

Attendees: Lynne Johnson, Bill Eick, Ed Morgan, Jack Welch, John Papponetti

Absent: None

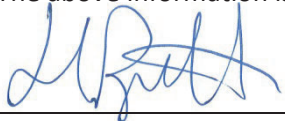
Agenda Item	Discussion	Action	Responsible Party
Agreement with Comprehensive at Orleans.	This resolution is to execute an agreement with Comprehensive at Orleans to provide snow and ice removal for the parking lot at the nursing home. This is due to the nature of our properties having shared use driveways and access to various portions of our respective properties.	Committee Approved. Resolution submitted to Clerk of Legislature.	Commissioner of DPW
Agreement wit Otis Elevator.	This is a resolution to execute an agreement with Otis Elevator for yearly inspection and maintenance services for elevators in County facilities.	Committee Approved. Resolution submitted to Clerk of Legislature.	Commissioner of DPW
Change Order to Agreement with CATCO.	This resolution is to execute a change order for work performed on the Rt. 237 Bridge Replacement Project.	Committee Approved. Resolution submitted to Clerk of Legislature.	Commissioner of DPW
Out-of-State Travel Request.	This resolution is to approve out-of-state travel for the Commissioner of Public Works.	Committee Approved. Resolution submitted to Clerk of Legislature.	Commissioner of DPW
Agreement with West Fire.	This resolution is to approve an agreement with West Fire to install a cellular communicator for the fire alarm system at the COB. The agreement also includes the monitoring services.	Committee Approved. Resolution submitted to Clerk of Legislature.	Commissioner of DPW
Change Order to Agreement with CP Ward.	This resolution is to execute a change order for work performed on the Taylor Hill Road Culvert Replacement Project.	Committee Approved. Resolution submitted to Clerk of Legislature.	Commissioner of DPW
Budget Adjustment Request.	This resolution is to allow the DPW to move money from 5130.0444 to 5130.0250 to purchase a new printer for the mechanics shop in the RTS building.	Committee Approved. Resolution submitted to Clerk of Legislature.	Commissioner of DPW
Custodial Staff Shortage.	The commissioner informed the committee that we received a letter from a custodial worker indicating that they will be retiring at the end of January. We also received a verbal notification that another custodial worker who is out on FMLA leave will be submitting a letter of resignation. We are currently still trying to fill a vacant custodial worker position since September and we are anticipating the retirement of a Custodian in March of 2024.	Committee has authorized the backfilling of all vacant custodial worker positions. Commissioner to submit a resolution for approval. Committee also approved the Commissioner to investigate contracting options for custodial services. CAO will notify the Union of the situation via letter.	Commissioner of DPW & CAO

Department of Public Works Committee
Meeting Minutes

December 4, 2023
Legislature Office

Agenda Item	Discussion	Action	Responsible Party
Lakeshore Road Bridge Replacement Update.	Commissioner updated the committee on the status of the Lakeshore Road Bridge Replacement Project. Anticipating the bridge to be open by December 22, 2023.	Informational Only.	Commissioner of DPW
Purchase of new Mower.	Commissioner is seeking permission to purchase a new zero turn mower in preparation of having to maintain two more facilities locations.	Committee Approved. Resolution submitted to Clerk of Legislature.	Commissioner of DPW
Road Widener Bid.	Commissioner requested permission to advertise for bids for the purchase of a new road widener that is not available on government contract.	Committee Approved.	Commissioner of DPW
Space Assessment at old GCC Building.	Commissioner is requesting permission to have Wendel evaluate and complete an assessment for the relocation of the Probation and DA departments. This would fall under our current agreement with Wendel for the Public Safety Building study.	Committee Approved and authorized the Commissioner to sign off on the change.	Commissioner of DPW
Fuel Farm Update.	Commissioner indicated that all agencies have been informed about having a backup plan for fuel purchasing. Most agencies are investigating the WEX program. The fuel farm manager is in the process of securing WEX cards for County fleet. Reid Petroleum and Pump Doctor are working on alternatives for upgrading our fuel farm.	Informational Only.	Commissioner of DPW
Sheriff Patrol Vehicle Maintenance.	The mechanic responsible for maintaining Sheriff Patrol vehicles is expressing concern with the lack of procedure for determining and scheduling maintenance and who has the authority to determine the type and extent of repairs to be made.	Committee advises that a policy be developed with Sheriff's input and put into place.	Commissioner of DPW
PSB Roof Repairs.	This is a resolution to execute an agreement with Wendel to design necessary repairs, prepare contract documents, assist with bidding and provide construction oversight for the roof at the PSB.	Committee Approved. Resolution submitted to Clerk of Legislature.	Commissioner of DPW
Jail Main Entrance Door Replacement.	This resolution is for an agreement with the Rochester Door Company for the replacement of the main entrance door and the jail.	Committee Approved. Resolution submitted to Clerk of Legislature.	Commissioner of DPW

The above information is being submitted by:



John M. Papponetti, PE - Commissioner of Public Works

December 12, 2023

Date