the highway is March 20, 2020. This position is responsible for all accounts payable and receivables. This position maintains the data for reimbursements from the State and Federal governments. She is the sole manager of our Fuelmaster System. She also does data entry into the PubWorks asset management system for daily crew activity. She answers the phone and helps with walk in customers when needed. It would be preferred for a new employee to work with the current SACT for a couple weeks before she makes her transfer.

There could be an approximate \$12,100 cost increase to hire a new employee based on the assumption of the employee going with a Family health care plan. Any plan less than Family will result in less of an increase. There could be a savings of \$11,775 should a new employee decline the counties health insurance plan.

RESOLUTION NUMBER: _____

AUTHORIZING THE IMPLEMENTATION AND FUNDING OF THE COSTS OF 100% OF THE COSTS OF A TRANSPORTATION PROJECT, WHICH MAY BE ELIGIBLE FOR FEDERAL-AID AND/OR STATE-AID, OR REIMBURSEMENT FROM BRIDGE NY FUNDS.

WHEREAS, a project for the Bridge NY (2) Bridge Rehab (BIN 3335660) East Sherman Hollow Road over Sugar Creek, Town of Jerusalem, Yates County P.I.N. 6755.34 (the Project") is eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the costs such program to be borne at the ratio of 95% Federal funds and 5% non-federal funds; and

WHEREAS, the County of Yates will design, let and construct the Project; and

WHEREAS, the County of Yates desires to advance the Project by making a commitment of 100% of the costs of the work for the Project or portions thereof.

NOW, THEREFORE, the Legislature of the County of Yates, duly convened does hereby

RESOLVE, that the Legislature of the County of Yates hereby approves the above-subject Project; and it is hereby further

RESOLVED, that the Legislature of the County of Yates hereby authorizes the County of Yates to pay 100% of the cost of Design, Right of Way Incidentals and Right of Way Acquisition work for the Project or portions thereof, with the understanding that qualified costs may be eligible for federal-aid, state-aid, or reimbursement from Bridge NY funds; and it is further

RESOLVED, that the sum of \$188,500 is hereby appropriated from the Yates County 2020 annual budget and made available to cover the cost of participation in the above phase(s) of the Project; and it is further

RESOLVED, that the Yates County Legislative Board hereby agrees that the County of Yates shall be responsible for all costs of the Project which exceed the amount of federal-aid, state-aid, or NY Bridge funding awarded to the County of Yates; and it is further

RESOLVED, that in the event the Project costs not covered by federal-aid, state-aid, or NY Bridge funding exceed the amount appropriated above, the County of Yates shall convene as soon as possible to appropriate said excess amount immediately upon the notification by the New

York State Department of Transportation thereof; and it is further

RESOLVED, that County of Yates hereby agrees that construction of the Project shall begin no later than twenty-four (24) months after award and the construction phase of the Project shall be completed within thirty (30) months; and it is further

RESOLVED, that the Chairperson of the Legislature of the County of Yates be and is hereby authorized to execute on behalf of the County of Yates all necessary agreements, certifications or reimbursement requests for federal-aid and/or state-aid with the New York State Department of Transportation in connection with the advancement or approval of the Project and providing for the administration of the Project and the County of Yates' funding of Project costs and permanent funding of the local share of federal-aid and state-aid eligible Project costs and all Project costs within appropriations therefore that are not so eligible; and it is further

RESOLVED, that a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project; and it is further

RESOLVED, that this Resolution shall take effect immediately.

PUBLIC WORKS COMMITTEE MEETING
3-2-2020

NEW AGENDA ITEMS

- 1- **Weights and Measures:** Please see the attached report.
- 2- **Energy Benchmarking:** Please see the attached condensed data to be entered into the EPA's Portfolio Manager.
- 3- **Energy use Assessment:** I have an opportunity to have NYS Pollution Prevention Institute do an energy use assessment. This program is run in conjunction with select collages throughout the state and RIT would be doing our assessment. This assessment would look at the PSB and COB as they have the highest energy usage. The assessment would identify possible upgrades and deficiencies in the building systems and envelope. There is no cost to the County only some B&G time to gather information and show them the facilities when they do the site visits. If the committee agrees to move forward I will prepare a resolution.

UPDATES ON MISC. ITEMS

- 1- **PSB Entrance:** The entrance to the PSB would require approximately \$8,000 to make it ADA compliant. This is just material to eliminate the step and add operators to the doors.
- 2- **Solar Farms:** Update at time of the meeting.
- 3- **BMM:** The new Building Maintenance Mechanic Donald Green started on 2-24 and will be in the COB and CH primarily.

