I. CALL TO ORDER

Mr. Van Etten called the meeting to order at 11:00 a.m.

II. NEW BUSINESS

A. Authorizing an RFP for Engineering and Design Services - Mr. Van Etten stated that Mr. Wheeler has prepared a list with options and ideas for the ARPA funds. Mr. Wheeler stated in our informal discussions last month, he had provided a list of construction projects along with a list of IT equipment and other things that could potentially be purchased. You could act on those at any point in time.

He reviewed the list of five construction projects.

- **Public Health and 911 Backup** - We did a walk around with our current construction manager, Garri Webb. We are proposing a 40’x60’ addition to the Civil Defense Center. There is currently a concrete bunker for the 911 backup, however, we have had difficulty with leaking and we are looking at taking that down. The proposal is to locate the 911 backup off the back of the Civil Defense building, with a secure entrance. In normal times this would be a secure closet for technology and it could be used as additional conference/training space. On the back side of that, we are proposing the Public Health temperature controlled storage. There would be a split HVAC system and we could also install a smaller loading dock.

- **Curtis Highway Shop** – Proposing the construction of a new six-bay, 8,064 square foot shop.

- **Prattsburgh Highway Shop** – Proposing the construction of a new 60’x40’ pole barn for cold storage along with the removal and replacement of floors and drains, overhead doors, siding of current shop.

- **Mt. Washington** – Instead of adding a vaccination site at the Civil Defense or some other property that will not be used, we are proposing two options at the Mt. Washington site. The first is to take down the current dry storage building and salvage the steel or you could salvage that separately; and build a new six-bay paint shop/dry storage. If you do that, I would suggest turning the current shop into the dry storage/paint shop. Then you could build a new shop with that salvaged steel and re-orient it and include two drive-through bays so you could have an in and out for vaccination clinics. In normal times you would have extra bays and those would have overhead doors. The second option would be to re-skin the current dry storage building and build the new shop over by the old impound area. He stated that he likes the first option better.
Mr. Van Etten stated I don’t like the idea of having a shop across the road. I like the idea of tearing down that long building, building new and orienting two bays on the end for a drive-thru; it keeps them out of the traffic of the other highway equipment that is in there. I would agree that is the best option. Mr. Mullen stated I agree, but I would like to hear from Mr. Spagnoletti. Mr. Wheeler stated you do have time to do this. He stated today he is requesting authorization to issue RFP’s for both construction manager and architectural services for this list of projects. This would give you time during the development of the A and E drawings to have those discussions.

Mr. Nichols asked how much dry storage do we need? I like the idea of a new shop. Maybe down the road you could have dry storage. Mr. Wheeler replied in my personal opinion, they have what they need. Mr. Malter commented having gone through that building, there is more than enough storage space.

Mr. Wheeler replied stated in my original proposal I had put in the items as a bid alternative option which was replacing the floors/drains, overhead doors and re-siding, as necessary, the current shop. Do you want to spend the time and money having an architect and engineer design that, or are you comfortable with the plan that a new shop is being built?

Secretary’s Note: The committee agreed to remove the Alternative option relative to the Mt. Washington Highway Shop bid package.

- Design of Bowling Alley Parking Lot – Mr. Wheeler stated we would propose having an architect/engineer draw up a design for this 18,000 square foot lot and our crews would do the paving work. We will also need to include drainage and lighting.

Mr. Wheeler stated he is requesting authorization to issue an RFP for both construction manager services and architectural and engineering services for this list of projects.

Mr. Swackhamer commented it seems like compared to other counties we are ahead of the game. Mr. Wheeler stated we are. You have a good list of projects that are ready to go. We just need to design and go out to bid.

Mr. Nichols asked will these projects be done using the restricted funds? Mr. Wheeler replied yes for Public Health storage and very likely the 911 backup and a portion of the share of the drive-thru bays at the highway shops. Mr. Nichols asked what can the towns use the restricted funds for? Can they justify having a facility for vaccinations? Mr. Wheeler replied you could if you came to the county and said you were in agreement to have your facilities used as a vaccination site. The towns can also use these funds for water, sewer and broadband. Mr. Nichols commented the towns are just trying to think how to spend the restricted funds. How can they work with the County to make use of the funds so that it is better for all of us? Mr. Wheeler stated we are looking at water, sewer and broadband and we could also talk about vaccination sites. We are having conversations with the towns to encourage them to have more skin in the game with regard to broadband. Mr. Malter commented you have to share the funds with the villages as well. Mr. Wheeler stated there are other things such as light plants and highway signs that the towns could use during normal times, but they could contract with the County to use those items during a Public Health emergency.

Mrs. Ferratella asked could the municipalities use the funding for lighting? Mr. Wheeler replied we are very confident in our interpretation of the county’s rules and less confident in the interpretation of the rules for the cities, towns and villages. Based on the guidelines for unrestricted funds, yes. With the restricted funds, that goes back to water, sewer, broadband, and premium pay for essential workers.

MOTION: AUTHORIZING THE COUNTY MANAGER, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO SOLICIT RFP’S FOR ARCHITECTURAL/ENGINEERING SERVICES RELATIVE TO CONSTRUCTION PROJECTS FOR PUBLIC HEALTH STORAGE AND 911 BACKUP, THE CURTIS HIGHWAY SHOP, THE PRATTSBURGH HIGHWAY SHOP, THE MT. WASHINGTON HIGHWAY SHOP AND THE BOWLING ALLEY PARKING LOT MADE BY MR. MALTER. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 7-0.
MOTION: AUTHORIZING THE COUNTY MANAGER, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO SOLICIT RFP’S FOR CONSTRUCTION MANAGER SERVICES RELATIVE TO CONSTRUCTION PROJECTS FOR PUBLIC HEALTH STORAGE AND 911 BACKUP, THE CURTIS HIGHWAY SHOP, THE PRATTSBURGH HIGHWAY SHOP, THE MT. WASHINGTON HIGHWAY SHOP AND THE BOWLING ALLEY PARKING LOT MADE BY MR. MALTER. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 7-0.

