

PUBLIC WORKS COMMITTEE AGENDA

October 7, 2019

12:30 pm

Legislative Chambers

Public Works Committee:

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

Terry Button, Earle Gleason, Richard Willson

I. MEETING MINUTES & MONTHLY AUDIT

- Public Comment
- Approve minutes of Sept. 4, 2019 meeting
- Dan Banach and Terry Button will sign the audit

II. SOLID WASTE – Connie Hayes

- Update on HHW and Electronics Day

III. HIGHWAY DEPARTMENT - Craig Prior

- **A1640 – Central Garage**
- **D3310 – Traffic**
 - Keuka Park: No Parking signs
- **D5010 – Administration**
 - Budget review/summary
 - Vacancy review
- **D5110 – Maintenance**
- **D5112 – Capital**
- **D5120 – Bridges & Culverts**
- **D5142 – Snow & Ice**
 - Authorize Chairman to sign agreements
- **DM5130 – Road Machinery**

IV. BUILDINGS & GROUNDS - Joe Reed

New Business

- Weights & Measures
- 2020 Budget
- Landfill Solar
- Energize NY
- Siemens Software
- Trees
- Department Hours
- Position Review

Updates on Miscellaneous Items

- Clean Energy Communities
- EV Station
- PESH Mower
- Safety Committee

V. EXECUTIVE SESSION - if needed

INTER-OFFICE MEMO

TO: Public Works Committee
FROM: Connie Hayes, Clerk of the Legislature
DATE: October 1, 2019
RE: Household Hazardous Waste Day

The Household Hazardous Waste Day event was a huge success. We checked in 363 vehicles of which 46 were from Schuyler County. Overall it ran pretty smoothly. Traffic was backed up at times but that was mostly due to people not coming at their specified time. But everyone got through it.

In talking with the vendors after the event the only comments I received were:

EWASTE+, Electronic vendor, would like to be on black top instead of dirt and they would like the citizens to come to them first instead of the hazardous waste people.

EPS, Hazardous waste vendor, would like to be on black top and will not take latex paint and construction debris again.

We only had one person show up that was not registered. I had several people complain that they didn't know about it until the last minute.

Cost breakdown:

Advertising:

| | |
|-----------------------|------------------|
| Lake to Lake Bulletin | \$ 305.00 |
| Finger Lakes Media | \$ 314.00 |
| Chronicle Express | <u>\$ 396.25</u> |
| Total | \$1,015.25 |

Vendors:

| | |
|-------------------|--------------------|
| EWASTE: | \$ 9,526.50 |
| Cardinal Disposal | \$ 803.40 |
| EPS | <u>\$27,225.00</u> |
| Total | \$37,554.90 |

Misc. cost:

| | |
|--------------------|-----------------|
| Highway employee | \$155.00 |
| Hardware for signs | \$ 9.30 |
| Longs | \$ 17.98 |
| Copies | <u>\$206.30</u> |
| Total | \$388.58 |

| | |
|--------------------------|--------------------|
| Cost of event: | \$38,958.73 |
| Schuyler County contrib. | <u>\$ 4,000.00</u> |
| Total cost | \$34,958.73 |

I have attached print outs of what was collected by EPS and EWASTE+. EPS collected a total of 19,506 pounds of hazardous waste and EWASTE collected 29,393 pounds in electronics.

I will be applying at the beginning of next year for reimbursement of \$14,629 for half the cost of the hazard part of this day. The next event will be April 2020 at the Watkins Glen Highway Facility. I would suggest that if Yates County wants to do this again that they do it in 2021. That way people have some place to go each year if they choose.

Final reports were filed with the State DEC office in Albany and the Region 8 office in Avon on October 1, 2019.

I would like to thank Dave Hartman, Craig Prior, Ben Phillips, Joe Reed and staff, Deb Minor and Sara Christensen, Doug Paddock, Dan Banach, Terry Button, Rick Willson and Kristen Vanhorn for all their help. Without you I could not have done this.