Yates County Weights & Measures Department Monthly Report

Last Inspection	Company	Establishment	Device	Quantity	Number Correct	Incorrect (+)	Incorrect (-)	Incorrect-other	Incorrect-visual	Number of visits	Device Type
2/3/2020	Lakeview Organic Grain	feed-fertilizer	Hopper/Batch	1		1				2	Portable Hopper,test@2000
2/3/2020	Lakeview Organic Grain	feed-fertilizer	Misc.Scale	0	0					x	Ricelake,IQ(t)390-DC Ind.
2/3/2020	Lakeview Organic Grain	feed-fertilizer	Hopper/Batch	1	1					x	Skid Hopper,test@2000
2/3/2020	Lakeview Organic Grain	feed-fertilizer	Misc.Scale	0	0					x	Ricelake,IQ(t)390-DC Ind.
2/3/2020	Lakeview Organic Grain	feed-fertilizer	Platform Scale	1	1					x	Platform,100x0.5lb beam
2/3/2020	Lakeview Organic Grain	feed-fertilizer	Hopper/Batch	1	1					x	50# & 80# bag scale
2/3/2020	Lakeview Organic Grain	feed-fertilizer	Platform Scale	1	1			1		x	WeighPlate,platform,test@2000
2/3/2020	Lakeview Organic Grain	feed-fertilizer	Misc.Scale	0	0					x	Ricelake,IQ(t)355-2A, Indicator
2/4/2020	Sugar Creek Foods	Food Store/Deli	Comp.Scale	1	1				1	1	Hobart PS40,0-30x0.01
2/4/2020	Sugar Creek Foods	Food Store/Deli	Comp.Scale	1	1				1	x	CAS,ER-JR,0-15x0.005,15-30x0.01
2/4/2020	Sugar Creek Foods	Food Store/Deli	Pre-Pack Scale	1	1					x	TEC,SL9000,0-15x0.005,15-30x0.01
2/4/2020	Sugar Creek Foods	Food Store/Deli	Pre-Pack Scale	1	1					x	Hobart,HT-7LS,0-12x0.005,12-30x0.01
2/4/2020	Sugar Creek Foods	Food Store/Deli	xxxx	0	0					1	Package Testing: 156
2/4/2020	Tops Friendly Market (#566)	Supermarket	Comp.Scale	6	6					1	Magellan,9502,30x0.01
2/4/2020	Tops Friendly Market (#566)	Supermarket	Comp.Scale	6	6					x	Magellan,8504,30x0.01
2/4/2020	Tops Friendly Market (#566)	Supermarket	Comp.Scale	2	2				1	x	Digi,SM-90,30x0.01
2/4/2020	Tops Friendly Market (#566)	Supermarket	Comp.Scale	1	1				1	x	Digi,SM-720,30x0.01
2/4/2020	Tops Friendly Market (#566)	Supermarket	Customer Scale	1	1				1	x	Digi,SM-720,30x0.01
2/4/2020	Tops Friendly Market (#566)	Supermarket	Comp.Scale	1	1					x	Digi,SM-720,30x0.01
2/4/2020	Tops Friendly Market (#566)	Supermarket	Comp.Scale	1	1				1	x	Digi,SM-720,30x0.01
2/4/2020	Tops Friendly Market (#566)	Supermarket	Comp.Scale	1	1					x	Bizerba,CE II 100,0-15x0.005,15-30x0.01
2/4/2020	Tops Friendly Market (#566)	Supermarket	Pre-Pack Scale	1	1				1	x	Digi,SM-720,30x0.01
2/4/2020	Tops Friendly Market (#566)	Supermarket	Pre-Pack Scale	1	1				1	x	Digi,SM-720,30x0.01
2/4/2020	Tops Friendly Market (#566)	Supermarket	Pre-Pack Scale	1	1				1	x	Digi,SM-720,30x0.01
2/4/2020	Tops Friendly Market (#566)	Supermarket	Pre-Pack Scale	1	1				1	x	Teraoka,DPS-4600,0-15x0.005,15-30x0.01
2/4/2020	Tops Friendly Market (#566)	Supermarket	Pre-Pack Scale	1	1				1	x	Hobart,PS40,30x0.01
2/4/2020	Tops Friendly Market (#566)	Supermarket	Pre-Pack Scale	1	1					x	Hobart,Quantum,30x0.01
2/4/2020	Tops Friendly Market (#566)	Supermarket	Pre-Pack Scale	1	1				1	x	Digi,SM-720,30x0.01
2/4/2020	Tops Friendly Market (#566)	Supermarket	xxxx	0	0					1	Package Testing: 167

