

Public Works Committee Minutes
May 12, 2020 – 3:30 p.m.

Present: Chairman Alan Grattidge; Committee Members Phil Barrett, Dick Lucia, Darren O'Connor, Jean Raymond, Mike Smith, Kevin Tollisen; Supervisors Ed Kinowski, Bill Peck and Chairman of the Board Preston Allen; Chad Cooke, County Administrator; Steve Dorsey, County Attorney; Keith Manz, Tom Speziale, Public Works; Pamela Wright, Clerk of the Board.

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

On a motion made by Mr. Smith, seconded by Mr. O'Connor, the minutes of the March 10, 2020 meeting were approved unanimously. Mr. Grattidge abstained from voting as he was not present at that meeting.

A motion was made by Mr. Smith, seconded by Mr. O'Connor, to authorize an amended agreement with Clark Patterson Lee in the amount of \$158,000 for construction support services associated with the replacement of the CR 13 bridge over Cadman Creek in the Town of Providence. Unanimous.

Mr. Manz said that a budget amendment was done months ago. This project is 95% funded. Mr. Speziale said that this project design began 2 years ago and funding just came through for the construction. It's done in phases.

Mr. Barrett asked where the Cadman Creek project schedule is in relation to the Ashdown Road project. Mr. Speziale said that Ashdown Road was postponed until next year due to delays in approvals from the State and complications with CP Rail. There is not enough time to put it out to bid and get construction done during the construction season. Going into winter would push up the costs. They plan to release it for bid in the first quarter of next year. Mr. Speziale confirmed that he has been in communication with Mr. Barrett via email regarding this project. Mr. Speziale said that the Providence project is not as complex as Ashdown Road. CP rail are also involved and approvals have not come through as quickly as hoped. Mr. Barrett confirmed with Mr. Speziale that there are no safety issues with the Ashdown Road project. Mr. Speziale said that he had sent the bridge inspection report to Mr. Barrett as requested.

Mr. Manz distributed a list of 2020 Capital Projects that have been recommended for postponement or cancellation in 2020. Mr. Manz said that they tried to cut projects that were 100% local, meaning fully county funded. Mr. Manz said that these amounts cover materials, vendors and any rentals.

The proposed list is as follows:

FUND D

- | | |
|--|------------|
| • CR 90/9 1 Traffic Signal Design | \$ 30,000 |
| • CR 708 (Wayville Rd.) Reconstruction | \$ 185,600 |
| • CR 82A (Main St.) Reconstruction | \$ 179,600 |
| • CR 42A (Clark's Mill Rd.) Reconstruction | \$ 43,700 |

• CR 24 Culvert Rehab. (Bid opens 5/5)	\$ 214,000
• Ashdown Rd. over D & H Bridge	<u>\$1,680,000</u>
Total Proposed Fund D Reductions	\$2,332,900

FUND DM

• Guiderail Repair Truck, Truck Tractor & F450 Crew Cab Dump Truck	\$360,000
Total Proposed DPW/Highway Capital Reductions **	\$2,692,900

** Any additional cuts in the road/culvert/equipment categories would result in the same amount of offsetting revenue reduction from our \$3.6M CHIPS reimbursement from N.Y.S.

Mr. Manz said that the Ashdown Road project was delayed for other reasons and is 95% funded so the real savings is actually \$84,000. Also, not on the sheet, they are anticipating a savings in fuel costs of approximately \$100K, \$200K in asphalt savings, and possibly \$100K in parts due to less projects being completed. Mr. Manz said that all of the remaining roads left in the projects for 2020 are CHIPS reimbursable. Mr. Manz said that they hope to know more about potential cuts to EWR or Pave NY projects in a meeting scheduled for the 15th. If there is a cut in CHIPS, they can pull back on the projects scheduled for the end of the season. Mr. O'Connor asked if there would be any savings in labor costs. Mr. Manz said that they will be spending the same in amount of labor. Mr. Manz said that there is still a lot of maintenance they can do on the 365 miles of roads. Mr. Grattidge asked about seasonals being hired this summer. Mr. Manz said that they gave up the seasonals in this year's budget, other than the two college kids they hire for mowing projects for 2 months. Mr. Manz said they could save on this also.

Mr. Manz handed out their 2 page COVID protocol. This document is attached to these minutes. Mr. Manz said that Association of General Contractors put out a document a few weeks ago and sent it to all the County Commissioners. This document was edited to meet the needs of the Department of Public Works. It was reviewed by Cathi Duncan, Admin., and Human Resources. This protocol will be spot checked by Supervisors and not following the protocol will be considered insubordination.

Mr. Manz said that there are currently 3 to 3.5 of 11 crews working right now. Construction crews prepping Middleline, patching the County Roads, culverts. Mr. Manz said that he would like to bring the crews back slowly and bring in the other 8 crews. The last crews in June would be the striping and paving crews. Mr. Manz said that the garage is in, alternating days between the mechanics and heavy highway. Mr. Manz said that for employees in crew cabs, there will be one employee in the front and one in the back, wearing masks. Employees in pick-up trucks will drive to the garage, get in the truck and then drive to the job. Any other employees will drive directly to the job from home. Mr. Grattidge said that he believes they can pick up the pace on bringing back the crews. Due to the nature of their work outside, they can be physically distanced. There is plenty of work for them to do. Mrs. Raymond asked if there was any issue bringing an MEO back to work to pick up garbage, or beautification. Mr. Manz said that it's in all of their job descriptions, any other work as may be required. Mrs. Raymond said then they should all be back to work if that's the case, and if possible those employees work in areas close to their home.