**HOUSEHOLD HAZARDOUS WASTE SUMMARY
FOR SEPTEMBER 21, 2019**

| <u>Product</u> | <u># of containers</u> | <u>container</u> | <u>Pounds</u> |
|--|------------------------|------------------|---------------|
| Oxidizing Liquids | 1 | 55 gallon DF | 50 |
| Flammable Liquids | 3 | 55 gallon DM | 150 |
| Fire Extinguishers | 1 | 55 gallon DM | 100 |
| Lithium Metal Batteries | 1 | 5 gallon DF | 5 |
| Batteries Dry Sealed | 1 | 15 gallon DF | 100 |
| Lithium ion batteries | 1 | 5 gallon DF | 10 |
| Batteries, Dry Sealed Alkaline Batt. | 1 | 55 gallon DM | 200 |
| Asbestos | 1 | pallet | 500 |
| Flammable Solids Napthalene | 1 | 5 gallon DF | 5 |
| Polychlorinated Biphenyls solid | 1 | gallon DF | 50 |
| Helium, Compressed | 1 | tank | 5 |
| Batteries, Wet Filled With Acid | 2 | pallet | 1000 |
| Batteries Wet Filled With Acid | 1 | 5 gallon DF | 20 |
| Latex & Resins | 4 | 55 gallon DM | 700 |
| Propane | 1 | 55 gallon DM | 100 |
| Propane | 1 | pallet | 100 |
| Fuse | 1 | 5 gallon DF | 10 |
| Mercury Contained in Manufactured Articles | 1 | 5 gallon DF | 1 |
| Aerosols | 1 | 55 gallon DM | 50 |
| Flammable Liquids | 2 | 55 gallon DM | 300 |
| Non DOT Liquids Latex/Resins | 14 | pallet | 4400 |
| Non DOT Liquids Latex/Resins | 12 | CF | 4800 |
| Corrosive Liquids | 1 | CF | 300 |
| Caustic Alkall Liquids | 1 | CF | 300 |
| Non DOT Liquids Ethylene Glycol | 2 | DM | 100 |
| Non DOT Liquids, Used Oil | 1 | DM | 50 |
| Compact Fluorescent Lamps | 6 | CF | 100 |
| Fluorescent Lamps | 8 | CF | 800 |
| Aerosols | 3 | CF | 1200 |
| Flammable Liquids, Petroleum | 5 | CF | 2000 |
| Pesticides, Solid Toxic | 2 | CF | 800 |
| Pesticides, Liquid Toxic | 3 | CF | 1200 |
| Total pounds | | | 19,506 |
| KEY: | | | |
| DF is Drum Fiber | | | |
| DM is Drum Steel | | | |
| CF is Cubic yard box | | | |

EWASTE+
 (Formerly Regional Computer Recycling)
 7318 Victor-Mendon Road (Rt. 251)
 Victor, NY 14564

Invoice

| | |
|-----------|-----------|
| DATE | INVOICE # |
| 9/25/2019 | 201907806 |

| |
|---|
| BILL TO |
| YATES COUNTY-EVENT 417 Liberty St. Penn Yan, NY 14527 |

| |
|---|
| LOCATION |
| YATES COUNTY-EVENT 417 Liberty St. Penn Yan, NY 14527 |

| P.O. NUMBER | TERMS | DUE DATE | REP | DATE RECEIVED | SHIP VIA | BATCH NUMBER |
|-------------|---------|------------|-----|---------------|----------|--------------|
| | 21 Days | 10/15/2019 | SAP | 9/20/2019 | Pick-Up | 119658 |

| DESCRIPTION | QTY | RATE | AMOUNT |
|--|--------|--------|-----------|
| Minimum Reporting & Stop Charge- 10 workers | 10 | 200.00 | 2,000.00T |
| Total Recycling (lbs.) | 29,393 | 0.00 | 0.00T |
| Tare Weight (lbs.) | 1,470 | 0.00 | 0.00T |
| NYS EERRA Covered Electronic Equipment (CEE) lbs. | 27,567 | 0.00 | 0.00T |
| Monitor Recycling, CRT (lbs.) | 1,028 | 0.35 | 359.80T |
| Monitor Recycling, Flat Panel (lbs.) | 268 | 0.35 | 93.80T |
| Computer Recycling (lbs.) | 963 | 0.00 | 0.00T |
| Laptop Recycling (lbs.) | 287 | 0.00 | 0.00T |
| Misc. Electronic Equipment Recycling (lbs.) | 5,082 | 0.00 | 0.00T |
| UPS Recycling (lbs.) | 47 | 0.00 | 0.00T |
| Nickel Cadmium (NiCd) Battery Recycling (lbs.) (Non CEE) | 29 | 0.30 | 8.70T |
| Alkaline Battery Recycling (lbs.) (Non CEE) | 24 | 0.75 | 18.00T |
| Lead Acid Battery Recycling (lbs.) (Non CEE) | 83 | 0.00 | 0.00T |
| Nickel Metal Hydrate (NiMh) Battery Recycling (lbs.) (Non CEE) | 41 | 0.00 | 0.00T |
| Lithium Ion (Li-Ion) Battery Recycling (lbs.) (Non CEE) | 68 | 0.00 | 0.00T |
| Button Cell Lithium Ion Battery Recycling (lbs.) (Non CEE) | 3 | 3.90 | 11.70T |
| Lithium Ion Cell Phone Battery Recycling (lbs.) (Non CEE) | 8 | 0.00 | 0.00T |
| Lithium Primary Battery Recycling (lbs.) (Non CEE) | 3 | 6.00 | 18.00T |
| Television Recycling, Flat Panel (lbs.) | 153 | 0.35 | 53.55T |
| Television Recycling, CRT (lbs.) | 19,739 | 0.35 | 6,908.65T |
| Non PCB Ballast Recycling (lbs.) (Non CEE) | 68 | 0.75 | 51.00T |
| Electronic Ballast Recycling (lbs.) (Non CEE) | 29 | 0.10 | 2.90T |
| Light Bulbs Total Weight (lbs.) | 97 | 0.00 | 0.00T |
| Equipment Count | 4 | 0.10 | 0.40T |
| 4 Microwaves | | | |

| | |
|-------------------------|-------------------------|
| Sales Tax (0.00) | Total |
| | Payments/Credits |
| | Balance Due |

Phone: (585) 924-3840 / (888) 563-1340 Fax: (585) 924-3841
 www.EWASTE.com Rochester Computer Recycling & Recovery
 To view our Quality, Environmental, Health & Safety Policy,
 please visit www.EWASTE.com/about-us/our-qehs-policy/

REQUESTED BUDGET SUMMARY:

A8160.54521 Trash Rem

The Requested 2020 Budget represents no increase in the overall budget compared to the 2019 Adopted Budget.

