General Services Committee  
October 15, 2019

Legislative Committee Members present: Legislator King, Legislator Osborne, Legislator LaChausse, Legislator Burns and Legislator Moroughan. Other Legislators present: Legislative Chairman Dolhof, Legislator Kulzer and Legislator Chartrand.

Others present: County Manager Ryan Piche, County Attorney Joan McNichol, Building & Grounds Supervisor Matt O’Connor, Planning Director Frank Pace, Recreation, Forestry & Parks Director Jackie Mahoney, Fire & Emergency Management Director Robert Mackenzie III, Highway Superintendent Warren Shaw, Economic Development Director Eric Virkler, Probation Director Mary Jo Burkhard, Human Resources Director Caitlyn Smith, and media representatives Nick Altmire & Julie Abbass.

The meeting was called to order at 1:02 p.m. by Legislator King.

Amended Docket Procedure - Terry Clark
The current procedure for resolutions/motions requires a docket for each one and then requires each Legislator on the Committee to sign either in favor or in opposition. The recommended change is to have one master docket which lists each resolution and motion that is being brought before the committee for action. After each docket is read the action will be recorded on the master docket with anyone opposed being noted. There will be wording at the end of the master docket that gives the Committee opportunity to list any specific items that are not being recommended to the full board, everything else will go forward and each of the Committee members then signs. This new process will create less paper and easier tracking. Legislator Burns stated that he is in favor of anything that expedites the process. Legislator Burns made a motion to accept the new docket process with the creation of a master docket, seconded by Legislator Moroughan. Motion carried.

Naturally Lewis update – Brittany Davis (attached)
Naturally Lewis is the brand that promotes Lewis County as a great place to live, visit and do business in. It was created four years ago by the Paige Group and launched about 6 months later. In the Social Media arena of Facebook, Instagram, Linkedin, and Email lists the number of followers has increased substantially over the last 3.5 years. Each of these Social Media platforms have a unique audience demographic. The website, naturallylewis.com, have 30,000+ pageviews just this year, which is over 10,000 from last year. The website and the social media platforms work hand-in-hand to reach people and promote Lewis County. More and more people are coming to the website organically looking for information.

Naturally Lewis sponsors Business Leaders Breakfasts that are held 4 times a year with a diverse group of people in attendance who find the event meaningful through the interactive discussion on different topics. One of the key strategies that Naturally Lewis uses is partnering with different businesses in New York State to help get Lewis County on the map and to help make connections. As a result of these initiatives and strategies Naturally Lewis has had over 60 business consultations in the past year. There has been publicity in multiple local/regional publications as well as positive interactions and feedback from the community.

Legislator King voiced his appreciation for the work that has been done and asked about any upcoming initiatives. Brittany feels that although the focus has been making current local business
feel like they are a part of something bigger that she would like to see some focus on state wide partnerships to promote our County further throughout the state.

**Climax update – Eric Virkler**

Although the sale of the former Climax building to Ox Industries wasn’t in line with creating a business incubator it was a good change as it will put the building back on the tax role and hopefully create more jobs. The idea moving forward will be to try and create the business incubator in another location. Legislator Moroughan questioned the continued use of the parking lot facility for DOT CDL license testing. Eric is hoping to have Ox Industries and the DOT meet to discuss this possibility further. Joan McNichol stated that she has spoken to the attorney representing Ox Industries and feels that it will be a possibility to continue this service as it only occurs once or twice a month. Legislator Chartrand asked if the CDL license test site or the LCGH helicopter landing pad was discussed as part of the sale of the building. Eric responded that is was discussed but not made part of the sale as it likely could have been a deal breaker.

Legislator Kulzer asked if the sale price covered the money put into rehab the building and Eric responded that it was close but a little under. Legislator Kulzer went on to suggest that the new business incubator be put at the Lyons Falls site as it is no longer being utilized and even look into the cost of constructing a simple metal framed building. Eric agreed that the Lyons Falls location would be looked into as a possible location but he IDA hasn’t gotten to that point quite yet. Legislator Chartrand asked Eric for an update on the property that was being leased on Trinity Ave. Eric stated that Skewed Brewing leases both the building and the equipment for roughly $2,000/month and has been in full production since May of this year.

