

## Facilities and Infrastructure Committee

Regular Meeting Notes – FINAL

Tuesday, July 11, 2017 3:00 PM

Legislature Chambers

### Attendance

Attendee Name	Title	Status	Arrived
David McKenna	Chair	Present	
Glenn Morey	Vice Chair	Excused	
Michael Sigler	Member	Present	
Daniel Klein	Member	Excused	
Peter Stein	Member	Late	3:25 PM
Katrina McCloy	Deputy Clerk	Present	
Jeff Smith	Highway Director	Present	
Arel LeMaro	Facilities Director	Present	
Kevin McGuire	Executive Assistant to the County Administrator	Present	
Barbara Eckstrom	Recycling and Materials Management Dept. Manager	Present	
Marcia Lynch	Public Info. Officer, County Administration	Present	
Joe Mareane	County Administrator	Present	
Nancy Webster	Recycling and Materials Management Specialist	Present	

Guests: Anne Koreman

### Call to Order

Mr. McKenna, Chair, called the meeting to order at 3:10 p.m.

### Changes to the Agenda

There were no changes to the agenda.

### Comments from the Public

There were no members of the public who wished to speak.

### Chair's Report

Mr. McKenna had no report.

### Recycling and Materials Management Department

#### Financial Update (ID #7146)

Ms. Eckstrom stated this was a follow-up from last month's meeting regarding the financial status of the Recycling and Materials Management Department. She said the Department has completed its budget for 2018 and the current fees will remain stable for 2018. An additional fee will be added due to building a tipping area for food scraps. She spoke of the current expenses being \$6.2 million and the revenues will be \$5.9 million, which means there will be a need to discuss the use of the fund balance.

The current fund balance is \$2.1 and the plan includes the establishment of a construction reserve

fund for construction costs for the next three years for the Recycling Center that will deduct \$400,000 from fund balance. The fund balance will also be used to balance the budget and the estimated amount is \$300,000. The anticipated fund balance next year will be \$1.4 million and is projected to level out in 2021 and the rate should remain stable.

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**Highway Department**

Highway Department Capital Projects Status Report (ID #7149)

Mr. Smith reviewed the Highway Department Capital Projects Status Report in detail.

Mr. Stein arrived at this time.

<b>RESULT:</b>	<b>COMPLETED</b>
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Capital Payment Summary Report (ID #7150)

<b>RESULT:</b>	<b>COMPLETED</b>
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**County Administrator's Report**

Mr. Mareane had no report.

**County Administration**

**Resolution No. - 2017 Budget-Neutral Adjustment for Contribution to D-Fund (ID #7099)**

Mr. McGuire explained this resolution was to correct an omission in the 2017 Budget and was a correction to complete a transfer of funds for the Highway Department. He stated this is a budget neutral transfer.

<b>RESULT:</b>	<b>RECOMMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Sigler, Member
<b>SECONDER:</b>	Peter Stein, Member
<b>AYES:</b>	McKenna, Sigler, Stein
<b>EXCUSED:</b>	Morey, Klein

WHEREAS, pursuant to Administrative Manual Policy 05-02, budget adjustments exceeding \$5,000 require Legislative approval, and

WHEREAS, an Over-Target Request (OTR No. 30) for an increase of \$125,000 in Target spending authority for the Highway Division to apply savings from Town snow plowing to the purchase of highway materials was approved and included as part of the 2017 Tompkins County Budget adopted

by the Tompkins County Legislature on November 15, 2016 (Resolution No. 2016-236), and

WHEREAS, OTR No. 30 inadvertently omitted the necessary, corresponding \$125,000 increases to both the Highway Division's Interfund Revenue account and to the expenditure account for Contributions to the D-Fund, through which the Highway Division receives appropriations from the General Fund, and

WHEREAS, the correction of these omissions in the 2017 Budget is budget neutral in its net effect, now therefore be it

RESOLVED, on recommendation of the Facilities and Infrastructure and the Budget, Capital, and Personnel Committees, That the Finance Director be and hereby is directed to make the following budget adjustment:

Revenue:	5110.42801 Interfund Revenues	\$125,000
Expenditure:	9522.54400 Program Expense	\$125,000

RESOLVED, further, That the spending target for the Interfund Contribution to the D-Fund and the corresponding Highway Division Interfund Revenue account for purposes of the 2018 annual budget be increased by \$125,000 to match the ongoing increase in target spending authority for highway materials granted to the Highway Division in the 2017 Budget.