- Schuyler County will be holding a Household Hazardous Waste Day in April 2020. The \$5,000 is so that Yates County citizens can participate in that event. I estimated a revenue of \$14,629.00 as reimbursement for half the cost of holding the hazard part of this year event. We would see no revenue in 2021 if we were to hold an event that year. The revenue would come in 2022 if the grants are still being offered.

BUDGET AT A GLANCE:

| CATEGORY | ADOPTED 2019 | PROPOSED 2020 | AMOUNT CHANGE | PERCENT CHANGE |
|-----------------------|-----------------|------------------|------------------|-------------------|
| Total .41 Revenue | \$0.00 | -\$14,629.00 | -\$14,629.00 | 0.00% |
| Total .54 Contractual | \$5,000.00 | \$5,000.00 | \$0.00 | 0.00% |
| Total Cost | \$5,000.00 | -\$9,629.00 | \$-14,629.00 | 292.58% |

HIGHWAY DEPARTMENT

September 1, 2019 – September 30, 2019

ADMINISTRATION

- Personnel appraisals
- Annual report updates
- 2019 Budget monitoring
- Bridge Project Admin.
- Central Garage administration

TRAFFIC

- Retro-reflectivity readings being taken on all signs to ensure they are in compliance

MAINTENANCE

- Deer carcasses (2) were picked up by YCHD staff
- Roadside and ditch mowing continued

CAPITAL

- Hydro-seeding completed on exposed ditches and back slopes on Friend Rd.

BRIDGES & CULVERTS

William St. – Phase Authorization received, project has been advertised and bid opening will be held on 10/25/19 at 11:00.

E. Sherman Hollow – Foit-Albert continuing work on the DDR (Draft Design Report)

Friend Rd. – All cross-culvert replacements have been completed in preparation for 2020 paving project

West Lake Rd. – Cross-culvert work for 2021 paving project has begun

ROAD MACHINERY

OTHER

- Assisted Village of Penn Yan with trucks for their Shepard St. & Johnson Ave. milling/paving project

REQUESTED BUDGET SUMMARY:

A3310-A5142 Road Fund (Highway Dept.)

The Requested 2020 Budget represents an overall decrease of \$330,539.00 compared to the 2019 Adopted Budget.

- An increase of \$933,322.00 in revenues for road construction and bridge replacement.
- An increase of \$598,473.00 in expenditures primarily for bridge replacement and employee benefits.

BUDGET AT A GLANCE:

| CATEGORY | ADOPTED 2019 | PROPOSED 2020 | AMOUNT CHANGE | PERCENT CHANGE |
|-----------------------------|-----------------|------------------|------------------|-------------------|
| Total Revenues | -\$2,250,215.00 | -\$3,183,537.00 | -\$933,322.00 | 41.48% |
| Total .51 Personal Services | \$1,251,737.00 | \$1,255,247.00 | \$3,510.00 | 0.28% |
| Total .52 Equipment | \$0.00 | \$0.00 | \$0.00 | 0.0% |
| Total .54 Contractual | \$4,343,078.00 | \$4,871,384.00 | \$528,306.00 | 12.16% |
| Total .58 EE Benefits | \$527,044.00 | \$597,211.00 | \$70,167.00 | 13.31% |
| Total Cost | \$3,871,644.00 | \$3,540,305.00 | -\$331,339.00 | -8.56% |
| Total Staff | 23 FT 3 PT | 23 FT 3 PT | | |

REQUESTED BUDGET SUMMARY: DM 5130 Road Machinery (Highway)

The Requested 2020 Budget represents an overall increase of \$5,801.00 compared to the 2019 Adopted Budget.

- An increase of \$69,000.00 in revenues for sale of equipment.
- An increase of \$71,639.00 in expenditures primarily for personal services and equipment.

BUDGET AT A GLANCE:

| CATEGORY | ADOPTED 2019 | PROPOSED 2020 | AMOUNT CHANGE | PERCENT CHANGE |
|-----------------------------|-----------------|------------------|------------------|-------------------|
| Total Revenues | -\$110,600.00 | -\$179,600.00 | -\$69,000.00 | 62.39% |
| Total .51 Personal Services | \$205,987.00 | \$214,626.00 | \$8,639.00 | 4.19% |
| Total .52 Equipment | \$571,500.00 | \$634,500.00 | \$63,000.00 | 11.02% |
| Total .54 Contractual | \$506,770.00 | \$507,367.00 | \$597.00 | 0.12% |
| Total .58 EE Benefits | \$81,687.00 | \$84,348.00 | \$2,661.00 | 3.26% |
| Total Cost | \$1,255,344.00 | \$1,261,241.00 | \$5,897.00 | 0.47% |
| Total Staff | 4 FT 0 PT | 4 FT 0 PT | | |

REQUESTED BUDGET SUMMARY:

A1640 Central Garage (Highway)

The Requested 2020 Budget represents an overall increase of \$6,107.00 compared to the 2019 Adopted Budget.

