

TOWN OF CONCORD TOWN BOARD
Work Session

April 14, 2022

Supervisor Drozd discussed the following items with the Board:

1. Caretaker Terry Ried submitted his resignation. Town Clerk Schweikert has published an ad in the Journal and Pennysaver seeking applications. The ad is also on the Town's website and facebook.

2. The Board received a copy of the Annual Inspection Report from Ellicottville Engineering Department for the Craneridge Sewer Collection for their review. Job Lowery, and Ben Slotman did this Walk Through. The stream has significant erosion; this is going to be fixed (see MDA Consulting Engineers' Summary of Projects (e)).

3. The Board received a copy of the MDA Consulting Engineer's Summary of all Active Projects-Project Status Update for their review. Supervisor Drozd reviewed this Update with the Board:

a) The Hulbert Library Parking lot field work has been completed; the design is being worked on by MDA Consulting Engineers and a bidding package should be ready for our May Meeting for advertising.

b) Kissing Bridge and Craneridge Disinfection RFP Upgrades were sent out to bidders; three declined to bid. Cyclops was the only contractor that responded with a proposal. MDA Consulting Engineers recommends awarding the RFP to Cyclops. The RFP is about half the cost that MDA Consulting Engineers estimated. MDA Consulting Engineers estimated \$20,000-\$25,000 and the RFP is \$9,906.00. MDA Consulting Engineers has worked with Cyclops in the past; Cyclops has done work for Ellicottville as well.

c) Town Highway Barn Drainage plan was available for the Board to review. Town Clerk Schweikert will work with MDA CONSULTING ENGINEERS on the Bid Notice which should be published April 21st and April 28th with the Bid Opening on May 6th at 10 a.m.

d) Morton Road Culvert Replacement design is being finalized and getting the bidding documents ready for the May Meeting.

e) Sewer Washout at Meadow Creek shows "No update this month" on the report; however, Supervisor Drozd went to MDA Consulting Engineers earlier this week. MDA Consulting Engineers awaits DEC approval to get in there. The original DEC permit received has now expired.

Council Member Drake asked if there was an update on the pumping station; Supervisor Drozd advised that MDA Consulting Engineers has this included in the combination of the Kissing Bridge and Craneridge plants. Supervisor Drozd advised that in today's mail he received a DEC letter regarding the combining of the two plants: "In summary the consolidation of the two treatment plants would be beneficial for water quality in the State of New York and this Department strongly supports the project." This project has been in the works for a while now. Supervisor Drozd will ask the Board at tonight's meeting to update the Kissing Bridge/Craneridge Engineers Report from 2017 which was done on a grant at that time. The new report will be necessary to submit for other grants. The grant writer will also need the DEC letter of support. This cost will come out of the American Rescue Plan Act (ARPA) funds.

4. The J-CAP grant was received by the Court. Supervisor Drozd is assisting the Court Clerks with this grant; the vendor price was \$2,787 and locking file cabinets are on the State Bid and the exact same two cabinets on the grant are available for \$1,974.88. Delivery will be 2-3 weeks when ordered on State Bid. Erie County did not have a bid

for office equipment this year. This is a \$813 savings on State Bid. The other J-CAP grant equipment has been ordered: the paper shredder, the step ladder and the portable air conditioner. The air conditioner has been received and will need installation. The \$11,106.95 grant money has already been received by the Town.

5. The pocket PH testers and the chlorometers have been received for the sewer plant. The pump that has been discussed previously still has not been priced out; he talked to both salesmen today and they noted that it is just hard to get equipment right now. NYSEG is even involved now to verify the three-phase power going into the plant. The pump is currently not functioning.

6. Supervisor Drozd received a call from New York State that there is another outstanding grant from 2009 for AED defibrillators. Supervisor Drozd reminded the Board that in January he put in for the defibrillators purchased from the Village for \$4,500. There was a \$5,000 grant also from the next year. The Town received two grants. The NYS representative will work on our grant to see if the \$4,500 invoice already submitted could be applied this \$5,000 and will let the Town know their decision.

7. June 9th is the Southern Tier West Local Government Conference at Houghton College. If anyone is interested in attending, please advise Bookkeeper Timmel. Registration forms were distributed to the members.

8. The AUD report for 2021 was filed with the Comptroller's Office. Coincidentally, the Town received a call today from the USDA on the truck grant who wanted the AUD report information. The AUD report was forwarded to the USDA.

9. The internet at the Director's Office at the Senior Center was completed by Chapman. The other wire came in and Brian Tomczyk will be going down to finish the work.

