

PUBLIC WORKS COMMITTEE AGENDA

January 6, 2020

12:30 pm

Legislative Chambers

Public Works Committee:

I. MEETING MINUTES & MONTHLY AUDIT

- Public Comment
- Approve minutes of December 2, 2019 meeting
- _____ & _____ will sign the audit

II. LEGISLATURE – Connie Hayes

- Resolution - Reappoint Members to the Region 8 Fish and Wildlife Management Board

III. HIGHWAY DEPARTMENT - Craig Prior

- **A1640 – Central Garage**
- **D3310 – Traffic**
- **D5010 – Administration**
 - Goals
 - Emerson Rd. turn around
- **D5110 – Maintenance**
 - CR2/CR4
- **D5112 – Capital**
- **D5120 – Bridges & Culvert**
- **D5142 – Snow & Ice**
- **DM5130 – Road Machinery**
 - Shop labor rate for outside agencies
 - Security/smoke/fire detection system

IV. BUILDINGS & GROUNDS - Joe Reed

New Business

- Weights & Measures
- Goals
- Safety Committee – minutes attached
- HVAC in Data Closets
- Position Review

Updates on Miscellaneous Items

- Testing/PM work
- Solar Farms
- Electric Vehicle Charger – report attached

V. ACTING COUNTY ADMINISTRATOR – Nonie Flynn

- Project status report

VI. EXECUTIVE SESSION - if needed

REAPPOINT MEMBERS TO THE REGION 8 FISH AND WILDLIFE MANAGEMENT BOARD

WHEREAS, pursuant to Article 11, Section 11-0501 of the Environmental Conservation Law of the State of New York, the Chairman of the Legislature shall appoint members to the Region 8 Fish and Wildlife Management Board, subject to confirmation by the County Legislature;

NOW, THEREFORE, BE IT RESOLVED, the following reappointments to the Region 8 Fish and Wildlife Management Board are hereby confirmed by this Legislature for the terms indicated; are

Daniel Banach	Term Ending
326 Elm Street	12/31/2021
Penn Yan, NY 14527 (Legislative Representative)	

C. George Hullings	Term Ending
4069 Skyline Drive	12/31/2021
Keuka Park, NY 14478 (Sportsmen representative)	

And, be it further

RESOLVED, that copies of this resolution be provided to NYSDEC and each member listed above.

HIGHWAY DEPARTMENT

December 1, 2019 – December 31, 2019

CENTRAL GARAGE

TRAFFIC

- No Parking signs for Keuka Park are made, installation will be weather dependent

ADMINISTRATION

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

MAINTENANCE

- Deer carcasses (5) were picked up by YCHD staff
- Ditch cleaning on Italy Valley and Friend Rds.
- Tree cutting on Italy Valley, Guyanoga and Friend Rds.

CAPITAL

BRIDGES & CULVERTS

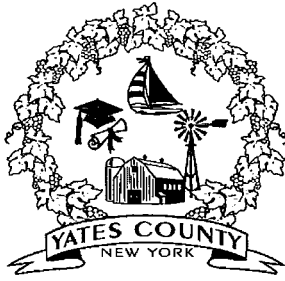
- William St. – Pre-Construction meeting held, Contract books being reviewed by YC Attorney
- E. Sherman Hollow – NYSDOT comments on the DDR (Draft Design Report) have been addressed by Foit-Albert and have been sent back to DOT for final approval and move to Final Design Phase
- West Lake Rd. – As weather permitted, 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

- Snow fence installed in various locations
- Crews have been out on snow and ice removal 15 days in December

ROAD MACHINERY

OTHER



Yates County Highway Department

939 Rte. 14A

Penn Yan, NY 14527

315-531-3200

David Hartman

Superintendent

Craig Prior

Deputy Superintendent

January 6, 2019

2019 Goals - STATUS UPDATE

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: (1) two day lost time foot injury for one employee

2) **Work on succession planning w/ Deputy Supt. to prepare for Supt. retirement in 2020**

Work with the Deputy Supt. to do various tasks associated with the Supt. position such as personnel appraisals, federal aid bridge project administration, attend NYSDOT-County Supt. meetings, attend NYSCHSA conference and training sessions, present information at Public Works Committee meetings, develop and present the 2020-2024 Capital Plan and 2020 Budget including meeting with the Budget Officer and responding to comments or questions at the budget workshop.

