

INFRASTRUCTURE & FACILITIES
COMMITTEE MEETING MINUTES

May 22, 2007
County Office Building, Oswego, NY
5:30 P.M.

Present: Committee: Legislators M. French, Chairman, C. Brewer, B. Brown, D. Chalifoux, A. Gearsbeck, P. Natoli, L. Ponzi, M. Potter, P. Vasho
Department Heads: Interim DPW Superintendent K. Ospelt, B&G Superintendent Joe Taormina, Airport Manager Bruce Bisbo
Staff: D. Burridge
Guests: County Administrator Steve Lyman, Purchasing Director Phil Church, County Attorney Rich Mitchell, Randall Wiedemann of R.A. Wiedemann & Associates, Jeffrey Wood of McFarland-Johnson, Inc., Joe Testo of NYSDOT and members of the press.

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**1. Minutes**

The meeting was called to order by Chairman French. A motion to approve the minutes of the April 24, 2007 meeting was made by Legislator Chalifoux, seconded by Legislator Ponzi with all in favor. Motion carried.

Chairman French advised that the Committee would deviate from the agenda to allow for the Airport Business Plan Presentation to go first.

**2. Airport**

a. Airport Business Plan Presentation

Randall Wiedemann of R.A. Wiedemann & Associates began the presentation on the business plan for the Airport. He noted that the presentation will explain the purpose of the study, their view of what is going on at the Airport, the strategic initiatives they brought forward, study recommendations and then what it all means in regards to financial performance at the Airport. The main objective or overall purpose of this study is to improve the financial performance at the Airport. The management marketing structure was looked at to develop strategies in order to maximum the use of the Airport and its economic development component. Presently the Airport serves a mix of business and recreational aviation aircraft, as well as, conducts various training activities but the existing business use is mostly transit. This means no based business jets. That is one thing that they would like to change. The strategic initiatives that were examined included attraction of corporate aviation, hanger development and flight training. In regards to funding the construction of T-Hangers, Mr. Wiedemann recommended looking to the New York State Bond Act and applying for grant funding there. The County could also use their entitlement funding to help offset some of the costs in order to keep the rates competitive and to get people into the hangers. There has been a proposal for flight training operation at the Airport in which Mr. Wiedemann has been in contact with the Provost Office at SUNY Oswego to examine the feasibility of adding an aviation curriculum. Other recommendations include using the Airport to house local events like RV shows and boat shows and having the Industrial Park do marketing with the Airport. Looking at the financial performance of all of the things that would be done as part of the process, the net revenues get better as time progresses. A mock brochure was made up and would be left so that changes could be made. This brochure would be used to market the amenities the Airport has to offer. He advised that his company is on line to print 1000 copies once the County is ready for them. In closing Mr. Wiedemann stressed that this is a very enviable location and encourages administrators to continue with forward vision for the next 20 years.

**3. Purchasing**

- a. Highway Bids – Steel, Drum Rollers
- b. Airport Bid – Runway Improvements
- c. B&G Bid – UV Water Filer System for Camp Zerbe
- d. Solid Waste RFQ – Waste Oil Collection

Philip Church reviewed the summary of the monthly bids. The first was for the Structural Steel with the bid being awarded between both Chemung and Babcock. In the past this was an all in one bid but now it is split between vendors and the commodities can be awarded to the lowest bidder. The second bid is for the rental of Double-Drum Rollers which is a re-bid from last month due to an error in the specifications. This is a demand contract which means everyone who meets the specifications is placed on the award. The Highway Department and municipalities can then work their way across the table from lowest cost to highest to find the drum rollers available. Mr. Church noted that two bids were received for the Runway Safety Area Improvements. The lowest responsive bid that the engineers recommend as the best bid came in at \$144,714.00 from Boland's Excavating of Conklin, NY. The next bid is for the Ultra Violet Water Treatment System at Camp Zerbe which is awarded to the lowest responsive bidder, G. J. Plumbing of Lafayette, NY in the amount of \$8,803.65. The last item was to advise the Committee that new quotes were solicited for the collection of Waste Oil. In the past, the County would pay people to take the waste oil but under this new quote one bid was received from Advanced Liquid Recycling of Meridan, CT who will pay the County \$.40 per gallon. This turns an expense into revenue. Motion to accept all bids as presented was made by Legislator Potter, seconded by Legislator Vasho with all in favor. Motion carried.

