

GENERAL SERVICES COMMITTEE
September 21, 2021

Present: Legislators Jerry King, Ian Gilbert, Richard Chartrand, and Lisa Virkler. Legislator Ron Burns was excused.

Others present: Legislators Larry Dolhof, Greg Kulzer, Phil Hathway, Andrea Moroughan, and Tom Osborne; County Manager Ryan Piche; County Attorney Joan McNichol; Human Resources Director Caitlyn Smith; and Information Technology Director Conner Biolsi.

Committee Chair, Legislator King, called the meeting to order at 1:03 p.m. and asked that anyone who could not socially distance six feet to please wear a mask.

Legislator Virkler made a motion to approve the August 17, 2021 committee meeting minutes, seconded by Legislator Chartrand and carried.

Capital Project update & Bid Process discussion – Patrick Currier, C&S Engineering

Patrick Currier updated the committee that he had met with several Department Heads to finalize the plans for the Outdoor Services facility, which will be the old highway garage. There were a few minor modifications made to the wall at Jackie's office, a few doors in both departments, and a window in Nichelle's office. The area for the USDA will be addressed down the road. Currently the interior finishes are being decided upon with assistance from Matt O'Connor, who is looking at sustainable, durable & long-lasting materials.

There have been ongoing dialogue and meetings with Tim Hunt regarding the New Highway Garage and the Wash Bay Building. There are only minor open items that need to be fine-tuned, but the construction items are all set. The Department Heads of the Human Services Building and Maintenance Shop have all had discussions on interior finishes, casework, and furnishings. After having discussion with Matt O'Connor regarding the duct work and heating, it was decided to put the HVAC units on the roof. There will be a new water service to provide sprinkling to the building. The Maintenance Shop is just being started due to the delay in a decision on Board of Elections. The Maintenance Shop will be just a shop without the additional storage area for Board of Elections.

Ryan explained that he has been in touch with the USDA who are requiring 2,500 sq. ft. which is not a possibility on our end. There will be office space, 500 sq. ft., available if they can make it work and if not then they will need to find office space somewhere else. Their federal procurement policy may not allow for them to go any less than 2,500 sq. ft. in the end anyway. There was discussion on a small septic system for the one bathroom in the Maintenance Shop but after looking into it the cost to tie into the municipal system would only be an extra \$12,000. There will be two full size sets of drawing one will be left with Ryan and the other with Matt O'Connor.

Legislator Chartrand questioned if it would be worth looking into the addition of a second bathroom in the Maintenance Shop so that there would be one for each sex in case down the road

there would be female maintenance employees. Patrick stated and confirmed with Matt O'Connor that he currently only has a staff of 5 or 6 and the bathroom would be unisex. Patrick felt that due to the size of the building it might be over kill but it could be looked in to. The Health Services Building is also right across the property with plenty of unisex bathrooms. Legislator Chartrand didn't disagree but was just stating that has seen problems in the past. Legislator King asked for the cost to be looked at to add another bathroom.

Patrick touched on the schedule and mentioned that lead times might change that. Legislator Kulzer questions why the HVAC units were on the roof top instead of on the side of the building as they will take a much harder beating during the winter. Patrick explained that there was discussion between Matt O'Connor and the engineers on the HVAC units and they felt that the roof top was the best option because there could be snow drifts on that side of the building. It is less expensive to go on the roof. Legislator Kulzer felt strongly that the maintenance could be more difficult on the roof top rather than on the ground. Patrick explained that there are multiple zones in the building with several controls.

Legislator King felt that we hired an experienced engineering firm and felt that they are steering us in the right direction. Matt O'Connor stated that the roof top HVAC units is an industry standard, and we have several on county buildings already. It helps with the aesthetics of the building and doesn't obscure the view from windows. There was discussion on having actuators for better temperature control as the windows in the Health Services Building don't open. Ryan agreed to set up a zoom meeting between legislators and C&S engineers for a question-and-answer session. Legislator Dolhof pointed out that putting two bathrooms in a Maintenance Shop might take up too much space for the two to three people who might be up there in a day, especially if the one bathroom could be unisex. Legislator Virkler pointed out that decisions that have been made were made through discussion with Department Heads and Engineers.

Patrick explained the pros and cons of bidding the project out as one project with multiple primes. There would be one bid with 4 contracts, general construction, mechanical, plumbing, and electrical. If you break each project out as a separate bid, then you are looking at 16 contracts total. The recommendation from Trophy Point is to bid this as a single project with four prime contractors. If the project is bid as one project the benefits are minimization of general conditions, potential for more attractive bid pricing, less administrative burden for the owner, less administrative burden for architect/engineer team, and consistency across selected hardware. The cons of bidding as one project are possibly reducing the number of potential bidders, undesirable contractor who will now be across entire scope of work, and less attractive project to certain bidders because the project is too large.