Status: Succession planning is ongoing and continuing successfully

3) **Update the Highway facility building and spatial needs assessment**

Work with and assist Planner, Administrator and consultant to update the building and spatial needs study in whatever way possible and develop a plan to address the findings.

Status: Study/report complete, legislative action required

4) **Complete all 11.99 miles of Capital project improvements**

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 Lakemont Himrod, Porters Corners, Shay and Second Milo Rds. will get those road sections onto an approximate 15 year life cycle until the next capital improvement project.

Status: All planned capital improvement work completed.



Yates County Highway Department

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Penn Yan, NY 14527
315-531-3200

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Superintendent

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Deputy Superintendent

January 6, 2020

2020 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.

2) Continue succession planning w/ Deputy Supt. to prepare for Supt. retirement 3/20

Work with the Deputy Supt. to do various tasks associated with the Supt. position such as personnel appraisals, federal aid bridge project administration, attend NYSDOT-County Supt. meetings, attend NYSCHSA conference and training sessions, present information at Public Works Committee meetings, develop and present the 2021-2025 Capital Plan and 2021 Budget including meeting with the Budget Officer and responding to comments or questions at the budget workshop.

3) 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. Monitor daily progress, perform construction inspection, document all daily activities and ensure compliance with bid specs.

4) 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.

5) Make it to the finish line and don't look back

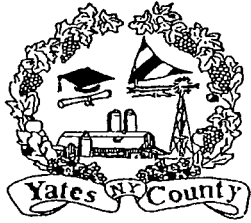
PUBLIC WORKS COMMITTEE MEETING
1-6-2020

NEW AGENDA ITEMS

- 1- **Weights and Measures:** The W&M Director is out with an injury with an anticipated return to work date in the first part of January.
- 2- **Goals:** Please see attached progress on 2019 goals and my 2020 goals.
- 3- **Safety Committee:** Please see attached minutes from the 12-18-19 meeting.
- 4- **HVAC in Data Closets:** IT has been working with B&G on a suitable backup to the current cooling systems in place. These backups would be for outages of the HVAC equipment due to maintenance on the equipment or equipment failure. As Tim Groth reported in December we will be working together to install these in the two main data closets in the coming months.
- 5- **Position Review:** I have an anticipated retirement in the position of Building Maintenance Mechanic on January 30, 2020. In an attempt to have a smoother transition I would like to start the search for a replacement now with the goal of having a replacement ready to start immediately after the retirement. Please see the attached position review form.

UPDATES ON MISC. ITEMS

- 1- **Testing / PM work:** The PSB Fire Alarm system was tested and the annual Building Inspections by the Code Enforcement Official was done this month.
- 2- **Solar Farms:** The Town of Potter has expressed their interest in adding Town land to the project. An addendum has been sent out to determine the impact of this land on the project. The deadline for the responses is 1-23-20.
- 3- **Electric Vehicle Charger:** See attached report from the charger.



YATES COUNTY BUILDINGS & GROUNDS

417 Liberty Street, Suite 17
Penn Yan, New York 14527
Phone 315-536-5104
Fax 315-536-5166

Joseph Reed
Supervisor

2019 Goals:

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

Work with Genesee Finger Lakes Regional Planning Council 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 and complete some of the task.

We were able to get 3 of 4 items completed in 2019. Waiting on input from GFLRPC for help on the 10% reduction.

2. Install seven new shower units and repaint the floors in each cell area at the PSB.

Work to install new showers one cell block at a time along with the painting of the floors and wall. Upgrading all lighting to LED in the cell block while shutdown. Coordinate with Jail staff to complete the wall painting by trustees and the shutdown of block so work can be completed.

This was all accomplished by mid-2019.

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

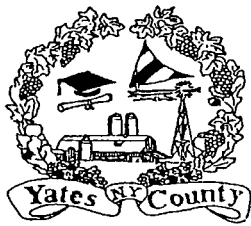
Replace all four foot fluorescent light bulbs with LED in the COB, CH, PSB and B&G. Bulbs for this were bought with an IEEP grant that covered 100% of the cost. Retrofit 12 outdoor lights to LED. Also continue to replace burned out lights where practical with LED bulbs.

