

Long Range Capital Planning Committee Minutes
September 27, 2011 – 3:00 p.m.

Present: Chairman Hellwig; Supervisors Wood, Thompson, Rowland, Grattidge, and Veitch; Paul Lent, Emergency Services; Jack Kalinkewicz, Personnel; Joe Ritchey, Public Works; Press.

Chairman Hellwig called the meeting to order and welcomed all in attendance.

Mr. Hellwig gave a brief overview of the Charge of the Committee as follows: This committee is here to review the Capital Requests and to make recommendations to the Law and Finance Committee and to the Administrator on what items and projects should be included in the Capital Plan and the budget for the upcoming year.

Mr. Hellwig said that all committee members have been provided with the 2012 requests, and based on the decisions that the committee makes here today, the items that are approved will be placed in the tentative budget. They will also be made for the county's six-year Capital Plan.

Mr. Hellwig said the Record Mgmt/Imaging System is in the final year of a five-year contract. There was a five year lease with Info Quick Systems who provides the software and maintenance of the business records system in which the County Clerk's documents are digitized so they can be viewed electronically.

Mr. Grattidge asked if this was covered by a grant?

Mr. Hellwig said in 2004 when the contract was first approved the document fee was raised from \$3 to \$10, and the \$7 increase in the fees was to cover the costs associated with the lease. Recently, the State Legislature has passed legislation that superseded the County's fee and allowed the Clerk to collect the money they needed.

Mr. Rowland asked if at the end of the lease the county would own the system? Mr. Hellwig said, no, the lease would have to be renewed. The funding is in the budget to cover through the end of 2011, but the Board is going to have to renew the contract.

Mr. Hellwig said the Emergency Radio System and the Animal Shelter projects are debt service payments. The bond for the Animal Shelter is set to expire in 2017. The bond for the Emergency Radio System represents the total debt service on the new Emergency Radio System, which is made up of two separate bonds. The first bond was borrowed in 2009 to cover engineering and construction of the radio towers for the sites. That is a 10-year bond and it will be paid off in 2019. The second bond was for the equipment and maintenance by Motorola. This is a seven-year bond scheduled to be paid off in 2017.

Mr. Hellwig said the Video Taping project was approved for the purchase of Video recording equipment and software for law enforcement agencies.

Mr. Ritchey said this year Public Works was scheduled to reconstruct 12 ½ miles of highway. All projects have been completed except for a two-mile section on Blue Bird Road in the town of Moreau and a surface treatment on North Shore Road. Mr. Ritchey said he was confident that these two projects would be completed by the end of October.

There were three design projects, two construction projects and one paved project with regard to the bridge reconstruction program, which included the following:

- Grooms Road over the Tributary and Mohawk River – completed
- South Shore Road over Parker Brook – ongoing, with completion expected by the middle of October
- Railroad Bridge over the Zim Smith Trail in the town of Malta.
- Dix Bridge - currently under design and scheduled for construction in 2012
- Design project on Malta Avenue over the Kayderossera Creek - scheduled for construction in 2012.
- Spier Falls Road over Stony Creek in the Town of Corinth - design project with construction in 2012.

Mr. Ritchey gave a recap of the following:

- Highway Equipment – has been ordered.
- Buildings Vehicles - one pickup truck replaced.
- Recycling Center – new building with architectural features to complement the Animal Shelter have been completed
- Recycling Equipment – two recycling containers have been ordered.
- Parking Lots – reconstruction of the Judges parking lot has been completed.
- Roof replacement – replacement of the Public Works Roof has been completed.
- Buildings Equipment – Installation of a generator in building one to provide full operation when the power is out, including air conditioning - should be up and running by the end of the week.
- Airport Improvements – originally scheduled for a grant for additional aviation easements. FAA changed that and offered a grant to do the design work of the taxiway lighting, precision indicator path lights and apron reconstruction
- Maplewood Sewer Repair – the damage isn't as extensive as first thought. The savings could be increased by another \$100,000 from what was originally projected.

Mr. Kalinkewicz gave a brief history of the Time Card System request from the Technology Committee as follows:

Request for information went out for systems that may replace the current time and attendance system. The Technology Committee has expressed their support and concept of a new system to take place of the constant and countywide accounting of time and attendance for employees. The RFI went out to ask companies to give a basic idea of

what would be involved with the entire county time and attendance system and to give a range of costs associated.