2/6/2020	Oak Hill Bulk Foods	Food Store/Deli	Comp.Scale	1	1				1	1	Hobart,PS40,30x0.01
2/6/2020	Oak Hill Bulk Foods	Food Store/Deli	Comp.Scale	1	1					x	Hobart,Ameri,30x0.01
2/6/2020	Oak Hill Bulk Foods	Food Store/Deli	Pre-Pack Scale	1	1				1	x	Hobart,Tti-LH,0-12x0.005,12-30x0.01
2/6/2020	Oak Hill Bulk Foods	Food Store/Deli	Pre-Pack Scale	1	1				1	x	Hobart,Tti-LH,0-12x0.005,12-30x0.01
2/6/2020	Oak Hill Bulk Foods	Food Store/Deli	Pre-Pack Scale	1			1		1	x	Hobart,WC30,30x0.005
2/6/2020	Oak Hill Bulk Foods	Food Store/Deli	Pre-Pack Scale	1	1				1	x	Hobart,WC30,30x0.005
2/6/2020	Oak Hill Bulk Foods	Food Store/Deli	Pre-Pack Scale	1	1				1	x	Hobart,WC30,30x0.005
2/6/2020	Oak Hill Bulk Foods	Food Store/Deli	Pre-Pack Scale	1	1				1	x	Hobart,WC30,30x0.005
2/6/2020	Oak Hill Bulk Foods	Food Store/Deli	Comp.Scale	1	1					x	Hobart,Hti-LH,0-12x0.005,12-30x0.01
2/6/2020	Oak Hill Bulk Foods	Food Store/Deli	Pre-Pack Scale	1	1				1	x	Hobart PS40,30x0.91
2/6/2020	Oak Hill Bulk Foods	Food Store/Deli	Pre-Pack Scale	1	1				1	x	Hobart,Hti-LH,0-12x0.005,12-30x0.01
2/6/2020	Oak Hill Bulk Foods	Food Store/Deli	Pre-Pack Scale	1	1				1	x	Hobart,Hti-LH,0-12x0.005,12-30x0.01
2/6/2020	Oak Hill Bulk Foods	Food Store/Deli	Pre-Pack Scale	1	1				1	x	Hobart,Hti-LH,0-12x0.005,12-30x0.01
2/6/2020	Oak Hill Bulk Foods	Food Store/Deli	Pre-Pack Scale	1	1					x	Hobart,Hti-LH,0-12x0.005,12-30x0.01
2/6/2020	Oak Hill Bulk Foods	Food Store/Deli	Pre-Pack Scale	1	1				1	x	Hobart,Hti-LH,0-12x0.005,12-30x0.01
2/6/2020	Oak Hill Bulk Foods	Food Store/Deli	Pre-Pack Scale	1	1					x	Ohaus,D30BR,15x0.001
2/6/2020	Oak Hill Bulk Foods	Food Store/Deli	Comp.Scale	1	1				1	x	Hobart,Ameri,30x0.01
2/6/2020	Oak Hill Bulk Foods	Food Store/Deli	Pre-Pack Scale	1	1					x	Hobart,HLXWM,0-12x0.005,12-30x0.01
2/6/2020	Oak Hill Bulk Foods	Food Store/Deli	Misc.Scale	0	0					x	AvaWeigh,334PC20,Portion Control, NT
2/6/2020	Oak Hill Bulk Foods	Food Store/Deli	xxxx	0	0					1	Package Testing: 444
2/10/2020	Richard Martin	Farm	Milk Tank	1	1					1	Milk Tank Calibration
2/10/2020	David Hoover	Farm	Milk Tank	1	1					1	Milk Tank Calibration

56 54 1 1 0 27 10

YTD Tests Completed (689 total devices in Yates County)

Actual: 153
Target 93

Yates County Utility Usage 2019 For Energy Star Report

County Complex

	Electric KWH	Elec. Cost	Gas MMBTU	Gas CF	Gas Cost Supplier	Gas Cost NYSEG	Water Gallons	Water/Sewer Cost
CH	423920	\$19,366.72	2060.69	2006514.119	\$7,721.42	\$6,045.98	188000	\$4,486.53
COB	695280	\$32,508.14	3141.13	3058549.172	\$11,769.81	\$8,596.29	345690	\$6,753.87
PSB	648000	\$25,746.48	2000.46	1947867.575	\$7,495.74	\$5,715.43	2031700	\$30,998.66
Totals	1767271	\$77,621.34	7202.28	7012930.867	\$27,725.19	\$20,357.70	2572690	\$42,566.86
					\$48,082.89			
	Cost per KWH	\$0.043927	Cost per MMBTU	Cost per CF	\$0.006856		Cost per Gallon	\$0.0165
			\$6.6761					

Highway Facilities

	Electric KWH	Elec. Cost	LP Gas Gal.	LP Gas cost	Fuel Oil Gal.	Fuel Oil Cost
Benton	85560	\$9,656.56	16644.44	\$20,834.12	611.6	\$981.23
Guyanoga	1197	\$322.03				
Totals	86757	\$9,978.59	16644.44	\$20,834.12	611.6	\$981.23
	Cost per KWH	\$0.1150	LP Cost per Gallon	\$1.25	Fuel Oil Cost/ Gal.	\$1.60

Total spent utility \$200,065.03

AUTHORIZE CHAIRMAN TO SIGN THE REQUEST FOR EQUITABLE BUSINESS OPPORTUNITIES SYSTEM LOG-IN

WHEREAS, Yates County receives grants from the New York State Department of Transportation and the Federal Aviation Administration; and

WHEREAS, in connection with the obtaining of the grants, the County is required to report on Civil Rights Equitable Business Opportunities for all Federal Aid Construction and Consultant Contracts, as well as execute and submit a Signature Certification for Municipalities “Request for EBO System Log-in/Password” Form;

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Legislature is authorized to sign the aforementioned Signature Certification for Municipalities “Request for EBO System Log-In/Password” Form; and be it further

RESOLVED, that a copy of this resolution be sent to the NYS Department of Transportation.