**4. Buildings and Grounds**

- a. Overview of the Performance Contract for the Legislative Office Building and Health Complex

Joseph Taormina discussed his recommendation to look at the Legislative Office Building in regards to changing the heating and ventilating system as well as the lighting. The HVAC system in place is over 30 years old and although it works, the transition time in the spring and fall is taking longer. The recommendation is to put out a Request for Proposal soliciting a performance contract. This would give the vendors a premise on what we would like accomplished and allow them to respond with how they can make it pay for itself over a period of time. Along with this request he would also like to change the majority of the lighting at the Health Department Complex. Superintendent Taormina advised that he has been in contact with Johnson Controls, Trane and Postler & Jaeckle regarding these buildings. They were given a list of things to be accomplished and were also given the opportunity to walk through the buildings. The next step in the process would be to put together a formal RFP and once that is done, these vendors will submit their ideas of what needs to be done. Superintendent Taormina suggested putting together a sub-committee to review the proposals once they are received back. Legislator Natoli asked if they would be looking at the windows. Superintendent Taormina advised that it has been mentioned but noted that right now the main objectives is the heating system, the air conditioning system, the lighting and some of the components at the Health Department Complex that deal with the heating. Legislator Brown advised that there is a lot of money available through NYSERDA and they will also pay the engineering costs to do a study of the building. Superintendent Taormina stated that normally with performance contracts, which ever vendor you chose, you advise them to apply for all grants that are available. Motion to support Superintendent Taormina in seeking out programs through NYSERDA and to proceed with the Request for Proposal for a performance contract for the Legislative Office Building and the Health Department Complex was made by Legislator Brown and seconded by Legislator Natoli. All were in favor and the motion carried.

Superintendent Taormina asked to update the Committee on a couple of items not listed on the agenda. The first thing is regarding the two capital projects established for painting of the Oswego Court House and for painting and gutter work at the Pulaski Court House. After talking with Phil Church about this and because of the liability question with the height and these being adjacent to the parking lots there were concerns about putting this out to bid without getting some architects involved. A total of three architectural firms looked at both court houses and their reports will be back before the next meeting.

Superintendent Taormina thanked Kurt Ospelt for providing a crew to pave the driveway, the loop road and a couple of handicap parking spots at the Public Safety Center. Legislator Ponzi asked about the grinder pump for the Public Safety Center. Superintendent Taormina advised that they have started the electric and are waiting for Binghamton Pre-Cast to send the vault.

5. **Highway**

a. County Route 57 Right-of-Way

Kurt Ospelt noted that this is a right-of-way issue on County Route 57 in the Town of Volney. There is a piece of property where the building is located in the County's right-of-way but poses no concerns to the Highway Department at this time. Richard Mitchell, County Attorney explained that the current owner is in the process of selling the property to another party and that party's attorney has raised an objection to the garage encroaching on the right-of-way. The garage has been there for some time and with the Highway Department stating it does not pose a hazard or obstruction, his recommendation would be to permit the garage to remain and grant the new owner a license agreement. This would be a resolution permitting the garage to remain in its present form and if they were to rebuild the garage or the garage was substantially razed the agreement would go away and it would need to be moved back. Motion to approve a license agreement to permit the garage to remain within the right-of-way on County Route 57 in its present form was made by Legislator Natoli, seconded by Legislator Vasho with all in favor. Motion carried.

b. 2007 Paving Projects

Interim Superintendent Ospelt handed out the list of paving projects for 2007. Total paving miles for this year is 44.4 miles while last years total miles came in right around 29 miles. At the present time, there is not enough money in the budget to cover this amount of paving. The department is figuring roughly 106 days of paving and right now there is an 80 day window with the months that paving is done which does not include rain days. The list is not in any specific order and the projects that they feel are the worse will be completed first. Motion to approve the list was made by Legislator Natoli and seconded by Legislator Brewer. All were in favor and the motion carried.

c. Review of Department Theft Policy

Steve Lyman touched base on an incident that occurred recently which warranted a review of the Highway Department's Theft Policy. There have been a couple of memos over the years from former Superintendent Morey on this issue and the feeling now is that Kurt is looking for some guidance from the Committee regarding what kinds of materials or services would be prohibited by the zero tolerance policy and what would be considered acceptable under the heading things made available to the public. Mr. Lyman stated that he does not have the full history of this but he is under the impression that when the policy was formulated there was a sense that county employees should not be disadvantaged by virtue of their employment with the County but he noted that at the same time you do not issue a zero tolerance policy unless you want to make clear to employees that there are things you can't do.