**Stantec – Conceptual Design Report by Barbara Wagner (attached)**

The safety reminder of staying at the pump while fueling up during the colder months to avoid static electricity was explained. The existing fuel system at the Highway on the East Road was installed in 1992 with 12,000 and 4,000 gallon underground tanks which are nearing the end of their useful lifespan. In 2015 Federal and State regulations were updated which now require operator training and tank leak testing which the current system failed on at least one of the spill buckets.

The current options look at two (2) 10,000 gallon either above or below ground double walled tanks and shows an additional 2,000 gasoline above ground double walled tank with a separate additional cost. The regulatory requirements for an Underground Storage Tank (UST) are that operators need to be trained, the tanks are double walled with leak sensors, pressurized piping (pump in tank) which requires annual testing of sump and spill buckets or suction piping (pump in dispenser) which requires less monitoring, and dispenser containment. The regulatory requirements for an Aboveground Storage Tank (AST) are no operator training, UL 2085 “Protected” tanks, dike or overfill protection chamber, pressurized underground piping (pump in tank) which requires annual testing or Suction piping (pump in dispenser) which requires less monitoring, and dispenser containment.

The design process developed alternative designs, prepared opinions of probable cost, summarized the pros/cons, and provided a draft design/construction schedule. Several items that went into the design consideration were the proposed new Highway building, traffic patterns, fueling truck access, safety, cost, regulating requirements, operations and maintenance. The design was accomplished using survey drawing that the county had, CAD software which modeled vehicle paths, manufacturing equipment information and costs, and Stantec’s project experience.
Concept #1 – This option shows two (2) 10,000 gallon underground tanks to the left of the current cold storage building and to the right of the proposed new Highway building. This layout would require pressurized piping due to the distance from the tanks to the fueling pumps. The proposed Highway building would have one or two garage bays which could be blocked while filling the tanks. The probable cost consists of removing the existing tanks at $81,500 and installing the new fueling system at $304,500 for a subtotal cost of $386,000. The probable total cost after adding in 10% for design costs and 20% contingency would be $501,800.

Concept #2 – This option shows two (2) 10,000 gallon aboveground tanks in the same location as Concept #1. This layout would also require pressurized piping due to the distance from the tanks to the fueling pumps. This concept would still have the issue of blocking one or two garage bays while filling the tanks and because they are aboveground the diesel might gel which would require either costly tank heaters to be installed or to manage the fuel blend closely. The probable cost consists of removing the existing tanks at $81,500 and installing the new fueling system at $339,900 for a subtotal cost of $421,400. The probable total cost after adding in 10% for design costs and 20% contingency would be $547,820.

Concept #3 – This option shows version A or B. Version A are two (2) 10,000 gallon underground tanks located just to the front of the current fueling pumps. Version B are two (2) 10,000 gallon aboveground tanks in the same location. Concept #3 removes the issue with blocking the garage bays when filling the tanks and due to the close proximity of the tanks to the fueling pump it could be done with either pressurized piping or suction piping. The tanks are close to the ditch so the costs includes adding piping for the ditch and filling it in.

The probable cost for Concept #3 - version A consists of removing the existing tanks at $81,500 and installing the new fueling system at $302,700 for a subtotal cost of $384,200. The probable total cost after adding in 10% for design costs and 20% contingency would be $499,460. The probable cost for Concept #3 - version B consists of removing the existing tanks at $81,500 and installing the new fueling system at $325,700 for a subtotal cost of $407,200. The probable total cost after adding in 10% for design costs and 20% contingency would be $529,360.

There could be additional savings when the design is refined which will lower the contingency cost, if the county is able to do some of the work, and minimal savings if some equipment could be re-used. The 2,000 gallon aboveground gasoline tank which would be located just past the ditch in front of the cold storage building would be a cost of roughly $90,000 to $110,000 plus design and contingency costs. Based on discussions with the County Manager it is not likely that this option would be taken further.

In Summary Concept #3 version A (Underground Storage Tanks) would be the most cost effective although version B (Aboveground Storage Tanks) would only be an additional $30,000 more and have less regulatory requirements. The time line for when the tanks are ordered to when they are delivered is 8 weeks but it also gives time for site prep to happen. There was some brief discussion on trying to figure out what will work while the current tanks are removed but the new tanks are not yet installed. In response to Legislator Kings question about leaks from the piping to the fuel pumps Barbara explained that the pipes are double walled and there are sensors as well.