- An increase of \$17,525.00 in revenues for mileage reimbursement.
- An increase of \$25,600.00 in expenditures primarily for replacement of three vehicles.

BUDGET AT A GLANCE:

| CATEGORY | ADOPTED 2019 | PROPOSED 2020 | AMOUNT CHANGE | PERCENT CHANGE |
|-----------------------------|-----------------|------------------|------------------|-------------------|
| Total Revenues | -\$44,800.00 | -\$64,693.00 | -\$19,893.00 | 44.40% |
| Total .51 Personal Services | \$0.00 | \$0.00 | \$0.00 | 0.0% |
| Total .52 Equipment | \$39,000.00 | \$64,600.00 | \$25,600.00 | 65.64% |
| Total .54 Contractual | \$10,820.00 | \$11,220.00 | \$400.00 | 3.70% |
| Total .58 EE Benefits | \$0.00 | \$0.00 | \$0.00 | 0.0% |
| Total Cost | \$5,020.00 | \$11,127.00 | \$6,107.00 | 121.65% |
| Total Staff | 0 FT 0 PT | 0 FT 0 PT | | |

REQUESTED BUDGET SUMMARY:

A8160 Refuse and Garbage

The Requested 2020 Budget represents an overall decrease of \$5,579.00 compared to the 2019 Adopted Budget.

- An increase of \$14,629.00 in revenues for Hazardous Household Waste day.
- An increase of \$9,050.00 in expenditures primarily for parts, engineering and leachate hauling.

BUDGET AT A GLANCE:

| CATEGORY | ADOPTED 2019 | PROPOSED 2020 | AMOUNT CHANGE | PERCENT CHANGE |
|-----------------------------|-----------------|------------------|------------------|-------------------|
| Total Revenues | -\$0.00 | -\$14,629.00 | -\$14,629.00 | 14,629.0% |
| Total .51 Personal Services | \$0.00 | \$0.00 | \$0.00 | 0.0% |
| Total .52 Equipment | \$0.00 | \$0.00 | \$0.00 | 0.0% |
| Total .54 Contractual | \$62,525.00 | \$71,575.00 | \$9,050.00 | 14.47% |
| Total .58 EE Benefits | \$0.00 | \$0.00 | \$0.00 | 0.0% |
| Total Cost | \$62,525.00 | \$56,946.00 | -\$5,579.00 | -8.92% |
| Total Staff | 0 FT 0 PT | 0 FT 0 PT | | |

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?
Sign Maint. Workers perform technical sign installations and specific knowledge of the Manual of Uniform Traffic Control Devices (MUTCD) is required to perform the job duties. There are many situations that require two SMW's in order to work safely and reduce injury risks. YES NO

- 5. If applicable, is there an existing Civil Service Eligibility List for this position? 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

- 7. Does federal and/or state aid offset the cost of this position? *(If yes, how much)* YES NO
\$ _____

- 8. If the position were eliminated, what would be the net county savings? *(Include fringe benefits and retirement)* _____
\$78350

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

- 10. If you are given approval to refill this position, when do you expect to fill it? Date: by 11/30/19

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

**AUTHORIZE HIGHWAY SUPERINTENDENT TO FILL POSITION
(SIGN MAINTENANCE WORKER)**

WHEREAS, Resolution 361-19 authorized the Highway Superintendent to reorganize personnel within the Sign Maintenance Shop of the County Highway Department; and

WHEREAS, the mutually agreed upon reorganization took effect October 7th, 2019, ultimately leaving a Sign Maintenance Worker position vacant; and

WHEREAS, the Highway Superintendent through the vacancy review process has identified the continued need for the Sign Maintenance Worker position and is requesting that the vacancy be filled; and

WHEREAS, the estimated annual cost to fill the Sign Maintenance Worker position is \$78,530 which includes fringe benefits;

NOW, THEREFORE, BE IT RESOLVED, that effective October 11th, 2019 the Highway Superintendent is hereby approved to fill a Sign Maintenance Worker position; and be it further

RESOLVED, that the Highway Superintendent is also authorized to fill any subsequent vacancies that occur through promotion of an employee into the vacant position, if applicable; and be it further

RESOLVED, that copies of this resolution be given to the Highway Superintendent, Personnel Officer, and County Administrator.

RESOLUTION NO. _____

**AUTHORIZE LEGISLATURE CHAIRMAN TO SIGN 2019 – 2020 SNOW AND ICE
CONTRACTS**

WHEREAS, in the interest of public safety all County roadways need to be cleared of snow and ice during the months of November to April, and

WHEREAS, the Yates County Highway Department does not employ sufficient staff to accomplish the snow and ice removal on all County roadways, and

WHEREAS, several Townships have agreed to contract this snow and ice removal on County roadways,

NOW, THEREFORE, BE IT RESOLVED, to authorize the Chairman of the Yates County Legislature to sign contracts with participating Townships for Snow and Ice Removal for the County, and be it further

RESOLVED, that a copy of this resolution be sent to the Yates County Treasurer, the Yates County Highway Department and each Town contracting with the County for Snow and Ice removal.

