

**PUBLIC WORKS COMMITTEE AGENDA**  
**Location: Yates County Legislative Chambers**  
**Date: November 2, 2020 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 chayas@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/81502998846?pwd=UmMvaEc5a0tERWlLU1EvTnBCRXI0QT09>

Description: Schedule for the November 2020 Yates County Committee Meetings

Webinar ID: 815 0299 8846

Passcode: 288330

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 September meeting
- Public Comment

**Highway – Craig Prior**

- Traffic
- Administration
- Maintenance
- Bridges & Culverts
- Snow & Ice
- Road Machinery
- Other

Resolution:

- Authorize County Highway Superintendent To Fill Position – Deputy County Highway Superintendent

### **Buildings & Grounds – Joe Reed**

- Weights & Measures
- Position Review
- Energy Efficiency Assessment
- Solar Farms
- Inspections

Resolution:

- Authorize Building Maintenance Supervisor To Fill Building Maintenance Mechanic Position

### **County Administrator – Nonie Flynn**

Nothing to report

### **Chairman – Paddock**

- A resolution from the Town of Jerusalem requesting a speed study for Branchport/Guyanoga Road will be forthcoming after the town board's November meeting.
- Resolution to sign an agreement to use County property south of Jerusalem's Highway Department for a transfer station to be operated by Cardinal Disposal until March 31, 2021. Cardinal and the town have successfully collaborated since June on the operation, but the town needs the area now occupied by the transfer station for snow removal.

### **Executive Session – If needed**

# HIGHWAY DEPARTMENT

October 1, 2020 – October 31, 2020

## CENTRAL GARAGE



## TRAFFIC

- Fill placed on CR #2 curve, signs have been staked for UFPO. Signs will be installed shortly. Will be adding a curve sign, chevron and blinking light.
- Blinking light ordered, will place on the Speed Limit sign on Guyanoga Rd. heading south to Branchport.

## ADMINISTRATION

- Held a department meeting on October 8<sup>th</sup> for discussion of highway issues. Plan is to hold a meeting in the Spring and Fall.
- 2021 budget – Central Garage, Garbage and Refuse, Road Fund and Road Machinery Fund.
- Vacancy Review: Deputy Superintendent
- Resolution: Fill Vacancy of Deputy Superintendent
- Continue monitoring of 2020 budget, begin working on year end budget items.
- Bridge project administration.

## MAINTENANCE

- Trimming trees on various roads.
- Maintenance ditching.

## CAPITAL



## BRIDGES & CULVERTS

- William St. – Bridge was opened to traffic on October 30<sup>th</sup>.
- West Lake Road culvert asphalt was placed on October 27<sup>th</sup>.
- Six bridge decks were sealed with sealer.
- E. Sherman Hollow – Final design taking place.

## SNOW & ICE

- Will be hosting a snow and ice meeting with the town superintendents on November 10<sup>th</sup>. Deb Minor will be attending to discuss COVID protocol for highway departments.
- Continued prepping trucks for snow season.

## ROAD MACHINERY

- International 6-wheel dump truck (S&I) was delivered on October 26<sup>th</sup>.
- International 6-wheel flat deck truck should be delivered within the week.

## OTHER

- Airport was hydroseeded on October 6<sup>th</sup>.

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

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) \_\_\_\_\_  
\$87,122.00

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: Jan. 1, 2021

11. Please submit any other information that you think would be helpful to this review.  
This position performs daily task and engineering for projects. The DS will meet with the public about complaints and provide guidance on field work where needed. The DS maintains data for snow and ice removal, sign maintenance, culvert work, and other various data driven projects. Since this position has been vacant and previously when the Deputy was performing two jobs, there is work that has been delayed or not completed. This position has been filled for at least the last 21 years and before. It is a vital part of the daily operations at the highway department. This position is a non-union position and is second in command when the Superintendent is absent. There is an understanding that either the Superintendent or the Deputy

Superintendent will be present during work hours. The third in command position (Highway Maintenance Supervisor) is a union position who is busy with field work responsibilities. The HMS does not have time to perform DS job duties.

