

## GENERAL SERVICES COMMITTEE

June 16, 2020

Present: Legislators Jerry King, Ian Gilbert, Richard Chartrand, Andrea Moroughan, and Ron Burns.

Others present: Legislators Larry Dolhof, Greg Kulzer, Phil Hathway, Randy LaChausse, and Tom Osborne; County Manager Ryan Piche; Treasurer Eric Virkler; County Attorney Joan McNichol; Human Resources Director Caitlyn Smith; and media representative Nick Altmire.

Committee Chairman Legislator King called the meeting at 1:03 p.m.

Legislator Burns made a motion to approve the 5/19/2020 committee meeting minutes, seconded by Legislator Chartrand and carried.

### **Capital Projects update – County Manager Ryan Piche (attached)**

Ryan discussed several capital projects and what point in progress they were at. He began with the Highway Fuel Tank Project. At the November 5<sup>th</sup> Special Committee meeting it was decided to go with the above ground tanks, layout option 3B from Stantec which is the East side location, prepare for heating rods but don't install them, have the tanks installed by the contractor but the county will stockpile the dirt for backfill, and to retain Stantec to design concept 3B for an estimated budget of \$529,360.00. It was also determined that there would be a conduit added at this location from across the road which would be a minimal cost as well as an electrical box for future projects. The design and bid documents are completed and it is recommended to move this project forward to RFP by June 17<sup>th</sup> with a bid opening date of July 12<sup>th</sup> at 1:00 p.m.

There was discussion on using deducts on this project to lower costs, specifically reducing the 10,000-gallon tanks down to 9,000 gallons which could equate to a rough savings of \$36,000. There was some concern about not having adequate capacity, but Highway Superintendent Warren Shaw pointed out that we were currently at a 14,000-gallon capacity so this would still give us 4,000 more gallons than what we currently have. Legislator King pointed out that instead of weekly fuel deliveries we could always increase it to twice a week.

Legislator Burns made a motion to authorize Warren Shaw to ask for the deduct changes of reducing the size of the fuel tanks from Stantec and if the changes could be accommodated before the end of the week then proceed with the RFP, however if the deduct changes hold up the RFP then stick with the original plan making sure the RFP goes out by the end of the week, seconded by Legislator Moroughan and carried.

Legislator Hathway questioned the timeline for installation and Warren Shaw responded that the project should be completed by early November.

The next project discussed was Solid Waste. This project is so that the Solid Waste facility can accommodate a new system of compacting garbage and hauling it. Barton & Loughidice completed their draft report on June 9<sup>th</sup>. There were some minor changes requested by staff and the final report will be available shortly for the committee to review. It was suggested that a meeting with Barton & Loughidice be set up so that the final report can be reviewed, questions

can be answered, and discussion on the next steps can be had. It was set for Wednesday, June 24<sup>th</sup> sometime in the morning. Legislator Gilbert stated that he would call in to the meeting that morning. Ryan asked Cassandra Moser to send out the details of the meeting to the Committee and Jerry suggested any other legislators interested could join as well.

The Public Safety Building (PSB) Boiler project was discussed. Building & Grounds Supervisor Matt O'Connor reached out to Fourth Coast Engineering from Clayton by recommendation of Jefferson County to have them review the BC&A report as well as the HVAC drawings at no cost and provide recommendations for bid specs. If the Committee feels the results are acceptable, we can move forward with contracting with Fourth Coats to design HVAC upgrades and prepare bid documents. Ryan explained to the Committee they can continue to explore our options with Fourth Coast to move forward which would be faster, cheaper and more efficient; or they can put engineering out to bid, which would take more time, likely be more expensive but would give the committee more options.

Legislator King felt that strongly that this should be done correctly the first time and make sure everyone is bidding on the same design. Matt O'Connor stated that the county currently contracts with Trane and Seimens and is hoping they would put in a bid for the project.

Legislator Burns made a motion to continue to work with Fourth Coast and if the committee likes their recommendations to move forward with contracting with them for design and bid documents, seconded by Legislator Moroughan and carried.

Legislator Chartrand questioned what the BC&A report was. Ryan responded that it was part of the Buildings & Space study they completed which showed their recommendation for a new boiler at the PSB and cost estimate. The county owns that report as BC&A was compensated for their services.

Ryan finished up by stating the other projects such as the PSB Impound Yard, Repointing Courthouse and PSB, and Highway Asbestos Removal and Siding are either waiting on contracts to be executed by the vendors or will begin any day.

