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Committee members: Dan Banach, Terry Button, Jesse Jayne, Patrick Killen, Bill Holgate

- Dan and Pat will do the audit this month
- Approve the minutes of the February meeting
- Public Comment

**HIGHWAY: Doug Rapalee**

- Central Garage
- Administration
- Bridges & Culvers
- Snow & Ice
- Road Machinery
- Other

Resolution:
- Authorize Legislature Chairwoman to Sign County to Town Intermunicipal Aid Agreements

**BUILDINGS AND GROUNDS: Joe Reed**

- Weights & Measurers
- Position Review Cleaner
- Pro Action Parking Request
- Courtyard Use

Resolution:
- Authorize Building Maintenance Supervisor to Fill Cleaner Position

**COUNTY ADMINISTRATOR: Nonie Flynn**

- Nothing to Report

Executive session if needed
HIGHWAY DEPARTMENT
February 1, 2022 – February 28, 2022

CENTRAL GARAGE
- 2018 Malibu sold on Auctions International for $16,100.
  - Original Purchase Price: $16,887.40
  - Full Accounting of the vehicle cost will be in 2021 Annual Central Garage report.
- 2022 Replacement Vehicles; awaiting notification from GM for pricing availability for new Malibu and new Equinox.

TRAFFIC

ADMINISTRATION
- Building project C&S contract; Contract Finalized, Awaiting final signatures for Execution.
- FEMA Flood Reimbursement; currently generating costs for upload to FEMA web-site.
- Performing estimates for 2022 Road Work bids. Capital projects to be bid in March.
- Resolutions: County to Town Inter-municipal Aid Agreements

MAINTENANCE

CAPITAL

BRIDGES & CULVERTS
- Barton & Lojudice will provide design services for the Haley Road bridge replacement project.

SNOW & ICE
- Pushing back snow with trucks and grader on several roads.
- Clearing snow from drainage inlets, culverts and driveway pipe ends.
- Days out in February – 18

ROAD MACHINERY
- 2022 Equipment; New Loader, Shoulder Widener and Plow Truck have been ordered.
- 2022 Pick-ups; awaiting notification from GM for pricing availability for ½ ton and ¾ ton Pick-ups.

OTHER
- Crews working on minor equipment maintenance.
RESOLUTION NO. _____________

AUTHORIZE LEGISLATURE CHAIRWOMAN TO SIGN COUNTY TO TOWN INTERMUNICIPAL AID AGREEMENTS

WHEREAS, Yates County wishes to enter into an Inter-municipal Aid Agreement pursuant to Article 5-G, Section 119-o, of the New York General Municipal Law; and

WHEREAS, pursuant to Federal and State law the Provider and the Requester are allowed to enter into such Mutual Aid agreements to assist in times of emergency; and

WHEREAS, Yates County resolution #117-17 previously authorized the Chairman of the Legislature to sign Inter-municipal Aid Agreements with various participating towns in Yates County; and

WHEREAS, the original inter-municipal aid agreements have expired and new agreements are needed;

NOW, THEREFORE, BE IT RESOLVED, that upon the approval of the County Attorney, the Chairwoman of the Legislature is hereby authorized to sign all County to Town Inter-municipal Aid Agreements; and be it further

RESOLVED, that a copy of this resolution be sent to the Yates County Highway Superintendent, the County Administrator and to the Highway Superintendent and the Town Supervisors of all participating, signatory Towns.
1- **Weights and Measures:** Please see the attached report.

2- **Position Review Cleaner:** As a clean has resigned as of 3-4-22 please see attached review form and resolution.

3- **Pro Action Parking Request:** Pro Action has made a request to keep a minivan here at the County buildings parking lot. This would require a spot next to the other two County cars be reserved. The purpose is for making home visits many just around town and the Director feels that if the van is at Highway it will be out of the way for employees.