Legislator King asked the committee to digest these options over the next few weeks and would like to meet again on Tuesday, November 5th at 3:00 p.m. to have further discussion. Ryan will make sure to have Barbara available by phone for any additional questions.
Legislator LaChausse made a motion to accept the General Services Committee minutes from September 17, 2019 as recorded, seconded by Legislator Moroughan. Motion carried.

The following dockets were read:
1. Resolution to transfer $50,000 within the Highway Department Accounts to cover line item maintenance materials overages: APPROVED

2. Resolution to appropriate State grant funds into Probation accounts for Raise the Age expenses: $10,000.00. APPROVED

3. Resolution to appropriate funds received through Employment & Training into the Trail maintenance account for the Pratt Northam Careers Here Program: $6,046.28 and $1,123.22. APPROVED

4. Resolution to designate Chamber as tourist promotion agency for the County and commit 2020 budget allocation of $40,000 for the “I Love NY” program. APPROVED

5. Resolution to approve Agreement with New York State Division of Homeland Security and Emergency Services for grant award of $171,949.00 for the Public Safety Answering Points (PSAP) State support to Counties for eligible public safety call-taking and dispatching expenses. Performance expenses are covered for period 1/1-12/31/2020. Also resolution to appropriate the grant funds of $171,949.00. APPROVED

6. Resolution authorizing agreement through the Lewis County Probation Department and Rubenzahl, Knudsen & Associates Psychological Services, P.C., to provide sex offender evaluations and counseling services for individuals, and to provide psychological evaluations and treatment for juvenile delinquents/adolescent offenders when required from 1/1-12/31/2020 at the following fee rates: APPROVED

<table>
<thead>
<tr>
<th>SEX OFFENDER ASSESSMENT AND THERAPY</th>
<th>PSYCHOLOGICAL SERVICES FOR JUVENILE DELINQUENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>$75.00 per session for group therapy</td>
<td>$90.00 per hour for therapy</td>
</tr>
<tr>
<td>$110.00 per hour for individual therapy</td>
<td>$125.00 per hour for psychological evaluations</td>
</tr>
<tr>
<td>$550.00 per completed adult sex offender assessment</td>
<td>$75.00 per hour for clients receiving group Treatment</td>
</tr>
<tr>
<td>$350.00 per completed youth sex offender assessment</td>
<td>$150.00 per hour for expert court testimony</td>
</tr>
<tr>
<td></td>
<td>$90.00 per session, to include RKPS presence at monthly clinical treatment team meeting if applicable</td>
</tr>
</tbody>
</table>

7. Resolution to transfer funds in Highway Department to cover cost of hydraulic tree trimmer- Amount: $1,725.00. APPROVED

8. Resolution to close Capital JCC Extension Center Account and appropriate funds – Amount: $4,045.30. APPROVED
9. Resolution authorizing the grant contracts by and between the County of Lewis and New York State Office of Indigent Legal Services to provide grant funds in the amounts of $113,928 and $56,964 (Distribution #’s 8 & 9, respectively) to assist the County in improving the quality of indigent legal services provided. **APPROVED**

10. Resolution to appropriate NYS Indigent Services grant funds in Public Defender accounts Amount: Grant #8 $113,928 and Grant #9 $56,964.00. **APPROVED**

11. Resolution to appoint members to Traffic Safety Board: Kyle Chartrand and Douglas Salmon to fill un-expired terms of resigning members through 12/31/2021. **APPROVED**

12. Resolution to adopt Local Law No. 7-2019 “ENERGIZE NY OPEN C-PACE FINANCING LOCAL LAW”. **APPROVED**

13. Resolution to appropriate funds received through Lewis County Employment & Training into the Sheriff account for the Pratt Northam Careers Here Program: $3,142.63. **APPROVED**

14. Resolution authorizing agreements with various local businesses for advertising on the Lewis County Public Transportation bus for the term January 1, 2020 through December 31, 2020 as follows: **APPROVED**

