

GENERAL SERVICES COMMITTEE
September 20, 2022

Present: Ian Gilbert, Chair; Richard Chartrand, Vice-Chair; Phil Hathway; Andrea Moroughan, and Josh Leviker.

Others present: Legislators Larry Dolhof, Lisa Virkler, Jessica Moser, Jeffrey Nellenback; and Tom Osborne; County Manager Ryan Piche; County Attorney Joan McNichol; and Human Resources Director Caitlyn Smith.

Committee Chair, Legislator Gilbert, called the meeting to order at 1:03 p.m.

Legislator Chartrand moved to approve the August 16, 2022 committee meeting minutes, seconded by Legislator Leviker and carried.

2023 Capital Budget Recommendations – Brian Hanno, Purchasing Director and Ryan Piche, County Manager

Brian presented the Tentative Capital Improvement Plan for 2023, with the disclaimer that this budget is a work in progress. The goals of Capital Planning are to help the county plan better; putting our investments in context; ensures important investments aren't forgotten; alleviates emergency expenditures by establishing a replacement schedule; consistent annual capital spending stabilizes the County Budget; and allows for better tracking of expenditures.

Capital Equipment is defined as an expenditure of \$5,000 or more for either a single piece of equipment, or for several pieces of equipment to be used together. In 2018, the county did not have a Capital Budget; in 2019, the capital equipment budget was incomplete but had a rough estimate of \$222,000; in 2020, it was \$629,206; in 2021, it was \$621,000; in 2022 it was \$1,072,529; and for 2023, it is estimated at \$1,399,698.

Buildings & Grounds is requesting a compact tractor with loader and snowblower at an estimated cost of \$36,202. Emergency Management is requesting a new SUV to replace the older model they currently have at an estimated cost of \$51,000. Real Property is requesting a new plotter to replace the current one which will be moved to Recreation, Trails & Forestry, at an estimated cost of \$8,905. Recreation, Forestry & Parks is requesting a $\frac{3}{4}$ ton pick-up to replace the current model at an estimated cost of \$60,000, a 1 $\frac{1}{2}$ ton crew cab with dump box at an estimated cost of \$80,000, and a UTV with dump trailer at an estimated cost of \$40,000. The Sheriff is requesting two (2) snowmobiles at an estimated cost of \$25,000, three (3) radar detectors at an estimated cost of \$9,000, four (4) ballistic shields at an estimated cost of \$8,000, and an enclosed snowmobile trailer at an estimated cost of \$7,175. Solid Waste is requesting two (2) roll-off containers for the Croghan

Transfer site at an estimated cost of \$20,000, and a loader at an estimated cost of \$137,325.

Highway is requesting an estimated \$442,091 for annual equipment lease payments on several pieces of equipment already purchased as well as 4 new pieces of equipment for 2023. The four (4) new pieces of equipment will be a Western Star Plow Truck #1 (\$306,000), Freightliner Haul Truck (\$194,500), John Deere Dozer (\$150,000), and Western Star Plow Truck #2 (\$306,000) which will be financed using money from the General Fund with the agreement to pay the cost back over 5 years instead of funding through a lending institute. Through CHIPS funding they are requesting a 2023 Cat Grader at an estimated cost of \$300,406 and a 2023 Roadside Boom Mower at an estimated cost of \$200,000.

Capital Projects are defined as an expenditure of \$10,000 or more for new and expanded physical facilities of relatively large scale and with a relatively long-life expectancy; large scale rehabilitation or replacement of an existing facility, including highways; purchase of equipment for any capital improvement when first erected or acquired; the cost of engineering and architectural studies and surveys relative to the improvement; and the acquisition of land for a capital improvement. In 2018, the county did not have a Capital Budget; in 2019, the capital projects budget was two (2) large bridge projects at a cost of \$6,372,413; in 2020, it was \$3,296,391; in 2021, it was \$3,482,000; in 2022, it was \$1,360,000; and for 2023, it is estimated at \$2,859,000.

Buildings & Grounds is requesting to move forward with the PSB Epoxy Floor project at an estimated cost of \$85,000 and the PSB Complex Parking Lot project at an estimated cost of \$1,000,000. Building Codes is requesting to move forward with the purchase and implementation of software for electronic permits at an estimated cost of \$50,000. Information Technology is requesting to move forward with soft phone system upgrade at an estimated cost of \$100,000, Legislative Board Room Technology Revamp project at an estimated cost of \$40,000, and Docuware software expansion project at an estimated cost of \$20,000. Recreation, Forestry & Parks is requesting to move forward on the Singing Waters Park Pavilion project at an estimated cost of \$100,000. Real Property is requesting to move forward with an Aerial Imagery project at an estimated annual payment cost of \$64,000 for six years.

Highway will use the 2023 CHIPS funding of \$2,850,00 for the following capital projects: paving 4.4 miles on Highmarket road (w. Turin); sealing 90 miles of roads south of Lowville; guiderails; and bridge joint repair on Laura Street, Lyons Falls Road, Greig Road, and Main Street (Port Leyden). The annual Road Striping project is \$75,000. The Bridge Construction projects are the West Road (W. Turin) Construction Phase, East Road (Leyden) Construction Phase, CR21 Gulf Stream (Pinckney) Construction Phase, Woodbattle Road Design Phase, and Marshey Road

Design Phase. They are requesting to move forward with two (2) Box Culvert projects on the West Road in Turin for an estimated cost of \$1,200,000 total.