Joan McNichol asked when the bidding documents would need to be put together, Patrick explained that they have already been designed as one project but could be split out however the sooner a decision is made the better. Legislator King asked what the feeling of the committee was. Legislators Gilbert, Virkler, Chartrand and Dolhof all felt a single project approach for bidding would be best. Legislator Hathway, Moroughan and Kulzer felt multiple projects would be better to give more opportunities to local contractors and that the different locations require at least two separate project bids. Legislator Osborne could agree with both options.

Legislator Dolhof pointed out that the Board of Elections project would be separate anyway and a smaller project. Patrick had heard that there was a local contractor who planned on bidding on one of the four prime contracts. The project would be done through a phase approach to keep the contractors busy. Legislator King felt that the single project approach would be best. Ryan stated that 16 separate contracts would be a lot to handle even for a project manager.

Legislator King made a motion to proceed with the 2022 Capital project as one project with four prime contracts, seconded by Legislator Virkler and carried.

Legislator King asked that in the future if all information handouts could be sent ahead of time so legislators had time to read through information prior to discussion that would be appreciated.

Project Manager contract discussion

Legislator King voiced his opinion that he would like to send out an RFP for a Project Manager position as soon as possible so that person can begin reviewing the drawings and become familiar with the upcoming projects. Legislator Virkler agreed and stated that with a project this size warrants one. Ryan Piche stated that the title is now being called Owners Representative and in response to Legislator Virkler there are some counties who have their own Engineering Department but because Lewis County is smaller, we don't and could benefit from a Project Manager. Legislator King wants to make sure this person understands they will be looking out for the best interest of the County. The rest of the Legislators agreed that the sooner the RFP could be sent out the better to get someone on board and up to speed. Ryan stated that the County could tweak the RFP language that the Hospital recently used to hire their Project Manager and try and send it out by the October meeting.

Legislator Virkler made a motion to send out an RFP for a Project Manager position for the upcoming Capital Projects, seconded by Legislator Gilbert and carried.

Champion Pit property – Timothy Hunt, Highway Superintendent

Tim Hunt began by explaining that this gravel bed discussion came up because he just paid the taxes on the property located in Jefferson County, West Carthage. This property was purchased back in July of 1952 and was used occasionally back 9 years ago but hasn't been used since and is no longer needed. There is no equipment located on the 12.41 acres but there is an active mining permit for roughly 10 acres of the property which can be transferred to the new owner if it is sold. It is actually surrounded by the Champion Quarry, nestled within it. Tim stated that the bond is waived for municipalities. The Legislators agreed that the best direction forward would be to sell the property.

Legislator Virkler made a motion to authorize County Attorney Joan McNichol to take the necessary steps to ready the Champion Pit property for sale, seconded by Legislator Chartrand and carried.

Special Patrol Officer update & discussion – Ryan Piche, County Manager

County Manager Ryan Piche gave a brief update that Copenhagen School worked with the Sheriff's Office and Human Resources Director Caitlyn Smith to post the position for a Special Patrol Officer, and they only received one applicant that they didn't want to move forward with. Copenhagen School asked for Legislators to review their request of a School Resource Officer with the same cost split as the other two schools. The current cost split with the other two schools is 55% County and 45% School. Legislator Chartrand pointed out that this was due to an existing contract and that next year the thought was to change that to more of an 80% School and 20% County cost split. He went on to voice his opinion that if someone is hired as an SRO, they should be unable to go back to a Road Patrol Officer if the SRO position is no longer needed.

Legislator King believes strongly that the SRO should only work for the school during the school year because asking them to assist with Recreation during the summer doesn't seem to work out. The cost would be solely the school's responsibility and the amount of time would be up to the school as well. Caitlyn Smith stated that the SRO would be eligible for all benefits and doesn't think the school could afford 100% of the cost. Legislator King thought that the schools wanted the SRO's more than just 10 months. Legislator Dolhof questioned if the county should ask the schools if they would be willing to pay 100% of the cost because this isn't benefiting the County in any way and felt it was a poor use of taxpayer dollars.

Legislator Moroughan wanted to know if the schools could just do this on their own and hire an SRO without involving the County. Caitlyn explained that they wouldn't be able to get the Peace Officer status only the Safety Officer status. There is no legal requirement to provide this service to the schools, but we have in the past. Legislator Osborne felt that the schools should be able to utilize the SRO for 10 months and the county can utilize them for 2 months for whatever is needed which makes a fairer cost split.