Legislator King updated the committee on the property in Harrisville that needed to be cleaned up. There is a dumpster box and small excavator at the location, and it looks like someone is working on finishing the clean up. Warren Shaw reported that he did get quotes for dumpster boxes ranging from \$5,200 to \$5,800 in case the county would be required to go in and clean this property up.

Ward Daily spoke up that there is another property in Harrisville called the Blue Moon Café which will come up on the tax auction for non-payment of taxes. The owner had passed away and doors were left open on the property so there is water damage and it is in very poor condition. Joan McNichol questioned whether this property fell under the unsafe structures law, Ward responded that he felt it did and put that information in his monthly report to the committee. Legislator Hathway felt strongly that the property needed to be cleaned up and taken care of. Ward clarified that the property did get a junkyard violation for having too many vehicles on it, which was taken care of by pushing the vehicles over the embankment on the

property, but the structure itself is not in danger of collapse. There was further discussion on whether or not it would be appropriate to send someone to the property to board it up, similar to what was done on the property that burned on South State Street in Lowville. Joan McNichol believed it would have to be done by resolution by the Board. Ryan felt this was an urgent enough situation to not wait until the July Board meeting.

Legislator King made a motion to deem the property at 8268 State Route 3, Harrisville NY 13648 as an unsafe structure and to give Building & Grounds Supervisor Matt O'Connor permission to board up the property once we can legally access the property under the advisement of the County Attorney, seconded by Legislator Burns and carried.

The following dockets were reviewed:

1. Local Law Intro. No. 6-2020 "A Local Law Regulating and Permitting Special Events on County Roads, Trails or Other County Property" and setting the public hearing for August 4<sup>th</sup>, 2020 from 5:00 p.m. to 5:30 p.m.

YEA   5   NAY   0  

2. Resolution for budget transfers in the amount of \$7,000.00 to Coroner's account to provide funding for additional expenses, utilizing Special Legislative Contingency funds. *Discussion followed – District Attorney Leanne Moser explained that her profession services budget line for the Coroner Department was depleted due to several 2019 autopsy invoices that weren't received until into 2020. These costs are hard to budget for because you don't know how many unattended deaths you might have in a year or what type of toxicology report or x-rays need to be performed. Legislator Dolhof questioned if this short fall was just due to the 2019 invoices that were received late, Leanne thought that was part of the issue but also the number of required toxicology reports an x-rays due to the nature of the death. Legislator Kulzer pointed out that the Coroner budget seems to be continually over budget every year. He questioned how many autopsies have been performed so far this year, Leanne didn't have that information available. Legislator Moroughan questioned where do autopsies get performed if Dr. Livingstone isn't available. Leanne responded that they have to go to Albany County, although Monroe County has taken a few as a favor to us. Ryan stated that Dr. Livingstone handles St. Lawrence County and Jefferson County as well as Lewis County so it would be a good idea to start thinking about how things should be handled when he retires. There are not many forensic pathologists in the country let alone in New York State. Ryan went on to further clarify that the same amount has been budgeted in this line item over the past few years and each year it comes up short so in 2021 this should be raised up from \$34,000. Legislator King pointed out that if Leanne knows there are autopsies invoices outstanding at the end of the year then the money should be encumbered so it doesn't affect the following years budget. Ryan voiced his opinion that line items like these where budgeting the correct amount can be difficult this is why there is a contingency fund so the burden doesn't have to be put on the tax payers.*

YEA   5   NAY   0  

3. Resolution adopting in its entirety, the 2019 Lewis County Hazard Mitigation Plan (HMP) as the jurisdiction's official Hazard Mitigation Plan, and resolves to execute the actions

identified in the Plan that pertain to this jurisdiction, and resolves to provide an update to the Plan no less than every five years.

YEA   5   NAY   0  

4. Resolution authorizing an Agreement between the County of Lewis by and through the Lewis County Highway Department and Barton & Loguidice to provide engineering services for the Design Phase regarding the bridge replacement project identified as CR 21 over Gulf Stream with a term beginning May 19, 2020 through December 31, 2021 for an amount not to exceed \$253,000.00 with 80% eligible for Federal funds and 20% non-federal funds.

YEA   5   NAY   0  

5. Resolution authorizing Supplemental Agreement No. 3 to Bridge Replacement Project Contract known as CR 48 over North Branch Sugar River with NYSDOT, for the Design/Construction/Construction Inspection Phases for the project.

YEA   5   NAY   0  

6. Resolution setting a public hearing to be held on August 4, 2020 at 5:00 p.m. to provide residents of Lewis County with the opportunity to offer any comments on the accomplishments of the current CDBG Project known as the Microenterprise grant program for small business activities in Lewis County.