**AUTHORIZE COUNTY HIGHWAY SUPERINTENDENT TO FILL POSITION  
(DEPUTY COUNTY HIGHWAY SUPERINTENDENT)**

WHEREAS, the Deputy County Highway Superintendent position became vacant on July 13, 2020 as a result of a promotion; and

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

WHEREAS, the estimated annual cost to fill the Deputy County Highway Superintendent position is \$85,414 which includes fringe benefits;

NOW, THEREFORE, BE IT RESOLVED, that effective November 19, 2020 the County Highway Superintendent is hereby approved to fill the Deputy County Highway Superintendent position; and be it further

RESOLVED, that the County 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 County Highway Superintendent, Personnel Officer, County Administrator and County Treasurer.

PUBLIC WORKS COMMITTEE MEETING  
11-2-2020

*BUILDINGS AND GROUNDS  
AGENDA ITEMS*

- 1- **Weights and Measures:** Please see the attached report.
- 2- **Position Review:** I had an employee resign his position of Building Maintenance Mechanic on 10-9-20. Please see the attached position review form for this position. With your approval personnel will provide a resolution.
- 3- **Energy Efficiency Assessment:** RIT has provided a report for the assessment they performed on behalf of the New York State Pollution Prevention Institute. You should have all received a copy in your email last week. The report breaks down items into low to no cost item, moderate cost items and high cost item for implementation. B&G has started making some of the no cost changes and adjustments to systems. I will begin looking at the other items and get cost estimates to impairment. Some of the items will mesh well with projects I have already proposed in the capital plan for future years. A copy was sent to Planning also to share with the engineers studying the PSB.
- 4- **Solar Farms:** I will give an update at the meeting.
- 5- **Inspections:** The PSB cooling tower had the monthly checks and 90 day legionella testing and the COB and CH sprinkler systems had the quarterly inspection and testing completed.

**Building Maintenance Mechanic  
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

*With winter approaching 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 minor maintenance in Courthouse.*

\$4,050

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

\$ 59,423

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: 11-19-20

11. Please submit any other information that you think would be helpful to this review.  
*With such a small department the loss of people to Covid19 restriction could compound the work load quickly. So having a full staff is crucial to the B&G department maintain operation without interruptions in services.*



Yates County Weights & Measures Department Monthly Report

Last Inspection	Company	Establishment	Device	Q	# Cor	Inc. (+)	Inc. (-)	Inc. Other	Inc. Vis	# of Visits	Device Type
10/7/2020	Birkett Mills, Main Plant	Proc./Ware./Mfr.	Platform Scale	1	1					1	Weightronix,platform,5000x1
10/7/2020	Birkett Mills, Main Plant	Proc./Ware./Mfr.	Misc.Scale	0	0					x	SPX/GSE,mod.350,indicator
10/7/2020	Birkett Mills, Main Plant	Proc./Ware./Mfr.	Platform Scale	1	1					x	Ohaus,VN5000L,5000x1
10/7/2020	Birkett Mills, Main Plant	Proc./Ware./Mfr.	Misc.Scale	0	0					x	Ricelake, 480 ,indicator
10/7/2020	Birkett Mills, Main Plant	Proc./Ware./Mfr.	Platform Scale	1	1				1	x	Ishida,iGB,300x0.1
10/7/2020	Birkett Mills, Main Plant	Proc./Ware./Mfr.	Platform Scale	1	1				1	x	Kubota,KA-10-300LV,300x0.1
10/7/2020	Birkett Mills, Main Plant	Proc./Ware./Mfr.	Platform Scale	1	1					x	Ishida,iGB,300x0.1
10/7/2020	Birkett Mills, Main Plant	Proc./Ware./Mfr.	Misc.Scale	1	1				1	x	Ohaus,Valor,VIIP3,6x0.001lb
10/7/2020	Birkett Mills, Main Plant	Proc./Ware./Mfr.	Platform Scale	1	1					x	PennsylScale,6600
10/7/2020	Birkett Mills, Main Plant	Proc./Ware./Mfr.	Misc.Scale	0	0					x	PennsylScale,7500,indicator
10/7/2020	Birkett Mills, Main Plant	Proc./Ware./Mfr.	Platform Scale	1	1				1	x	Ishida,iGB,300x0.1
10/7/2020	Birkett Mills, Main Plant	Proc./Ware./Mfr.	Platform Scale	1	1					x	Kubota,KA-10-HB,300x0.1
10/7/2020	Birkett Mills, Main Plant	Proc./Ware./Mfr.	Weights-other	4	4					x	50,50,20,50
10/7/2020	Birkett Mills, Main Plant	Proc./Ware./Mfr.	Platform Scale	1	1					x	Ishida,iGB,300x0.1
10/7/2020	Hometowne Energy	Fuel Oil Dealer	Petr.Meters-VTM	1	1					1	#67,1 meter,diesel
					<b>15</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>2</b>
YTD Tests Completed (706 total devices in Yates County)											
	Actual:	584									
	Target	570									
*Vacation: 10/12 to 10/20*											