PUBLIC WORKS COMMITTEE MEETING
10-7-2019

NEW AGENDA ITEMS

- 1- **Weights and Measures:** See attached monthly activity report from Cliff Boyce.
- 2- **2020 Budget:** Please see the attached.
- 3- **Landfill Solar:** The site visits happened on 10-1 with 3 companies attending. I would also like to form a committee to review the RFP's when they come back. My suggestion for members would be Nonie, Doug, Dan, Dave or Craig and myself and anyone else you feel would be appropriate.
- 4- **Energize NY:** This would be one of the items for the designation of a Clean Energy Community. I have attached a two page summary of the program. The County would need to enact a local law and sign an agreement with the Energy Improvement Corporation to administer the program. I will be working on this with the goal of having the local law and agreement for the November meeting.
- 5- **Siemens Software:** To be ready for the phase out of windows 7 in January there is a need to update the Siemens Insight software and move it to a server. The cost for this is \$3,604. With your approval I will prepare a resolution to sign a contract with Siemens.
- 6- **Trees:** I had to have a large limb removed from one of the courtyard trees this month. I also meet with Laura Baily from CCE and reviewed the health of all the trees. There are three that should be removed. Two in the median between the county lot and church and one on Court Street near the monument. I have a quote from Fishers Tree Service for \$2,500 to remove trees and stumps. With your approval I will prepare a resolution to sign a contract with Fishers Tree Service.
- 7- **Department Hours:** I would like to ask that it be considered to changing the hours to 7:30 to 4:30. This would give staff more time to do task before building occupants arrive. In the winter it would save an hour and a half of OT for snow removal every time the crew comes in early. There are two staff on the evening schedule now so there is typically coverage here until the buildings close.
- 8- **Position Review:** I've had a Building Maintenance Mechanic out of work on a leave of absence since May and I anticipate his leave to continue for a time period not to exceed January 31st, 2020. My other two Building Maintenance Mechanics are contemplating retirement in 2020. As you can see, I have the potential to have three vacant Building Maintenance Mechanic positions in the near future. In an attempt to have a smoother transition I would like to:
 - A. Create and fill a full time temporary Building Maintenance Mechanic position and appoint the current Building Maintenance Helper to the position.
 - a. Should a permanent Mechanic position come available, this person would be appointed to the vacant position permanently.
 - b. Should the Mechanic currently out on a leave of absence be restored to full duty work, the temporary appointment would end and the person in the temporary position would be returned to the Helper position.

- B.** By appointing the Building Maintenance Helper to a temporary appointment, that would open the Building Maintenance Helper position and I would like to fill that position with a temporary appointment.
- a. Should the Mechanic currently out on a leave of absence be restored to full duty work, the temporary Helper position would no longer be needed and the person in the temporary appointment would be terminated allowing the prior incumbent to return to his Helper position.
 - b. Should one of the permanent Mechanic positions become vacant and the temporary Mechanic is appointed to one of the permanent positions, the temporary helper could be appointed permanently to the Helper position.

UPDATES ON MISC. ITEMS

- 1- **Clean Energy Communities:** I have been working with Genesee/ Finger Lakes Regional Planning Council and New York State Pollution Prevention Institute to get a firm number on the energy reductions we have done to date. Still working on this item.
- 2- **EV Station:** The EV Station service is ready and we are on the schedule for start up the week of 10-7.
- 3- **PESH Mower:** When PESH was here they notified me that the mowing equipment does not conform to the regulations and requires a roll over protection system (ROPS). At the time the mower was parked so no citation was issued. I have researched and there is no ROPS available for that model. I have prices to purchase a zero turn and can cover the cost out of this year's budget. The tractor would remain for winter work as the regulation only applies to mowers per the PESH inspector.
- 4- **Safety Committee:** Please see the attached minutes.