<table>
<thead>
<tr>
<th>BUSINESS</th>
<th>LEASING SPACE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Industrial Development Agency (Naturally Lewis)</td>
<td>One (1) 18” x 60” street-side bus advertising space</td>
<td>$480.00</td>
</tr>
<tr>
<td>Rome Teachers Federal Credit Union</td>
<td>One (1) 15” x 50” curb-side advertising space</td>
<td>$480.00</td>
</tr>
<tr>
<td>Hopenhagen Farm</td>
<td>One (1) 18” x 60” curb-side advertising space</td>
<td>$480.00</td>
</tr>
<tr>
<td>Lewis County Chamber of Commerce</td>
<td>One (1) 18” x 60” curb-side advertising space and one (1) 10.25” x 30” interior showcase space</td>
<td>$840.00</td>
</tr>
</tbody>
</table>

15. Resolution authorizing an agreement between the County of Lewis and Key Government Finance, Inc. for the purchase of a 2020 Mack Granite Model GU64FR, Tandem axle plow chassis with all attachments and accessories as set forth in the equipment lease agreement for an amount of $242,074.92 to be finances at an annual rate of 3.31% over a five (5) year period in annual installments of $51,618.35, commencing November 15, 2019 AND appropriate $51,618.35 payment. **APPROVED**

Legislator Burns made a motion to authorize Sheriff Carpinelli to refill part-time Dispatcher due to a resignation to accept a full-time position elsewhere, seconded by Legislator Osborne. Motion carried.

Legislator Moroughan made a motion to authorize Matt O’Connor to refill full-time Cleaner effective immediately, seconded by Legislator Burns. Motion carried.

Legislator Osborne made a motion to authorize Matt O’Connor to issue RFP for snow plowing at Lewis-JCC Education Center for 2019-2020 season, seconded by Legislator Burns. Motion carried.
Ward Dailey addressed the board to explain that the Turin building in which they received a letter of complaint last month is in rough shape and condemned. Ward recommends that the Legislators get a cost estimate on cleaning it up, however Joan McNichol stated that she will draft a resolution for the November Board meeting to set a public hearing so it follows the same process as all the other junkyard violations and hopefully by that time will have some more information on the next steps forward. Ward updated everyone that both John Rauscher and Joseph Morczek will appear before the board in November to address their violations.

Frank Pace asked for solicitations for a vacant Planning Board Member position and a 1 year and 3 year positions on the Ag Protection Board. It was suggested to Ryan to put an ad out in the paper for both the Planning Board and Ag Protection Board to see if there is any public interest.

Legislator Osborne made a motion to adjourn the meeting at 2:56 p.m., seconded by Legislator Burns. Motion carried.

Respectfully submitted,
Cassandra Moser, Deputy Clerk to the Board of Legislators
A Year in Review...
## Social Media Stats

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Facebook</td>
<td>Broad, general “Lewis County” audience (various age ranges)</td>
<td>480</td>
<td>710</td>
<td>1,400</td>
</tr>
<tr>
<td>Instagram</td>
<td>Most followers consist of “outdoor enthusiasts,” photographers, millennials, and other businesses (ADK Businesses)</td>
<td>111</td>
<td>270</td>
<td>557</td>
</tr>
<tr>
<td>LinkedIn</td>
<td>Professionals</td>
<td>33</td>
<td>66</td>
<td>125</td>
</tr>
<tr>
<td>Email List</td>
<td>People who have subscribed to email list or attended our events</td>
<td>178</td>
<td>315</td>
<td>522</td>
</tr>
</tbody>
</table>
This year....

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Users</td>
<td>8,305</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Users</td>
<td>8,229</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sessions</td>
<td>14,198</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Sessions per User</td>
<td>1.71</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pageviews</td>
<td><strong>31,164</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pages / Session</td>
<td>2.19</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Last year...

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Users</td>
<td>3,316</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Users</td>
<td>3,280</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sessions</td>
<td>5,333</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pageviews</td>
<td><strong>18,972</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pages / Session</td>
<td>3.56</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Avg. Session Duration</td>
<td>00:01:21</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Events

Business Leaders Breakfasts
- Nov.: 65 Attendees
- January: 74 Attendees
- June: 75 Attendees
- Sept.: 70 Attendees

Various Seminars
- Marketing
- Entrepreneurs
- CFA

Business After Hours
- Tug Hill Vineyards
- 85 Attendees

Leadercast LIVE
- Tug Hill Vineyards
- 35 Attendees
As a Result...