Ryan Piche would like the contracts based on school days and not months, which causes confusion. Legislator Dolhof pointed out that it is unlikely that they would have time to work for the county in the summer as that is when they use their vacation time. Legislator Kulzer spoke up and suggested that the school pays 80% of the costs and the County covers 20% for the next year. Legislator Virkler questioned if the school would decide they didn't want the SRO next year would that person be laid off, Caitlyn confirmed that they could be laid off. The Committee agreed that for the 2022-2023 school year the contract needs to be renegotiated at a cost split of 80% School and 20% County or the school needs to take on 100% of the cost.

The Committee asked for a new resolution to be created for the October Board meeting for an SRO position for Copenhagen with the 80/20 split if the school agrees. Legislator King stated that he would like to see GPS tracking devices on all UTVs and snowmobiles in order to track mileage for Recreation Patrol and that Deputies would have to submit logs in order to be paid. Caitlyn stated that request would have to be negotiated through the Union.

There was brief discussion on the Old Lewis Dairy property located on State Route 812. Legislator King made a motion to send out an RFP on the old Lewis Dairy Property for 1) an asbestos assessment; 2) structural analysis; or a combination of both, seconded by Legislator Gilbert.

Legislator King pointed out that the sign at the Hough Memorial Park is in rough shape and doesn't look good. He would like to just have Highway build a sign to replace it. The Committee agreed.

Legislator King brought up the Singing Waters Park and felt strongly that there needs to be some type of permit fee that mirrors other parks. Legislator Chartrand suggested using the same system as Whittaker Park. Legislator King thought the use of a drop box system could be utilized.

Legislator Chartrand made a motion to put a resolution forward to give the Villages money to assist in water/sewer infrastructure, similar to what was done last year, seconded by Legislator Virkler and carried. Joan stated that she added the Village of Turin with a grand total of \$71,998.78 going back to the Villages. She will work on a resolution to amend the policy to allow for an exemption going forward, which will be presented at an upcoming Committee meetings before the end of the year.

The following dockets were reviewed:

1. Adopting Local Law No. 3 – 2021 “A LOCAL LAW AMENDING AND REPLACING LOCAL LAW NO. 10-2019 – THE COUNTY OF LEWIS JUNKYARD LAW”.
AYE 4 NAY 0
2. Adopting Local Law No. 4 – 2021 “THE AMENDED LOCAL LAW REGULATING AND PERMITTING SPECIAL EVENTS ON COUNTY ROADS, TRAILS OR OTHER COUNTY PROPERTY AND ON ANY TOWN ROADS AND PROPERTY WHERE THE TOWN HAS OPTED IN”.
AYE 4 NAY 0
3. Authorizing Lewis County Department of Buildings & Grounds to enter into a renewal agreement with Deveines Enterprises, LLC for plowing of the roads to eight (8) tower sites in Lewis County for the 2021-2022 snow season for a cost not to exceed \$25,000.00.
AYE 4 NAY 0
4. Authorizing a renewal agreement with J. Arthur Sealcoating & Contracting for snow plowing and sanding of the Lewis County-Jefferson Community College Education Center parking lot for the 2021-2022 snow season for a cost of \$6,400.00 with any hauling and dumping of accumulated snow at a cost of \$95.00 per hour for use of the loader and \$95.00 per hour for the use of the dump truck.
AYE 4 NAY 0
5. Authorizing an agreement between the County of Lewis and Kinsley Power Systems for generator maintenance services at the 911 tower sites and county buildings for a five-year term commencing January 1, 2022 through December 31, 2026 at year cost amounts of \$9,520.00; \$9,709.00; \$9,922.00; \$10,115.00; and \$10,320.00.
AYE 4 NAY 0