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 |
|-----------------|---|------------------|----------------|----------|----------------|---------------|---------------|-----------------|------------------|------------------|----------------------------------|
| 8/29/2019 | E.B. Martin Roofing | Hardware | Misc.Scale | 1 | 1 | | | | | 1 | FirstWeigh,platform,5000x0.5lbs |
| 8/29/2019 | E.B. Martin Roofing | Hardware | Platform Scale | 1 | 1 | | | | | x | Ricelake,120,Indicator |
| 8/29/2019 | East Bluff Harbour Marina | Marina | Petr.Pumps | 2 | 2 | | | | | 1 | EasyWeigh CK-60,60x0.01 |
| 8/29/2019 | East Bluff Harbour Marina | Marina | Device-Misc | 1 | 1 | | | | | x | MyScale,4x4,5000x1 |
| 8/29/2019 | East Bluff Harbour Marina | Marina | Lin.Meas.Dev. | 1 | 1 | | | | | x | Primescale PS-IN202 Indicator |
| 8/29/2019 | Lost Sock Laundry | other-laundry | Timing Device | 14 | 14 | | | | | 1 | HopperDumpScale, 500lbs |
| 9/5/2019 | Fulkerson Winery & Juice Plant | Proc./Ware./Mfr. | Platform Scale | 1 | 1 | 1 | | | | 2 | Ricelake,880,indicator |
| 9/5/2019 | Fulkerson Winery & Juice Plant | Proc./Ware./Mfr. | Misc.Scale | 0 | 0 | | | | | x | Ohaus,VXFloor,5000x1.0 |
| 9/5/2019 | Fulkerson Winery & Juice Plant | Farm/Produce | Platform Scale | 1 | 1 | | | | | 1 | Ohaus, T31P, indicator |
| 9/5/2019 | Fulkerson Winery & Juice Plant | Farm/Produce | Platform Scale | 1 | 1 | | | | | x | Mettler-Toledo,8433,30x0.01 |
| 9/5/2019 | Fulkerson Winery & Juice Plant | Farm/Produce | Misc.Scale | 1 | 1 | | | | | x | Fairbanks,Dual Beam,100x0.5lbs |
| 9/5/2019 | Glenora Farms | Proc./Ware./Mfr. | Platform Scale | 1 | 1 | | | | | 2 | 4-100.3-200 |
| 9/5/2019 | Glenora Farms | Proc./Ware./Mfr. | Misc.Scale | 0 | 0 | | | | | x | Salter Brecknell,B130,66x0.002 |
| 9/5/2019 | Glenora Farms | Farm/Produce | Platform Scale | 1 | 1 | | | | | 2 | Ohaus,SD200, 440x0.2 |
| 9/5/2019 | Glenora Farms | Farm/Produce | Weights-other | 5 | 5 | | | | | x | 91 octane/non-ethonal |
| 9/5/2019 | Glenora Wine Cellars | Proc./Ware./Mfr. | Platform Scale | 1 | 1 | 1 | | | | 2 | console |
| 9/5/2019 | Glenora Wine Cellars | Proc./Ware./Mfr. | Misc.Scale | 0 | 0 | | | | | x | Hykon,220,rope meter |
| 9/5/2019 | Miles Wine Cellars | Proc./Ware./Mfr. | Platform Scale | 1 | 1 | | | | | 1 | Platform, 4x4,5000x1 |
| 9/5/2019 | Miles Wine Cellars | Proc./Ware./Mfr. | Misc.Scale | 0 | 0 | | | | | x | Pennsylvania Scale Co.,Indicator |
| 9/5/2019 | Seneca Shore Vineyards / Winery | Proc./Ware./Mfr. | Platform Scale | 1 | 1 | | | | | 1 | Toledo Platform |
| 9/5/2019 | Seneca Shore Vineyards / Winery | Proc./Ware./Mfr. | Misc.Scale | 0 | 0 | | | | | x | Ricelake Indicator |
| 9/6/2019 | Barrington Heirloom Orchards | Farm/Produce | Comp.Scale | 1 | 1 | | | | 1 | 1 | Fairbanks,series II,300x0.1;bs |
| 9/6/2019 | Fox Run Vineyards / Winery | Proc./Ware./Mfr. | Platform Scale | 1 | 1 | | | | | 1 | Citizen,CW30L,30x0.01 |
| 9/6/2019 | Fox Run Vineyards / Winery | Proc./Ware./Mfr. | Misc.Scale | 0 | 0 | | | | | x | A&D,EK1200j,1200x0.1grams |
| 9/6/2019 | Red Tail Ridge Vineyards | Proc./Ware./Mfr. | Platform Scale | 1 | 1 | 1 | | | 1 | 1 | Mettler Toledo,platform |
| 9/6/2019 | Red Tail Ridge Vineyards | Proc./Ware./Mfr. | Misc.Scale | 0 | 0 | | | | | x | Indicator,Panther Plus |
| 9/9/2019 | Hunt Country Vineyards | Farm/Produce | Comp.Scale | 1 | 1 | | | | 1 | 1 | Platform,50x4oz beam |
| 9/9/2019 | Hunt Country Vineyards | Proc./Ware./Mfr. | Platform Scale | 1 | 1 | | | | 1 | 1 | 50,100,100,200,200 |
| 9/9/2019 | Hunt Country Vineyards | Proc./Ware./Mfr. | Weights-other | 5 | 5 | | | | | x | Mettler Toledo,platform |
| 9/9/2019 | Neil Simmons | Farm/Produce | Platform Scale | 1 | 1 | | | | 1 | 1 | Indicator, Ricelake |
| 9/9/2019 | Simmons Vineyard | Proc./Ware./Mfr. | Platform Scale | 1 | 1 | | | | | 1 | Platform, 4x4,5000x1 |
| 9/9/2019 | Simmons Vineyard | Proc./Ware./Mfr. | Misc.Scale | 0 | 0 | | | | | x | Pennsylvania Scale |
| 9/12/2019 | Anthony Road Winery | Proc./Ware./Mfr. | Platform Scale | 1 | 1 | | | | | 2 | #14,2 meters,gas-diesel |
| 9/12/2019 | Anthony Road Winery | Proc./Ware./Mfr. | Misc.Scale | 0 | 0 | | | | | x | #67,1 meter,gas-diesel |
| 9/12/2019 | Buzzard Crest/Barrington Cellars Winery | Farm/Produce | Comp.Scale | 5 | 5 | | | | | 2 | #13,1 meter,gas-diesel |

REQUESTED BUDGET SUMMARY:

A1620-1625 Buildings & Grounds

The Requested 2020 Budget represents an overall increase of \$107,813.00 compared to the 2019 Adopted Budget.