B. Outside Agency Requests – Mr. Wheeler informed the committee that a number of non-profits have contacted the County. How do you want the process to flow? In lieu of not yet having guidelines from you, I have asked the outside agencies to send me a letter. Do you want to set a cap for the amount of money that you will consider for outside agency requests or do you want to view them as they come in? Mr. Van Etten commented that he would view them as they come in. Mr. Wheeler shared his screen showing the lists of requests received and he stated he will email them to the Legislature.

- **AIM – Overdose Detection Mapping Application Program** – AIM is requesting $22,500 - $30,000 per year to support their Certified Recovery Peer Advocate who connects with individuals that recently overdosed. Their program has been very successful and they have been operating under a grant which will expire in September. They have indicated that they will keep applying for future grants. Mr. Wheeler commented our ARPA funds have to be obligated by 2024 and spent by 2026. AIM’s request was a one-time request, but I put it in for multiple years.

  Mr. Swackhamer asked isn’t this something we do through the County? Ms. Prossick replied Mental Health does, but AIM covers nights and weekends. Mr. Wheeler commented I don’t believe we respond to every overdose. Ms. Prossick stated it is a shared response. Ms. Fitzpatrick commented it would be good to see the numbers. How many overdoses, how many individuals were contacted and how many of those went in for treatment. Mrs. Lando stated we can get that.

- **Cornell Cooperative Extension** – Mr. Wheeler stated Cornell Cooperative Extension is requesting $6,700 to purchase a large-format printer which is at end of life. If you choose, this would be funded with unrestricted funds.

- **Steuben County Soil & Water Conservation District** – Mr. Wheeler explained Mr. Parker sent a list and there was a discussion at the AIP Committee. They are experiencing a lag in federal grant funding for projects. He has 18 projects lined up for 2021 – 2023 and the funding of $320,000 from the federal government may be delayed. Ms. Fitzpatrick asked what happens when they receive their federal funding? Mr. Nichols explained these are for projects down the road and it takes two years to get the grant. Last year they were not able to apply.

  Mr. Malter stated at AIP, Mr. Parker had explained he had used his reserves. I had asked how much reserve funds he had and we did not get that information. I would take that into consideration. Mr. Wheeler stated we will take action to make sure we get that information for the next meeting.

- **Steuben County Agricultural Society** - Mr. Wheeler stated they submitted a long list of projects for the Fairgrounds and facilities that are in need of repairs and upgrades. The list includes the following:
  - Electric Upgrades to Fair House and Sidewalk Replacement - $11,500
  - Fencing around Shannon St. Lot for Future Parking – $85,000
  - Electrical Infrastructure for Entire Fairgrounds - $300,000
  - Replacement of Wooden Bleachers and Walkways in the Grandstand - $250,000
  - Water and Sewer Upgrades - $75,000

  Mr. Wheeler asked if the committee would like him to ask the Agricultural Society to provide financial data?

Secretary’s Note: The committee was in agreement that Mr. Wheeler should request financial data from the Steuben County Agricultural Society.
Mr. Van Etten asked do we want to poll the outside agencies?  Mr. Malter replied not really.  Mr. Wheeler commented there are dozens of outside non-profits that have contractual relationships with the County and many others that do not.

Mr. Swackhamer stated we should take care of our needs and then see.  These are good examples.

Mr. Wheeler stated he is happy to present the requests to the committee as they come in.  Do you want to establish a cap along with rules about how we would evaluate and prioritize requests?  Mr. Malter stated I don’t want to establish a set amount.

Mr. Mullen stated I think we should use some of these funds and try to cut down the dead Ash trees on county roads.  Mr. Van Etten stated the problem is if they are not in our right-of-way, that makes it difficult.  Mr. Mullen stated I think there are quite a few trees that would be within our right-of-way.  We should go through Public Works to begin with.  Mr. Van Etten stated he agreed.  Mr. Nichols stated you will need a bucket truck to cut those down and we used to do things like that.  You may need a contractor as well as there are a lot of Ash trees.  Mr. Horton commented I think some are definitely in the right-of-way and they are not an issue yet.  Mr. Nichols stated this is a good idea as they will be a hazard.  Mr. Malter stated we can cut them down in our right-of-ways and then we can figure out where the remainder are and what the cost to remove them will be.  Mr. Nichols stated Public Works doesn’t have enough staff to cut them all and do their regular projects.  You will need to hire a contractor.  Mr. Van Etten stated this is something they have been doing as they go along.  Mr. Malter asked that Mr. Spagnoletti get that data for us.  Mr. Van Etten stated we can ask Mr. Spagnoletti to study this and we can talk to him and put together a scope of work.

Mr. Malter commented once the architects and engineers design for the construction projects, you have already spent most of the money.  Mr. Wheeler commented we have estimates now and it will be a little over $4 million.  You have $9 million in restricted funds available.  Mr. Malter asked could the $4 million for broadband come out of the restricted funds?  Mr. Wheeler replied yes.  Mr. Malter asked what about the additional 911 backup?  Mr. Wheeler replied our understanding is that could also be paid for with restricted funds.  Discussion followed.

MOTION: TO ADJOURN MADE BY MR. MALTER. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 7-0.

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature