

LINDSAY

Town of Henderson – Highway Department

Report for Town Board Meeting

August 13, 2024

Request Board approval on resolution for purchase of dump truck and plow for \$ 289,599 International Hx520SFA with Viking Plow Package (state contract pricing) 18-24 month delivery

Discuss adjustment on 284 agreement. Ten year minimum cycle on repairs not met on portions of Brodie Road. Brodie from Dunbar to CR71 (Penney Rd) still OK but from SR3 to Dunbar Rd. CHIPS repairs too recent. Schoolhouse Rd. from Military Rd. to Snowshoe Rd. and Town Barn Rd. From SR178 to CR152 are both options being evaluated.

Advertisement for MEO positions published August 6-9 and posted on several web sites. Several applications have been received and interviews will be scheduled as soon as we are able to establish a procedure to do criminal back-round checks and obtain DMV license abstracts. There is no record of this being required in the past in the Town of Henderson.

Purchase of a CAT 926 Loader from Milton-CAT. On January 4, 2024, a purchase order was signed for \$ 198,243.00 with a trade allowance of \$ 150,000.00 on our Volvo L60H Loader leaving a balance due upon receipt of invoice of \$ 48,423.00. A note in the file shows that on March 12th 2024, ARP (American Rescue Plan) funds were approved to cover this balance. New loader is scheduled to be delivered next month. Need confirmation that funds are available.

There are no radios in any Town vehicle , no portable radios and no base station. We are unable to contact other employees except by personal cell phones. In emergency situations we cannot contact other agencies or the County Emergency Management Communication Center. A previous quote from Motorola, based on state contract pricing, has expired. On 8/7/24 contacted Lee Beck from Motorola who stated he would have Chris Knapp from the Watertown Office contact us.

NYS-PESH (Public Employee Safety and Health) has scheduled a safety inspection of the Town Highway facilities for August 27, 2024 at our request.

On August 1st, 2024, an in house inspection of our above ground fuel/petroleum storage tanks was conducted along with a fuel usage and records keeping review. No external measuring equipment, moisture monitoring supplies or tank conversion charts were located. They have now been ordered from fuel supplier. The record keeping review shows a shortage of 48.3 gallons of diesel for the month of July and a shortage of 39.5 gallons gas for the same period. New recording devices with printed records are needed on our pumps. Will talk with our supplier for recommendations.

Due to employee turnover, Highway Department lock changes were suggested and approved by Town Supervisor who will contact a lock-smith.

CHIPS funding requests have not been submitted at all in 2024. The first two cycle deadlines were not met. Contacted Jarrod Radley, NYSDOT CHIPS Rep. who advises we will be able to submit all previous work with our next request. We are in the process of putting together the required documentation for our next request.

Ayles Road and the portion of Brodie Road mentioned earlier, are scheduled to be completed with "chip seal" on Wed. Aug. 14. The shoulder paving was completed last week. Suit-Kote Co. is doing the paving and sealing.

On Mon. Aug. 12, 2024, we submitted requests to Jefferson County for highway work reimbursement in the amount of \$ 12,425.29. No requests had been submitted since May 24, 2024.

Over the past several weeks we have had numerous shoulder washouts requiring a significant amount of repair work and material due to heavy rain storms. In addition, Friday afternoon August 9th, a violent rainstorm resulted in significant flooding of roadways. Our

full crew was called in to place barricades and signs as well as clean up debris on the roads.

A review of the expense vouchers for this August 13th Town Board Meeting shows that the following vouchers were charged to Highway Accounts in error:

00480 - # 00492 - # 00538 - # 00544

A review of the Statement of Revenue and Expenditures – Operating 01/01/24 – 08/13/24

For Highway DA accounts has been initiated. Clarification from our finance officer will be required in various areas however one budget line (DA-5112-21) Permanent Rd. Snowshoe Road Building is the only Town Highway with a separate budget line. Our finance officer explained that \$ 75,000 was budgeted last year and another \$ 85,000 this year with no intention to spend any of it unless the Hovey Island Project moves forward requiring a rebuild of Snowshoe Road. There was \$ 5,380.00 expended from this budget line in this years report which our finance officer explained was an error. It should have been from a different line.

Two areas of concern have been raised by our employees relative to our highway signs. There may be issues with the degree of reflectivity (or lack thereof) on our signs and in addition, there may be issues with breakaway requirements on the sign posts. We will research both and advise.

The proposal for a highway exchange with Jefferson County has raised some concerns for the Highway Department. The exchange, CR123 (Harbor Road) for Military Road plus a payment of \$ 768,000 to the Town of Henderson will require an analysis of the financial impacts. There is concern that this payment will not be enough to fund the repairs needed on Harbor Road at the present time. The culvert work and drainage issues alone are significant to say nothing of the condition of the pavement. This stretch of roadway is one of the most maintenance intensive in the Town due to the runoff from the hills above. This exchange could have a substantial impact on our future budgets.

Work on FY2025 budget projections has begun as well as an asset management and inventory

program. A review of training records has indicated that there is significant improvement needed in employee ongoing training and record keeping. A review of our vehicle maintenance records also shows a need for updating.

A review of our Intermunicipal Agreements and Shared Service Agreements needs to be completed to determine what record keeping practices are required as well as what legal liabilities we may need to address.