4- **Courtyard Use:** I have the yearly request from the Yates Concert Series to use the park on Wednesday’s this summer again this year. This is a long standing event and there has never been any issues.
Yates County Weights & Measures Department Monthly Report

<table>
<thead>
<tr>
<th>Last Inspection</th>
<th>Company</th>
<th>Establishment</th>
<th>Device</th>
<th>Quantity</th>
<th>Correct</th>
<th>Incorrect</th>
<th>Incorrect Visual</th>
<th>Number of Wells</th>
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<tr>
<td>2/10/2022</td>
<td>CVS Pharmacy</td>
<td>Drug</td>
<td>Presc. Scale</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>Torsion.RX-1,120g cap.</td>
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<td>(8 weights) 1 weight kit</td>
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<td>4</td>
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<td>Hobart.PS40,0,30x0.01</td>
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<td>1</td>
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<td>Food Store/Deli</td>
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<td>Pre-Pack Scale</td>
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<td>Vine Street Bubble Bath</td>
<td>Other-carwash</td>
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<td>1</td>
<td>1</td>
<td>1</td>
<td>Carwash, $3.50/5m</td>
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</tr>
</tbody>
</table>

YTD Tests Completed (630 total devices in Yates County)
Actual 75
Target 87

The 2021 annual reports were submitted to NYS W&M Albany on time, they are available on the W&M link at the county website.

January through March: supermarkets, drug stores, food store/deli’s, laundries, carwashes
Chemung County has a high ratio of these businesses when compared to Yates & Schuyler
April through October: focus shifts to other business types which transfers time/effort back to Yates & Schuyler

"Incorrect visual": The reasons for a notation for incorrect visual is different for each device type. A fuel station with this notation could be related to: display lights out, cracked fuel hose, incorrect price match, incorrect receipt data. A vehicle scale with this notation could be related to: buildup of debris at scale ends, trees/brush/weeds growing near scale deck, holes in scale deck. A computing scale with this notation could be related to: scale is not level, product displays blocking scale readout for consumer, scale does not return to zero, scale support is not stable.

There are two types of seals per device. The vinyl seal is used to display when the last W&M test was completed. This seal will be affixed in view of the customers. The security seal, normally a lead wire seal, is affixed where the entry point for device recalibration is located. A business is required to contact W&M whenever this seal is broken due to recalibration or repair. Newer devices may have access to an electronic record of configuration/calibration named the audit trail. The audit trail will have a date/time stamp with a numerical value for all changes the device has had within the software program. Vinyl seals, per NYS W&M, are in two colors, yellow for odd years, blue for even years. W&M is required to test each device on an annual basis. It is not required to test each device in the same month each year. The preferred method is to stagger the visit/test date from year to year so a business may not become accustomed to a specific time frame for our testing.

If anyone ever has any specific question on W&M please feel free to contact me anytime.

Thanks, Cliff
AUTHORIZE BUILDING MAINTENANCE SUPERVISOR TO FILL CLEANER POSITION

WHEREAS, a Cleaner vacancy was created effective March 2, 2022 as a result of a resignation; and

WHEREAS, the Building Maintenance Supervisor through the vacancy review process has identified the continued need for the Cleaner position and is requesting that the position be filled; and

WHEREAS, the estimated annual cost to fill the position, including fringe, is $44,134 to $68,063, depending on health insurance;

NOW, THEREFORE, BE IT RESOLVED, that effective March 17, 2022 the Building Maintenance Supervisor is hereby authorized to fill the Cleaner position; and be it further

RESOLVED, that copies of this resolution shall be provided to the Building Maintenance Supervisor, Personnel Officer, County Administrator/Budget Officer, Treasurer, and the Director of Finance.

Cleaner
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?

   Work that is not critical will be tabled until the department is at full staff. Examples carpet Cleaning, Waxing, other extra cleaning.

   ☐ YES ☒ NO

5. If applicable, is there an existing Civil Service Eligibility List for this position? N/A ☐ YES ☐ NO

6. 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
As winter approaches the work load will be greater and longer hours to cover the position.

7. Does federal and/or state aid offset the cost of this position? *(If yes, how much)*
   - [☐] YES
   - [☒] NO

   *OCA reimburses for cleaning in Courthouse.*

   $1,200

8. If the position were eliminated, what would be the net county savings? *(Include fringe benefits and retirement)*
   $44,134 to $68,063

9. Is there any risk, financial or otherwise, to waiting 30 days to refill this position?
   - [☒] YES
   - [☐] NO

   *Loss of progress made on waxing and other cleaning.*

10. If you are given approval to refill this position, when do you expect to fill it?
    Date: ASAP

11. Please submit any other information that you think would be helpful to this review.