In progress still to date the PSB, B&G and COB are complete. Bulbs are here and once B&G is back to full staff will work on the CH and pole lights.

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 2019.

Progress has been made in 2019 with 6 proposals received in late fall. Working with a sub-committee to make a selection and recommendation to the Legislature.



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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 and complete some of the task.

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.

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.

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.

Safety Committee Meeting
12-18-19 at 1:30 PM
County Clerks Closing Room

Present: Joe, Kerry, Craig

- 2020 Training list.
 - Same five mandatory trainings as 2019.
 - Overall had great completion rate. Part-time employees who are not scheduled to work on a regular basis present difficulty.

- PSB front doors do they need power operators?
 - The front doors to the PSB do not meet today's standards for ADA. Per the ADA since the building has not made any major changes to the original infrastructure, we are "grandfathered" in and are not mandated to make any changes. However, there are concerns on the accessibility from employees.

- COB Emergency Procedures Manual and Emergency Quick Response Card update:
 - Joe reviewed current documents and some suggested changes. Kerry has access to another County's documents and will send to Joe for review and incorporation if appropriate.

- 2020 Meeting Dates:
 - Thursday's 3-19, 6-18, 9-17 and 12-17. Joe will send out Outlook invites for all meetings in January.

- Any additional items from the committee.
 - Security and Fire alarms at highway. The current system is tied into the old Office For the Aging system that is being removed. Joe and Craig will work to setup an alternate way of receiving the alarms from Highway.

Meeting adjourned at: 2:20 p.m.

Next meeting: March 19, 2020

**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 here 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)*

\$ 59,583

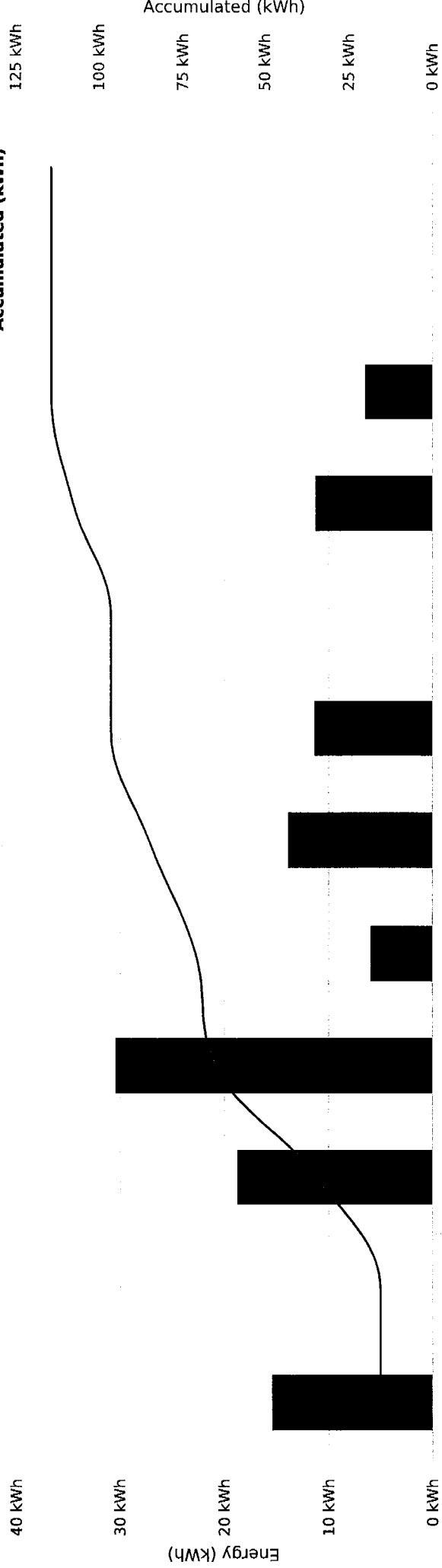
9. Is there any risk, financial or otherwise, to waiting 30 days to refill this position? YES NO

10. If you are given approval to refill this position, when do you expect to fill it? Date: 2-3-20

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

Energy Last 90 Days

■ Energy (kWh)
— Accumulated (kWh)



Sessions Last 90 Days