YEA   5   NAY   0  

7. Resolution for appropriation of funds in the amount of \$510,000.00 for the CDBG Manufacturer's Housing Grant to authorize revenues and expenditures for the program funds which will be administered by Snow Belt Housing Company, Inc.

YEA   5   NAY   0  

8. Resolution determining that the Lewis County CDBG manufactured housing replacement project constitutes a Type II action as defined by the regulations promulgated under the State Environmental Quality Review Act of the State of New York, and as such, the regulations specify that such program and project will not have a significant impact upon the environment, and therefore, no further procedure under SEQRA is required with respect to the Project.

YEA   5   NAY   0  

9. Resolution authorizing the County of Lewis, through the Planning Department, to enter into a continuing agreement for the receipt by the County of additional federal operating assistance payments related to COVID-19 pursuant to Public Law No. 116-136 and the annual Project Application process and program for federal assistance for the contract period commencing January 20, 2020 through December 31, 2022 with Project Eligible Costs not to exceed \$1,278,734.00.

YEA   5   NAY   0  

10. Resolution for appropriation of funds in the amount of \$432,069.48 in the Public Defender accounts for years 1 and 2 of the NYS Office of Indigent Services Statewide Grant.

YEA   5   NAY   0

11. Resolution regarding SEQRA review of new trail added to the Lewis County Trail System and declaring no significant impact on approximately .65 miles of certain portions of the Burdick's Crossing Road (CR 36)  
YEA   5   NAY   0
  
12. Resolution authorizing submission of the 2020-2021 Snowmobile Trails Grant-In-Aid Application through the Director of Recreation, Forestry & Parks.  
YEA   5   NAY   0
  
13. Resolution authorizing an Agreement between the County of Lewis and E.F. Johnson for the implementation of two (2) new frequencies for the E911 Radio Emergency Communications System and that the cost shall not exceed \$1,328,057.92, and is funded under the Interoperable Communication Radio Grant, with no County share. *Legislator King made a motion to table this until after the conference call on June 17, 2020 at 10:00 a.m., seconded by Legislator Chartrand and carried. Legislator King went on to further explain that as long as the conference call went well this item would be moved to the full board at the July 7<sup>th</sup> meeting. Legislator Hathway inquired whether these two new frequencies would affect the fire departments. Cheryl Lalonde responded that these two new frequencies would bring Law Enforcement into Phase 2 but until fire departments needed to replace equipment, they would remain in Phase 1. Eventually over time everyone will move into Phase 2.*  
YEA   5   NAY   0
  
14. Resolution stating findings & recommendations by the Board of Legislators for the property owned by Derek J. Farr located at 6948 Wetmore Road, Town of Watson, NY. *Legislator Moroughan excused herself due to a conflict. Joan McNichol stated that she felt a resolution was necessary to take this situation to the Supreme Court and due to the time frame in which the resolution will be passed she extended Mr. Farr's deadline to July 15<sup>th</sup>.*  
YEA   4   NAY   0

**Motions:**

1. Legislator Moroughan made a motion to authorize Building & Grounds Supervisor Matt O'Conner to put out an RFP for 911 Tower road repair for 6 towers, seconded by Legislator Gilbert and carried. *Discussion – Matt O'Connor explained that this is so the roads could be widened, re-shaped for better water drainage, and create better areas for snow removal.*
  
2. Legislator Burns made a motion to authorize Highway Superintendent Warren Shaw to put out an RFP for Fuel Pump Reconstruction, seconded by Legislator Chartrand and carried.
  
3. Legislator Chartrand made a motion to authorize Highway Superintendent Warren Shaw to refill one (1) full-time M.E.O. worker due to resignation, effective immediately, second by Legislator Burns and carried.
  
4. Legislator King made a motion to authorize Sheriff Carpinelli to refill one (1) part-time Dispatcher position due to resignation effective immediately, seconded by Legislator Gilbert and carried.

At 2:30 p.m. Legislator Chartrand made a motion to enter into executive session to discuss the Planning Director position after a 5-minute recess, seconded by Legislator Burns and carried.

At 2:51 p.m. Legislator Gilbert made a motion to enter back into regular session, seconded by Legislator Moroughan and carried.

Legislator King asked Human Resources Director Caitlyn Smith to set up the dates and times for the Planning Director interviews and let the Committee know.

At 2:52 p.m. Legislator Gilbert made a motion to adjourn, seconded by Legislator Chartrand and carried.

Respectfully submitted,  
Cassandra Moser, Clerk of the Board