**SEQR ACTION:** TYPE II-20

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**Facilities Department**

**Resolution No. - Audit of Final Payment - Bouley Associates, Inc. – Tompkins County Public Library 21st Century Renovations Phase 1 Project (ID #7153)**

Mr. LeMaro recommended final payment be made to Bouley Associates for the Tompkins County Public Library 21st Century Renovations Phase 1 Project as the work has been completed.

<b>RESULT:</b>	<b>RECOMMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Peter Stein, Member
<b>SECONDER:</b>	Michael Sigler, Member
<b>AYES:</b>	McKenna, Sigler, Stein
<b>EXCUSED:</b>	Morey, Klein

WHEREAS, Bouley Associates, Inc., General Contractor, of Auburn, New York, has completed their contract to our satisfaction with all closeout documents submitted and satisfactory for the Tompkins County Public Library 21st Century Renovations Phase 1 Project, now therefore be it

RESOLVED, on recommendation of the Facilities and Infrastructure Committee, That the following final claim against the County of Tompkins, be and hereby is audited by the Legislature:

<u>Vendor</u>	<u>Payment Request</u>	<u>Account No.</u>	<u>Amount</u>
Bouley Associates, Inc.	4 (Final)	HL7480.59239.74.81	\$14,937.55

RESOLVED, further, That the Finance Director be and hereby is authorized and directed to pay said claim from Account No. HL7480.59239.74.81.

**SEQR ACTION:** TYPE II-20

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**Recycling and Materials Management Department**

**Resolution No. - Authorization to Accept a Climate Smart Communities Grant from New York State Department of Environmental Conservation for Construction of a Food Scraps Tipping Area at the Recycling and Solid Waste Center (ID #7147)**

Ms. Eckstrom introduced Nancy Webster, Recycling and Materials Management Specialist, and complimented her for the assistance she provided in the application process of this grant.

Ms. Eckstrom stated the resolution is to formally accept grant funds for the Climate Smart Communities grant from the New York State Department of Environmental Conservation (NYSDEC) in the amount of \$355,000. The grant will be used for the construction of the food scraps shelter that should be open for use in about a year. This shelter will save money for haulers and collectors.

Mr. Sigler inquired as to what is done with the food scraps once they are collected. Ms. Eckstrom explained that the materials are sent to Cayuga Compost and then bagged and used for landscaping. She spoke of bringing some sample material to the next meeting for Committee members to view and said currently the Highway Department is using this material on some of their projects.

<b>RESULT:</b>	<b>RECOMMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Sigler, Member
<b>SECONDER:</b>	Peter Stein, Member
<b>AYES:</b>	McKenna, Sigler, Stein
<b>EXCUSED:</b>	Morey, Klein

WHEREAS, the Tompkins County Department of Recycling and Materials Management has been notified of a Climate Smart Communities grant from the New York State Department of Environmental Conservation (NYSDEC) in the amount of \$355,000 to construct a tipping area for delivery of pre-separated commercial food scraps, and

WHEREAS, this project furthers the Department's goal of reducing solid waste by 75%, now therefore be it

RESOLVED, on recommendation of the Facilities and Infrastructure Committee, That the Tompkins County Legislature accepts the NYSDEC grant award in the amount of \$355,000,

RESOLVED, further, That the Director of Finance be and hereby is authorized and directed to make the following budget adjustment for 2017:

**BUDGET ADJUSTMENT**

Appropriation:	HH8101.59239	Project #81.65	RSWC/FACIL SITE UPGRADE	\$355,000
Revenue:	HH8101.43997	Project #81.65	HOME/COMM SVCS CAP GTS	\$355,000

RESOLVED, further, That the County Administrator or his designee be and hereby is authorized to execute all contracts related to this award.

**SEQR ACTION: TYPE II-20**

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**Minutes Approval**

June 13, 2017

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Sigler, Member
<b>SECONDER:</b>	Peter Stein, Member
<b>AYES:</b>	McKenna, Sigler, Stein
<b>EXCUSED:</b>	Morey, Klein

June 20, 2017

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Sigler, Member
<b>SECONDER:</b>	Peter Stein, Member
<b>AYES:</b>	McKenna, Sigler, Stein
<b>EXCUSED:</b>	Morey, Klein

**Adjournment**

The meeting adjourned at 3:40 p.m.