60+ BUSINESS CONSULTATIONS

Featured in local/regional publications over 20 times about the work we are doing

INTERACTION FROM THE COMMUNITY!

Submitted 7 proposals to Empire State Development due to site developments
Existing Fuel System

Existing diesel tanks: 12,000-gallon and 4,000-gallon USTs installed in 1992

Federal and state regulations updated in 2015
- New operator training
- New leak testing – system failed "spill bucket" test

Alternatives

Initial alternatives:
- Two 10,000-gallon USTs
- One compartmented 20,000-gallon UST
- Two 10,000-gallon ASTs

Also: 2,000-gallon gasoline AST/UST
Regulatory Requirements: USTs
1. Operator training
2. Double walled tanks / leak sensors
3. Pressurized piping (pump in tank) – ALLD, annual testing, sump and spill bucket testing
4. Suction piping (pump in tank) – less monitoring
5. Dispenser containment

Regulatory Requirements: ASTs
1. No operator training requirement
2. UL 2085 "Protected" tanks
3. Dike or overfill protection chamber (OP tank)
4. Pressurized underground piping (pump in tank) – ALLD, annual testing
5. Suction piping (pump in tank) – less monitoring
6. Dispenser containment
Design Plan
1. Develop alternative designs
2. Prepare options of probable cost
3. Prepare summary of pros/cons
4. Provide a draft design/construction schedule

• Draft report 10/07
• Discussed with County manager and Highway Department superintendent
• Final report 10/14

Design Considerations
Proposed new maintenance building
Traffic patterns
Fueling truck access
Safety
Cost
Regulatory requirements
Operations and maintenance

Design Basis
Survey drawing
CAD software modeling vehicle paths
Manufacturer equipment info and costs
Stantec project experience
Opinion of Probable Cost: Gasoline Tank

$90,000 - $110,000 plus design/contingency

- Tank
- Dispersing system / piping
- Tank accessories
- Electrical
- Concrete pad, vehicle pad
- Excavation, paving

Based on County input, not selected

Opinion of Probable Cost: Diesel Tanks

Table 1 Summary of Opinions of Probable Costs – Diesel Tank System Only

<table>
<thead>
<tr>
<th>Concept</th>
<th>1 - DBTs</th>
<th>2 - DBTs</th>
<th>2A - East Site Location DBTs</th>
<th>3B - East Site Location DB Ts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Existing tank removal</td>
<td>$81,200</td>
<td>$89,200</td>
<td>$81,200</td>
<td>$81,200</td>
</tr>
<tr>
<td>New Fuel system</td>
<td>$204,000</td>
<td>$356,000</td>
<td>$182,200</td>
<td>$135,700</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$385,200</td>
<td>$442,400</td>
<td>$363,400</td>
<td>$317,900</td>
</tr>
<tr>
<td>10% design cost</td>
<td>$38,520</td>
<td>$44,240</td>
<td>$36,340</td>
<td>$31,790</td>
</tr>
<tr>
<td>20% contingency</td>
<td>$77,040</td>
<td>$88,480</td>
<td>$72,680</td>
<td>$63,580</td>
</tr>
<tr>
<td>Total</td>
<td>$500,760</td>
<td>$575,080</td>
<td>$512,320</td>
<td>$451,470</td>
</tr>
</tbody>
</table>

1. As the design is refined, the contingency estimate is typically reduced.
2. As noted above, the County is able to reperform additional site work, e.g., excavation and concrete installation, and avoid re-painting cost savings could be realized.
3. Equipment procurement through the NYSDOT Office of General Services could potentially provide additional cost savings.
4. Certain equipment could potentially be re-used instead of replaced, with resulting cost savings. However, such savings are anticipated to be nominal.
Summary

- This Conceptual Fuel System Design report has described and evaluated three conceptual designs based on overall goals of the client and information currently available.
- Lowest cost option is Concept #3A (USTs at the East side location).
- However, incremental cost of Concept #3B (ASTs at the East side location) is less than $30,000.
- Stantec recommends that the County take into account the greater regulatory requirements and increased operations and inspection costs associated with the UST option when selecting the preferred Concept.