In discussions with Kurt, this incident seems to be a gray area in that the present policy has an exception to materials normally made available free to residents, as well as, this issue has been discussed at previous Highway Committee meetings and permission was given to allow for this. Interim Superintendent Ospelt noted that on the policy it states what an employee cannot do. He feels the gray area is the line in the policy that states exceptions are materials offered free to the residents. If a tree is cut down and the landowner does not want the wood and the landowner does not know of anyone else that wants it and an employee does, then the wood would be dropped off at the employee's residence on the way back to their respective garages. The situation we ran into last week was a resident called witnessing a county employee unloading wood at his resident on county time with a county vehicle. This type of practice has been going on and when talked about on the Committee level, it was allowed. Interim Superintendent Ospelt asked if this is not going to be allowed, a place needs to be set up to store this material until a time it can be bid or auctioned off. His recommendation to the Committee is to remove the exception of materials line and the employee gets nothing. Legislator Vasho stated what bothered him was that it was a different day when the wood was delivered to the employee's house. Legislator Potter stated that this looks a whole lot worse than it really is. Having been involved in this for 20 years himself, he noted that when you cut a tree and the landowner wants it, you leave it by the stump and usually it sits there and rots which creates an eye sore. If you load it onto a truck the landowner may want it dumped at a friend or relatives house but sometimes you have an employee who wants it. You take it to an employee's house that is not far or out of the way; it's a good way to get rid of it but it always looks bad because it's the employee who is always there to take the wood instead of going up and down the road asking other residents if they would like the wood. At least it is being taken care of and is out of the right-a-way. Legislator Vasho noted that we have a zero tolerance policy on this and firewood is listed as a material that is zero tolerance. He does not see how the Committee can sit here and say go to work but its okay to stop at your house on company time and take care of this. If we have a zero tolerance policy then we should enforce it and he feels this is not a gray area. Chairman French advised that this policy does need to be looked at because he sees that there may be conflicts especially where it says an employee cannot use county equipment but then the employee is delivering to his residence. It looks like the exception line does need to be addressed. As the discussion continued, Mr. Lyman interjected that the agenda item is the theft policy and if we could, give Kurt direction relative to the theft policy whether or not that is to revise the policy as he thinks it needs to be done. The problem is Kurt is now the appointing authority and any discipline in enforcing the policy is now his responsibility. Kurt also has to deal with the past practice in the department and if this has been the practice and is an allowable activity or something similar, it will be difficult for him as the appointing authority to prevail in a disciplinary action. Mr. Lyman strongly suggested that the policy for county employees be different than what you may want to do as a Committee for the general public. He also recommended that the policy should not only be unique to the Highway Department because they are not the only ones that have access to materials, equipment and so on but as an employer should be consistent across the board. Once discussions were completed, Kurt advised that the same policy could be used, eliminate the one sentence that begins with exception, and allow him time to distribute and discuss with his employees. This will give him the opportunity to come up with different ideas for the disposal of the wood. For now if the property owner does not want the wood, then it will be brought back to the County facilities. Due to the time and members having to attend another meeting, Chairman French asked to table this issue until next month. Legislator Natoli made the motion to accept this policy and to remove the line exceptions are materials offered free to residents. This motion was seconded by Legislator Gearsbeck with all members in favor. Motion carried.

Legislator Potter asked that the Committee give consideration to not charging the Oswego County Fair for trash brought to the Pulaski Transfer Station. After discussions, a motion was made by Legislator Potter, seconded by Legislator Gearsbeck and carried, to eliminate the tipping fees for trash, up to a maximum of 10 tons, brought to the Pulaski Transfer Station from the Oswego County Fair. Legislator Natoli opposed.

**6. Executive Session – Personnel Matter**

This item was not discussed due to time constraints.

**7. Adjournment**

Motion to adjourn the meeting was made by Legislator Brown, seconded by Legislator Ponzi with all in favor. Motion carried.

Respectfully submitted,

Debra Burrige

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Superintendent of Buildings & Grounds

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Superintendent of Public Works

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Infrastructure & Facilities Committee

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