Mr. Grattidge asked if a resolution was needed for the suggested budget cuts. Mr. Cooke said that if the intention is to amend the budget and remove the funding for the projects, then yes. However if it is the committee's decision to just not move forward with the projects, a resolution was not needed. It was decided to not do a resolution and see where they are in a few months.

Mr. Barrett asked why the Main Street project in Clifton Park was put on the back burner as opposed to some of the other projects. Mr. Manz said that it was a matter of the road rating. They were done in order of priority, road conditions are rated every year. The three roads in the best condition were removed. Mr. Barrett said that there are reoccurring potholes, and they are losing the shoulder. Mr. Barrett said that he believes more needs to be done this year than just maintenance.

Mr. Barrett asked why the long awaited traffic signal at the corner of Vischer Ferry and Grooms was taken off the list. Mr. Manz said that all highway projects that were 100% county funding were taken off the list.

Mr. Barrett confirmed that the real number under Fund D reductions is not \$2.3M but \$736,900. Mr. Manz said that the Ashdown Road project was put off prior to COVID. Mr. Barrett said that 2 of the 5 projects are in Clifton Park and total \$209,600, and that the Town of Clifton Park would be more than happy to front the funds to the County to get those projects done, which will also save the County the costs of another year of maintenance. Mr. Barrett said that the traffic signal is long overdue, needs to get done and is a safety issue that should not be put off. Mr. Barrett said that Main street is in bad shape and DPW will be spending a lot more time there as it is getting worse and worse. Mr. Grattidge said that the County Attorney should review the proposal. Mr. Grattidge asked if the Town Board has already authorized the offer. Mr. Barrett said that they will, as these projects need to get done.

On a motion made by Mr. Lucia, seconded by Mr. Smith, the meeting was adjourned unanimously.

Respectfully submitted,
Therese Connolly
Deputy Clerk of the Board



SARATOGA COUNTY DEPARTMENT OF PUBLIC WORKS

SARATOGA COUNTY PUBLIC WORKS FACILITY

3654 GALWAY ROAD
BALLSTON SPA, NEW YORK 12020-2517
(518) 885-2235 or 885-0087
FAX (518) 885-8809

Keith R. Manz, P.E.
Commissioner

Handwritten signature of Keith R. Manz in black ink.

Thomas A. Speziale
Deputy Commissioner

Saratoga County DPW COVID-19 Protocol

5/6/20

The following COVID-19 Protocol is being mandated for Saratoga County DPW to help protect its employees during this Coronavirus Pandemic:

- Sick employees are not to report to work.
- Any employee exhibiting any of the symptoms below, must report such symptoms to a supervisor (via phone, texting, or email) immediately and return home from the work site or stay home if already there. Employees that show signs or complain about such symptoms, shall be directed to leave the work site immediately. COVID-19 typical symptoms:
 - Fever
 - Cough
 - Shortness of breath or difficulty breathing
 - Sore throat
 - Headache
 - > Chills
 - > Repeated shaking with chills
 - > Muscle pain
 - > New loss of taste or smell
- Prior to starting a shift, each employee, by their attendance at the workplace, are self-certifying that they:
 - Have no signs of a fever or a measured temperature greater than 100.0 degrees.
 - Had no cough or trouble breathing within the past 24 hours.
 - Have not had "close contact" with an individual diagnosed with COVID-19. "Close contact" means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic.
 - Have not been asked to self-isolate or quarantine by their doctor or a local public health official.

Any employee that exhibits symptoms, or who are unable to certify they do not have an elevated temperature, will be directed to leave the work site. If warranted, employees must seek medical attention and receive applicable testing per their health care provider. They are not to return to the work site until cleared by a medical professional if the health care provider determines they may be or have been infected with COVID-19. CDC and NYSDOH guidelines must be followed accordingly.

- No handshaking or other touching.
- All persons must wash their hands upon entering the workplace and periodically over the course of their shift with soap and water or shall use an alcohol-based hand sanitizer comprised of least 60% ethanol or 70% isopropanol. The County is providing hand sanitizer at various locations.

- A “No Congregation” policy is in effect for all employees. All employees must adhere to social distancing protocols by maintaining a minimum distance of 6 feet from other individuals. If an activity must be performed and it is infeasible to perform that operation while maintaining social distancing, employees will be provided with a mask, unless they have brought their own mask to work.
- Do not convene meetings of more than 10 people. All face to face meetings must be conducted while maintaining social distancing. Employees should utilize cell phones, texting, web meeting sites and conference calls for project discussion when practical.
- All employees shall be encouraged to maintain appropriate social distancing when traveling to work or returning home from work. Minimize visits to stores for coffee, lunch, etc. (try to bring from home). Employees that utilize County vehicles are not to share their vehicle with others to get to and from work. If a construction activity requires more than one employee to occupy the vehicle, masks shall be worn, with one person in the back on the opposite side of the vehicle. The driver for all County vehicles shall not change unless 72 hours of non-use has transpired. Field crews shall report directly to the project location unless coming to the garage to pick up a county vehicle.
- When entering a machine or vehicle and you are not sure you were the last person to enter, door handles, steering wheel, etc. are to be cleaned and disinfected. Disinfectant and paper towels will be provided by the County.
- Personnel hoists, elevators, and breaks rooms shall only be used at 50% capacity and employees must wear masks.
- Cover coughing or sneezing with a tissue, then throw the tissue in the trash and wash hands. If no tissue is available, then cough into your elbow.
- Avoid touching eyes, nose, and mouth with your hands.
- To avoid spreading germs, all employees must clean up after themselves. No person shall be responsible for moving, unpacking and packing up tools or other personal belongings of another employee.

This is a mandated protocol and will be strictly enforced. Again, this is to help protect your health and the health of your fellow employees.

 Read & Acknowledged by: [sign above]

 Date

 Comments/Signature by Supervisor (if any)

 Date