6. Authorizing agreement between the County of Lewis and T&D Blacktop & Sealing for maintenance performed on the parking lot at the Lewis County-Jefferson Community College Education Center at a cost not to exceed \$9,900.00 with work to be completed by November 30, 2021.
AYE 4 NAY 0
7. Ordering immediate site clean-up, removal of unsafe and contaminated burned building debris, and backfill of the former Brick Block Building, Turin NY property.
AYE 4 NAY 0
8. Awarding bid and authorizing agreement between County of Lewis and Green 2 Green Consulting LLC for professional air monitoring services at the Turin Brick Block cleanup and removal project at a cost not to exceed \$10,849.00 for an estimated twenty (20) days of services.
AYE 4 NAY 0
9. Amending Compensation Plan with reference to Highway Department to abolish one (1) full-time Mechanic Welder position at grade 21 and create one (1) full-time MEO Medium position at grade 18.
AYE 4 NAY 0
10. Authorizing supplemental agreement no.3 to the contract between the New York State Department of Transportation and Lewis County for the transportation federal-aid bridge replacement project known as CR 29 over Whetstone Creek and appropriate an additional \$116,500.00 to facilitate the final design phase.
AYE 4 NAY 0
11. Authorizing and adopting the 2021 Lewis County Human Services Coordinated Transportation Plan.
AYE 4 NAY 0
12. Authorizing Child Care Services Expansion Program and transfer funds in the amount of \$200,000.00 from the American Rescue Plan Act funding.
AYE 4 NAY 0
13. Accept grant, authorize agreement, appropriate funds in the amount of \$747,790.00, and determine CDBG project no.636CVPF9-21 constitutes a type II action with no significant environmental impact under SEQRA.
AYE 4 NAY 0
14. Determining CDBG Project no.636HO133-20 constitutes a type II action under SEQRA with no significant environmental impact upon the environment.
AYE 4 NAY 0
15. Determining CDBG Project no.636HR134-20 constitutes a type II action under SEQRA with no significant environmental impact upon the environment.

AYE 4

NAY 0

16. Determining CDBG Project no.636ME980-21 constitutes a type II action under SEQRA with no significant environmental impact upon the environment.

AYE 4

NAY 0

17. Appointing members to the Traffic Safety Board for a three-year term, effective January 1, 2022 through December 31, 2024.

AYE 4

NAY 0

18. Appointing Planning Director as the certifying officer for certain Community Development Block Grants.

AYE 4

NAY 0

The following motions were made:

1. Legislator Virkler made a motion to authorize Solid Waste Director, Kip Turck to refill one (1) part-time MEO Medium position effective immediately, seconded by Legislator Gilbert and carried.
2. Legislator Virkler made a motion to authorize Planning Director, Casandra Buell to send out an RFP on the Old Jail/Tug Hill Artisan Roasters Main Street Downtown Stabilization grant project for roof repair, lead/asbestos abatement, façade improvements, and elevator installation, seconded by Legislator King and carried. Legislator Gilbert abstained.

There being no other business to come before the committee, Legislator Virkler made a motion to adjourn at 2:58 p.m., seconded by Legislator Gilbert and carried.

At 5:36 p.m. the General Services Committee was called back to order for discussion with the Lewis County Junkyard Review Board members: John Jones, Joseph Chaisson, and Paul Kauflin on the proposed amended Local Law.

John Jones addressed the committee that the first concern was raising the license fees up to \$500.00. It was discussed that raising the 4-year license fee from \$100 to \$500 was done in an effort to only deal with those that are really serious about having and maintaining a junkyard. In the past people would pay the \$100.00 just so they wouldn't have to clean up their property, giving them more time to not be in compliance.

The second issue was not having specific language addressing derby vehicles, which is a problem here in the north country. A similar situation would be "antique" snowmobiles. Residents tend to keep multiple unregistered vehicles that they are working on as derby vehicles. Joe Chaisson felt that there should be an exception for derby vehicles, after 6 months the vehicle is considered junk.

Joan McNichol spoke up and stated that some people have more than one or two vehicles that are for derby use which is just an excuse, so they don't have to get rid of them. Legislator Dolhof felt that there would be no good way to define a derby vehicle as any junk vehicle would fit that

description. Legislator Chartrand pointed out that the current law already states you can only have two unregistered vehicles on your property. John Jones pointed out that Mr. Derrick Widrick in Croghan continues to not comply. Legislator Hathway thought that it would be upsetting to live next to someone who chooses to have junk on their property.

Legislator King stated the enough is enough, people are continually given more chances with no good end result. There needs to be more progress on cleaning up these properties. John Jones stated that many of them have been resolved but some of them just won't change anything. Legislator King was in favor of putting more teeth into the local law but not giving anyone any type of extension.

Joe Chaisson questioned Senior Code Officer Ward Daily's process of reporting potential junkyards. Joan McNichol voiced her opinion that all Codes officers should stop at the property and have a conversation with the owner to find out what their intention is before reporting it, which would eliminate the need to waste anyone's time. There was further discussion on the Courts giving people more time, assessing hefty fines, and adding tools to make clean-up happen faster.

Ultimately the decision was made to move the amended local law forward for adoption and see how it goes, if further changes need to be made, they can be addressed next year.

Legislator Virkler made a motion to adjourn the meeting at 6:06 p.m., seconded by Legislator King and carried.

Respectfully submitted,
Cassandra Moser, Clerk of the Board