**AUTHORIZE BUILDING MAINTENANCE SUPERVISOR TO FILL BUILDING  
MAINTENANCE MECHANIC POSITION**

WHEREAS, a Building Maintenance Mechanic vacancy was created effective October 9, 2020 as a result of a resignation; and

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

WHEREAS, the estimated annual cost to fill the position is \$59,423 which includes fringe benefits;

NOW, THEREFORE, BE IT RESOLVED, that effective November 19, 2020 the Building Maintenance Supervisor is hereby authorized to fill the Building Maintenance Mechanic position; and be it further

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

**AUTHORIZE CHAIRMAN TO ENTER INTO AN AGREEMENT CONCERNING  
GARBAGE AND RECYCLING COLLECTION AT CERTAIN COUNTY PROPERTY**

WHEREAS, the Town of Jerusalem (hereinafter referred to as the “Town”) is the owner of a parcel of real property located at 2672 Guyanoga Road in the Town of Jerusalem, County of Yates, State of New York (hereinafter referred to as the “Town Property”); and

WHEREAS, the County of Yates (hereinafter referred to as the “County”) is the owner of a parcel of real property located at 2782 Guyanoga Road in the Town of Jerusalem, County of Yates, State of New York (hereinafter referred to as the “County Property”), said parcel being near the Town Property; and

WHEREAS, the Town permits Cardinal Disposal to operate a garbage and recyclable collection service utilized by the public (hereinafter referred to as the “Cardinal Disposal Services”) at the Town Property, wherein Cardinal Disposal places a garbage truck and dumpsters at the Town Property for the collection of garbage and recyclables, and provides the removal of such garbage and recyclables; and

WHEREAS, the Town wishes to have the Cardinal Disposal Services relocated to the County Property for the winter months; and

WHEREAS, the County will agree to such re-location for the 2020-21 winter season; and

WHEREAS, the Town has agreed to provide all snow removal and maintenance at this relocated area in order to accommodate the provision and utilization of the Cardinal Disposal Services;

NOW, THEREFORE, BE IT RESOLVED, that upon the approval of the County Attorney, the Chairman is hereby authorized to execute an agreement on behalf of the County with the Town and/or Cardinal Disposal, allowing the Cardinal Disposal Services to be conducted at the County Property from the time such agreement is executed and continuing up to and including March 31, 2021, and obligating the Town to provide the necessary snow removal and maintenance at the County Property needed in connection with the provision and utilization of such services; and be it further

RESOLVED, that copies of this resolution be sent to the Cardinal Disposal and the Town of Jerusalem.