- An increase of \$39,000 in Building Maintenance for adding additional insulation in attics.
- An increase of \$5,500.00 in utilities Electric due to rate increases.
- A decrease of \$3,100 in utilities Water / sewer based on usage.
- A decrease of \$4,000 in revenue from State OCA due to no large projects in 2020.
- An increase of \$3,000 for a new UPS in Courthouse security control room.
- An increase of \$1,500 for camera work in the Courthouse.
- A decrease of \$2,800 in janitorial supplies for the Courthouse and COB.
- An increase of \$29,000 in revenue due to sale of old B&G truck.
- An increase of \$33,000 for replacement of B&G truck (Capital plan).
- An increase of \$20,000 for consultants to do design work for the brick and window work project to be done 2021 (Capital Plan).
- An increase of \$24,000 for consultants to perform an arc flash study and label equipment.
- An increase of \$2,774 for Weights and measures \$2,150 is for adding scanner and price accuracy checking.
- An increase of \$1,500 for installing a fence on the Courthouse south property line.
- An increase of \$5,000 for Sealing and Striping of the main COB / CH parking lots.
- A decrease of \$20,000 in payment for the telephone system financing. Paid in full.
- A decrease of \$2,000 in vehicle maintenance no anticipated work needed.
- An increase of \$2,580 for telephone charges to support central tel.

BUDGET AT A GLANCE:

| CATEGORY | ADOPTED 2019 | PROPOSED 2020 | AMOUNT CHANGE | PERCENT CHANGE |
|-----------------------------|-----------------|------------------|------------------|-------------------|
| Total Revenues | -\$91,800.00 | -\$117,800.00 | -\$26,000.00 | 28.3% |
| Total .51 Personal Services | \$363,307.00 | \$367,818.00 | \$3,667.00 | 1.0% |
| Total .52 Equipment | \$0.00 | \$33,000.00 | \$33,000.00 | |
| Total .54 Contractual | \$358,613.00 | \$442,077.00 | \$83,464.00 | 23.3% |
| Total .58 EE Benefits | \$117,441.00 | \$130,579.00 | \$13,138.00 | 11.2% |
| Total Cost | \$747,561.00 | \$855,374.00 | \$107,813.00 | 14.4% |
| Total Staff | 8 FT | 8 FT | | |

REQUESTED BUDGET SUMMARY:**A1650 Department Name Central Comm. System**

The Requested 2020 Budget represents an overall decrease of \$18000.00 compared to the 2019 Adopted Budget.

- An increase of \$28640.00 in revenues for coverage of maintenance and updates of equipment.
- A decrease of \$18000.00 in expenditures primarily due to the 5 year financing being paid in full in 2019.

BUDGET AT A GLANCE:

| CATEGORY | ADOPTED 2019 | PROPOSED 2020 | AMOUNT CHANGE | PERCENT CHANGE |
|-----------------------------|-----------------|------------------|------------------|-------------------|
| Total Revenues | -\$52005.00 | -\$80645.00 | -\$28640.00 | 55.1% |
| Total .51 Personal Services | \$0.00 | \$0.00 | \$0.00 | 0.0% |
| Total .52 Equipment | \$43000.00 | \$53640.00 | \$10640.00 | 24.7% |
| Total .54 Contractual | \$27005.00 | \$27005.00 | \$0.00 | 0.0% |
| Total .58 EE Benefits | \$0.00 | \$0.00 | \$0.00 | 0.0% |
| Total Cost | \$18000.00 | \$0.00 | \$18000.00 | 100.0% |
| Total Staff | 0 FT / 0 PT | 0 FT / 0 PT | | |



Energize NY Open C-PACE channels private capital to commercial and non-profit building owners to make energy upgrades to their buildings, enabling them to improve their properties, lower operating expenses and positively impact their communities.

Property Assessed Clean Energy (PACE) financing is a public benefit authorized by state and local law, with repayment secured through a benefit assessment lien on the improved property.

The Energy Improvement Corporation (EIC), a non-profit, statewide local development corporation, administers Energize NY Open C-PACE on behalf of its member municipalities.