Mr. Hellwig said Maplewood Manor uses an automated system and the rest of the county uses time clocks, so the proposals are to automate everything. The Kronos System is currently being used at Maplewood Manor.

Mr. Kalinkewicz said one consideration would be whether or not the county buys the system. CMA, one of the respondents, said they would Host the system with everything at their site and having all the information transmitted to them and then back to the county for payroll purposes. There would be no other costs associated with the Hosted Model, he said.

Mr. Veitch said the process of manually collecting time in the county takes up a lot of resources, using approximately 40 people every pay period.

Mr. Hellwig expressed his concerns about approving anything new this year based on the year that we have just had. In light of some of the shortcomings that we have had to deal with this year and anticipate growing next year, these types of expenses could put us back into that realm again. He said this is absolutely a better way to do time and attendance, but it is just a matter of how to get from where we are now to there.

Mr. Lent said the current phone system in the county was installed in 2000. It appears that the system was installed toward the end of its life cycle. Emergency Services was informed by the vendor last year that there is no longer software support or software revisions, software or hardware repair for the system.

Mr. Lent said the platform that he is proposing changing are those that serve Maplewood Manor, Main County Complex, 50 West High Street and the Sheriff's Department, replacing a total of 312 station locations. Additionally, this system would host the county's voicemail, he said. The committee directed Mr. Lent to submit costs for a stand-alone system for the Sheriff's Department and Maplewood Manor before the end of 2011.

2012 Capital Project Requests:

Mr. Ritchey said traditionally 20 miles of roadway is reconstructed a year giving a life cycle of approximately 18 years. A couple of years ago the program was scaled back because of budget concerns. Mr. Richey said 2012 is the third year of the contingency program, which consists of 14 ½ miles.

Highway Reconstruction contingency plan

Total: \$4,403,206

A motion was made by Mr. Grattidge, seconded by Mr. Rowland to approve the 2012 Highway reconstruction contingency plan in the amount of \$4,403,206.

Unanimous.

Bridge Reconstruction

Total: \$8,462,900

Mr. Ritchey said the county's share would be 5% or \$789,530.

A motion was made by Mr. Grattidge, seconded by Mr. Wood to approve the 2012 Bridge Reconstruction plan for a total of \$8,462,900. Unanimous.

Highway Equipment

Total: \$624,150

A motion was made by Mr. Thompson, seconded by Mr. Grattidge to approve the 2012 Highway Equipment requests for a total of \$624,150. Unanimous.

Buildings Vehicles

Total: \$26,300

A motion was made by Mr. Wood, seconded by Mr. Grattidge to approve one pick up truck w/plow at a cost of \$26,300. Unanimous.

Airport Improvements

Total: \$1,090,000

Mr. Hellwig said the costs would be shared with 95% Federal, 2.5% State and 2.5% County.

A motion was made by Mr. Grattidge, seconded by Mr. Rowland to approve the 2012 Airport Improvements for a total of \$1,090,000. Unanimous.

Records Mgmt/Imaging System

Total: \$193,140

Animal Shelter

Total: \$464,042

Emergency Radio System

Total: \$2,768,338

A motion was made by Mr. Grattidge, seconded by Mr. Wood to approve the above three capital requests for 2012. Unanimous.

Cogeneration Facility Evaluation

Total: \$19,000

Mr. Ritchey said the performance contract for the Maplewood Manor Cogeneration facility expires in December of 2012. There are several options that need to be evaluated relative to maintaining or discontinuing its use. This project would, through an RFP, retain the services of a qualified engineering consultant to evaluate all options, their cost/benefits and make recommendations. This project should be eligible for 50% funding from NYSERDA, which would be paid directly to the consultant, therefore, reducing our budget amount by 50%.

A motion was made by Mr. Rowland, seconded by Mr. Grattidge to approve retaining a qualified engineering consultant to evaluate a Cogeneration Facility at a cost of \$19,000. Unanimous.

Mr. Hellwig said based on the decisions that the committee has made today, the new total expenses are \$18,051,076. The net costs have been dropped by \$2,278,248 to a Net County Cost of \$6,846,461.

On a motion made by Mr. Wood, seconded by Mr. Rowland the meeting was adjourned.

Respectfully submitted,
Chris Sansom