10. The Morton Road Culvert can now go out to bid because the Town did receive the DEC permit.

11. The LED lighting was approved last month. Supervisor Drozd and Hwy Supt Edwards met with the contractor at the Highway garage and got the price down \$1,218.61 because the Town will go with high ceiling round LED lights instead of the long 8-foot lights. These round ones supposedly give just as much light. The contractor, Chapman, advised to proceed with these round lights. The LED lighting will come from the ARPA funds. The quote from the Town Hall will be a little higher because the lights in the hallway were not included in their original quote. After the lighting is finished, the existing fixtures can go to Auctions International.

12. When the Board met for a Work Session to review ARPA projects, the elevator at Town Hall was discussed. Supervisor Drozd called Elevator Maintenance and when they next come out to do the monthly service, they will send a different technician who will do an assessment of the elevator to get it in in peak condition.

13. Supervisor Drozd discussed removal of the treated picket fence at Community Park. Hwy Supt Edwards advised that the Town of Sardinia removed their fence and it is causing problems without the fence so now they are putting stone up to prevent problems; if the Town wants to spend some money, then fix the fence. Park Supt Schweikert has metal posts in the ground behind some posts to hold them up. Supervisor Drozd will have Park Supt Schweikert look into this to see if the fence can be fixed up and not take it down.

14. There was another major water line break at the Kissing Bridge water district. Last month there was the hot water tank matter. Council Member Zittel worked on this matter to find the problem and then lined up the contractor to do the repair. The invoice came in from 716 Site Contracting for \$1,175; which was extremely cheap for the work completed. Supervisor Drozd went to Kissing Bridge and got all their maps; now the Town has copies of the maps at Town Hall for all the services there. This will help the Town have a better handle on what is going on up there.

15. Now that the Town has new batteries in the AED machines, Supervisor Drozd called the American Heart Association will sponsor a training which would be held by Cattaraugus County Emergency Services at a cost of \$360 for 10 people. The training would be 3 hours. The Hulbert Library has 4 people who want training, the Senior Center Director wants her 4 staff trained and that leaves 2 spots for anyone at Town Hall who would like training.

16. Supervisor Drozd reviewed the ARPA funds with the Board. The Town received \$213,691 showing the projected balance if listed projects were completed with ARPA funds. The projects include: salt barn roof, Kissing Bridge/Craneridge Engineers Report, flooring, Bensley Center alarm system, the air cleaners and hot water tank at the Senior Center and the LED lighting. The estimated balance in the ARPA funds after these projects would be \$104,540. Supervisor Drozd reviewed the Blooms Flooring proposals for the flooring at Town Hall including the Clerk's Office, the Court/Board Room & platforms, Judge's office, DA Room, Main Entry vestibule, the hall/elevator and main stair treads. Blooms is \$6.73/sq foot installed; the next vendor was \$13.63/sq foot installed. These quotes include a "majority of the moving of the stuff" in the rooms. The main stair treads rubber nubs are worn off and that is the reason that people fall on the stairs so new stair treads will be installed. The flooring would be the same in all these locations.

17. Supervisor Drozd will ask the Board to remove the Cub Scout Request to Use Town Hall off the agenda tonight. Prior to COVID, these requests were handled by the Town Clerk's Office. If there were new organizations requesting use, Town Clerk Schweikert would ask the Board's permission for that use. Supervisor Drozd will then ask the Board to replace Item (k) on the agenda with the MDA Consulting Engineers' Services Proposal.

18. The Highway Garage Drainage project dates were reviewed again. Publish April 21st and April 28th in the Journal and then Bid Opening May 6th at 10 a.m. Council Member Snyder asked if this would come out of A Fund. Supervisor Drozd will check with the auditors next week. Council Member Drake noted that it could be building which would be an A Fund. It is either A Fund or B Fund because it can't go under DB Fund.

19. Hwy Supt Edwards had provided the Board with a letter discussing the rate of pay at the Highway Department. Hwy Supt Edwards read the letter: "I would like to request that all new employees for the Town of Concord Highway Department have a starting pay of \$24.28, which is 15% less than top of scale at this time which is \$28.56. Starting pay for new employees after their probationary period of six months will be \$28.56, which is top of the scale. There are two employees there now that are on their third year so if this request passes tonight, he would like those two employees to go top of scale and any employee hired after this time will start out at 15% less than top of scale, at that time. After six months, the employee will advance to top of scale." Hwy Supt Edwards is proposing this process instead of the four-year steps to get up to \$28. It's hard to hire anyone right now for \$20/hour. Hwy Supt Edwards has been doing a route himself and then doing the Town Hall, Library and Senior Center while two guys out there on day shift working with a part-time employee doing the rest of the route. He needs help; employee JD Simmons will be retiring in June and he will hire someone new at that time; he will not wait three months to hire someone.