Energize NY Open C-PACE differs from traditional bank loans:

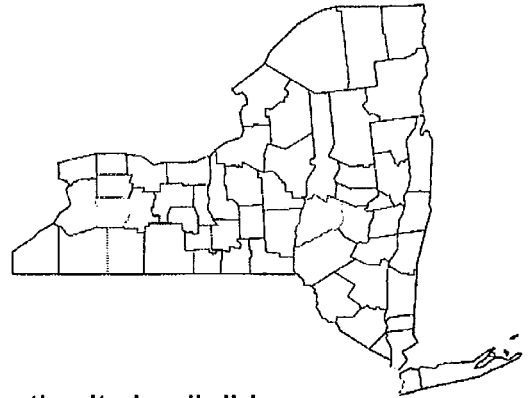
- Financing is available for up to 100% of the project cost, or can be combined with other financing
- Competitive private financing from EIC-approved capital providers
- Customizable loan terms up to the expected life of the improvement(s) (generally 20-30 years)
- Benefit assessment lien is subordinate to municipal taxes and senior to other liens (consent from mortgage holder is required)
- Automatically transfers to new owner upon sale of property
- Available for energy efficiency and renewable energy measures (Projects are qualified according to NYSERDA's C-PACE Guidelines)

Open C-PACE paves the way for higher levels of energy efficiency or renewable energy to be included as part of a building's redevelopment or rehabilitation – and might be the pivotal element needed to move the project forward.

Visit www.EnergizeNY.org or Call (914) 302-7300 x8105

Enabling Open C-PACE in your community

- Municipalities must pass a local law and sign an EIC municipal agreement to offer Energize NY Open C-PACE. EIC provides template documents.
- Any New York State municipality with tax lien authority is eligible.
- Open C-PACE is available to all local municipalities within a member county except for cities (and towns in Westchester County) that have tax lien authority, which must join separately.



Benefits to member municipalities:

- No fees to join
- No responsibility for program administration
- No financial exposure for the municipality

Once Open C-PACE is enabled, the member municipality provides the public benefit of PACE and EIC administers the program.

- EIC records the lien on the land record.
- EIC bills the property owner directly and administers collection of the payment.
- The capital provider enforces the PACE lien only *after* paying any delinquent municipal taxes owed by the property owner to the municipality.

Questions? Visit www.EnergizeNY.org or call (914) 302-7300 x8105

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
Work that is not critical will be tabled until the department is at full staff. Examples carpet replacement, painting, requested small improvements or changes.

- 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
\$ _____

- 8. If the position were eliminated, what would be the net county savings? *(Include fringe benefits and retirement)* \$ 47,216

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

- 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.

AUTHORIZE BUILDING AND GROUNDS SUPERVISOR TO CREATE AND FILL FULL TIME TEMPORARY BUILDING MAINTENANCE MECHANIC POSITION

WHEREAS, the Building and Grounds Supervisor has requested to fill a full time temporary Building Maintenance Mechanic position due a current employee being on an extended leave of absence and in anticipation of two potential vacancies that may occur in 2020 as the result of retirement; and

WHEREAS, the Building and Ground Supervisor has indicated that in order to adequately operate his department he is in need of bringing in additional manpower as well as training staff as part of a succession plan; and

WHEREAS, based on the current circumstances related to an employee's leave of absence, there will be no additional cost to the County for the personnel related transactions within this resolution;

NOW, THEREFORE, BE IT RESOLVED, that effective October 14th, 2019 a temporary full time Building Maintenance Mechanic position is hereby created for up to six (6) months, unless the appointment is ended sooner by the Building and Grounds Supervisor; and be it further

RESOLVED, that the Building and Grounds Supervisor is also authorized to fill any subsequent vacancies that occur through promotion of an employee into the vacant temporary position and that said appointment will be on a temporary basis for up to six (6) months, unless the appointment is ended sooner by the Buildings and Grounds Supervisor; and be it further

RESOLVED, that when a permanent appointment is made after a vacancy occurs and the Building Maintenance Mechanic position is permanently filled by way of promotion, the Building Maintenance Helper position will be filled permanently by the incumbent in the temporary Building Maintenance position and as a result the temporary Building Maintenance Mechanic position will be abolished leaving the Buildings and Grounds staff at the full authorized strength of one (1) Building and Grounds Supervisor, three (3) Building Maintenance Mechanics, one (1) Building Maintenance Helper, one (1) Senior Cleaner and two (2) Cleaners; and be it further

RESOLVED, that copies of this resolution shall be provided the Building and Grounds Supervisor, Personnel Officer and County Administrator.

Safety Committee Meeting
9-25-19 at 1:00 PM
County Clerks Closing Room

Present: Joe, Kerry, Derek, Brian

- **Cameras at Highway initial cost estimate.**
Joe reviewed with the committee and will review with Highway. The consensus is that it would be beneficial to have the cameras with all the equipment that is around, the fuel pumps and have the ability to review the recording if needed.

- **Workers Comp accident review.**
Reviewed the Mod Analysis and types of accidents that have been happening. Yates County is about 20% below the average on workers comp claim cost as calculated by Benetech. The reports also show the biggest number of injuries is in the puncture / laceration category for 2019.

- **Fire Extinguisher Training is it worth trying again?**
The consensus was to hold the hands on training every two years. The next time we would offer it is fall 2020.

- **Any additional items from the committee.**
The idea of doing a safety walk through of each building came up. Joe will look for some suggested frequency and some sort of basic check sheet to review at the next meeting and discuss further.

Meeting adjourned at: 2:01
Next meeting 12-18-19