Ryan then presented an outline of how the county will pay for all the capital requests. The 2022 surplus from the 2022 budget, an estimated \$2,000,000 would be used to cover the PSB Complex Parking Lot project and the West Road Box Culverts. The amount of \$715,590 would come from the tax levy. A majority of the Highway requests would be covered by CHIPS. In the next year or two, the idea would be to consolidate some of the smaller capital account lines into just two lines, Capital Projects and Capital Equipment. Legislator Gilbert pointed out that the mindset is shifting from looking backwards at the history to looking ahead to the future.

The following dockets were reviewed:

1. Authorizing agreement between the County of Lewis and Chimera Integrations, LLC for annual fire and alarm monitoring and inspections and installation of door security systems at the Glenfield School complex for a total cost of \$10,570.00 from August 2022 through July 2023.
AYE 5 NAY 0

2. Authorizing the reclassification in the Buildings & Grounds Department of the Cleaner position, Grade 4 (\$13.97 - \$16.13/hr.) to the Custodial position, Grade 14 (\$17.28 - \$20.23/hr.) per CSEA request. *Ryan gave a brief explanation that this is a request from the CSEA Union so it isn't something that can wait to be fixed in the budget.*
AYE 5 NAY 0

3. Transferring funds in the County Road accounts in the amount of \$81,283.00 for equipment purchases from CHIPS funding.
AYE 5 NAY 0

4. Opposition to New York State actions restricting 2nd Amendment Rights. *Joan McNichol explained that there was a revision to this resolution by adding in language to rescind the laws, which after a brief discussion was moved by Legislator Chartrand, seconded by Legislator Hathway and carried.*
AYE 5 NAY 0

5. SEQRA review of a new trail to be added to the Lewis County ATV/OHV Trail System and declaring no significant impact (Joseph P. VanHandel property and certain portions of Burdick's Crossing Road and Lyons Falls Road).
AYE 5 NAY 0

6. Adopting Local Law No. 4-2022 "A Local Law Permitting All-Terrain Vehicles/Off-Highway Vehicles Operation on Approximately .2 Miles of Certain

Portions of the Burdick's Crossing Road (CR 26) and Approximately 250 Feet of a Certain Portion of Lyons Falls Road (CR 76)."

AYE 5 NAY 0

7. Incorporating Joseph P. VanHandel property into the Lewis County ATV/OHV Trail System.

AYE 5 NAY 0

8. Authorizing "I LOVE NY" campaign matching funds of \$50,000.00 and designate Lewis County Chamber of Commerce as the County's agent to supervise promotion and marketing of the campaign.

AYE 5 NAY 0

9. Authorizing a memorandum of understanding between Lewis County Department of Recreation, Forestry & Parks and Board of Cooperative Educational Services (BOCES) for access to county property for forestry students to participate in BOCES internship program.

AYE 5 NAY 0

10. Authorizing agreement between the County of Lewis 911 Operations and Integrated Systems under the FY21 SICG grant funds for microwave point to point link upgrades at a cost not to exceed \$60,149.36.

AYE 5 NAY 0

11. Appropriating funds in the E911 accounts in the amount of \$12,255.00 for additional PSAP grant funds received.

AYE 5 NAY 0

12. Appropriating funds in the Solid Waste accounts in the amount of \$500,000.00 for additional revenue and associated expenditures incurred related to one large municipal disposal project. *Ryan explained that this is money in and money out based on the Village of Lowville project to clean out their lagoons.*

AYE 5 NAY 0

The following motion was made:

1. Legislator Chartrand moved to authorize Brian Hanno, Purchasing Director to send out an RFQ for engineer services on the Public Safety Building parking lot renovation project, seconded by Legislator Leviker and carried.

Legislator Leviker stated that the radio's for the 911 system are being updated and therefore the old radios will be distributed to the Town plow trucks so they can talk on the countywide frequency or their own talk group. Cheryl Lalonde has been incredibly helpful with this process and is going to cover the cost of installation of the radios through grant funding.

Legislator Leviker then brought up the request from the Martinsburg Fire Department requesting assistance in the purchase of a new rescue UTV as the old one is at the end of its lifespan, and it would roughly cost \$55,000 to replace. The justification for requesting financial assistance is that this emergency unit is used to respond to ATV & snowmobile accidents in a large part of the county. Martinsburg Fire Department has already raised \$7,000 towards this purchase. There was further discussion about the cash flow position of the Town of Martinsburg and possibly matching any funding the town puts towards it up to a certain amount. Legislator Hathway raised his concern that whatever is done should be equal to all fire departments. Legislator Nellenback spoke about how West Leyden purchased their own unit with funds raised and that each fire department has their own needs, but whatever is done should be fair to all fire departments.

Legislator Leviker explained that the Martinsburg Fire Department is looking into grant funding and part of the application is to list other funding sources. Legislator Gilbert suggested that this issue be brought up to the Ad Hoc Committee for EMS Issues so that they can come up with a plan on how to handle these requests in a fair manner. There was further discussion. Legislator Dolhof stated that if we start adding a line account for each non-profit that comes forward where would it end, Ryan explained that Jefferson County has an Ad Hoc Committee to review all non-departmental requests/expenses which could be looked into for the 2024 budget. The committee then agreed to forward this issue/request on to the Ad Hoc Committee for EMS Issues.

There being no other business to come before the committee, Legislator Chartrand moved to adjourn at 2:13 p.m., seconded by Legislator Leviker and carried.

Respectfully submitted,
Cassandra Moser, Clerk of the Board