

SOUTH BRISTOL TOWN BOARD MEETING

May 11, 2020

REGULAR MEETING

The Public Hearing and the Regular meeting of the South Bristol Town Board was called to order May 11, 2020 at 7:00pm online through WebX.

PRESENT

Daniel Marshall, Supervisor
Donna Goodwin, Councilwoman
Stephen Cowley, Councilman
Jim Strickland, Councilman
Scott Wohlschlegel, Councilman

RECORDING SECRETARY

Judy Voss, Town Clerk

OTHERS

Jim Wight, Brian Perkins, Brooks Lyon, Corinne Ulrich, Diane Graham, Alan & Kristie Braun

I. ROLL CALL

Supr. Marshall opened the meeting with roll call.

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF MINUTES

On a motion made by Councilman Wohlschlegel and seconded by Councilman Strickland the minutes of the minutes April 13, 2020 Town Board Meeting were ACCEPTED. Voting AYE: 5. Voting NAY: 0. Voting AYE: Marshall, Goodwin, Wohlschlegel, Cowley and Strickland.

IV. PRIVILEGE OF THE FLOOR

Brian Perkins, Coye Road, asked if the Town Board had heard anything from the other interested agencies on their progress in reviewing the FEIS for Everwilde and when they might finish their review.

Supr. Marshall said that currently, the next step is in the hands of the Planning Board to revisit with project with the developer. That meeting was postponed by Covid-19 and that ability to have that meeting became a problem. We are hoping that this can happen by the June meeting. The developer has been advised that this project is on hold because of Covid-19; how and when to move forward will be the next discussion.

Town Historian, Beth Thomas, wanted the Board to know that South Bristol is doing a huge service for Ontario County because it is the 3rd busiest food drop off for Victor-Farmington Food Cupboard site. The food boxes are given out at the South Bristol Grange. Mrs. Thomas is suggesting that the Town uses a patch of land near the Founder's Barn on State Route 64 and create a food garden to supply the food cupboard. Gannett Hill Gardens and Peter Bills will be donating fencing, seeds and technical advice. If the Founder's location won't work, they are open to other locations, even container gardens.

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Supr. Marshall said there is no issue and has spoken with Supt. Wight and asked Mrs. Thomas about the need for water at the site. The only water source at Founder's Barn is Mudd Creek.

Mrs. Thomas said that Canandaigua Wine has juice containers, which looks like a large plastic container inside an aluminum cage. They give the containers away for free and we have access to one of those which we could deliver to the site and use that as a water source.

The Board agreed that it is a good idea for the community. Councilman Cowley said that they could collect from over-grown vegetable gardens that people have.

Supr. Marshall and the Board agreed the Founder's Barn is the appropriate spot for the garden.

Supr. Marshall said he wanted to take Privilege of the Floor for a moment. We have a request from Potter Heating & Cooling to re-new the annual maintenance agreement with them for \$690.00. This is preventative maintenance of our HVAC equipment; which needs approval from the Board.

On a motion made by Councilman Wohlschlegel and seconded by Councilman Cowley, the Potter Heating & Cooling Universal Savings Agreement was ACCEPTED. Voting AYE: 5. Voting NAY: 0. Voting AYE: Marshall, Goodwin, Wohlschlegel, Cowley and Strickland.

Supr. Marshall continued, wanted to mention that a letter that was received, an anonymous letter from someone at Bristol Harbor, discussing the shoreline issues over the marina and kayak racks, etc., and the Town's policy is not to respond to an anonymous letter. If this person would like to step forward and explain to the Town what their concerns are, we would be happy to speak with them.

V. COMMITTEE REPORTS:
HIGHWAY

Councilman Cowley read a summary he received from Supt. Wight:

Following is a very brief summary of what has taken place at the Town Barns in the last month. Several weeks ago, we installed the bases for the radar speed signs in Woodville. The NYSDOT came down and did traffic control for us. Last week we installed the actual units and solar panels that power them. We should be getting some feedback from residents before too long. We have been slowly removing plows and sanding equipment from the trucks, though I wonder after getting some snow squalls this past weekend. We are getting summer construction equipment out of mothballs and ready to go. We are also busy cleaning out the building in anticipation for demolition. We have started mowing grass.

VI. OLD BUSINESS:
HIGHWAY GARAGE PROJECT
ESTOPPEL PERIOD TIMELINE

Supr. Marshall said that we are about to undertake a very large project for the Town, which is the demolition of the highway garage and its replacement. We have gone through the time period for the Permissive Referendum for which there were no issues. Immediately following the Permissive Referendum, there is a 20-day Estoppel Period that is required with bonding and that is about one week away from being completed.

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Supr. Marshall said that the garage project has been in discussion for the last 2-years and have been working with the MRB Group and MRB Engineer, Scott Bova, who is online with us. The decision is being made when the economy is being challenging for sure; to point out to everyone again, we have 2 reserve accounts established specifically for the construction of the new highway garage. One reserve account has \$285,000.00 and that is funds specifically to defray the soft costs associated with the project: Construction Administration, legal fees, costs for bonding. The second reserve fund established for \$300,000 and that is specifically set up to defray the cost of repaying the debt. The money in these funds can only be used for the Highway garage project. The immediate affect on the Town Budget would not be this year or next year but in 2022 at the earliest.

Councilwoman Goodwin asked if the Reserve Fund will cover the interest cost?

Supr. Marshall agreed, the \$285,000 Reserve Fund will cover the cost of the interest of the Bond Anticipation Note, pay for the Construction Administration Agreement of \$66,000 which is in a Resolution before the Board tonight. There are attorney fees for Bond Council and there will be fees for the acquisition of the bond. The first payment on the bond will be in the spring of 2022. Supr. Marshall noted that in his 19 years as a Supervisor, this is the first time the Town has borrowed money. Nonetheless, the project is absolutely necessary and if anyone has had a chance to tour the old garage it is in dire need of replacement.

Supt. Wight said that the building is in dire need of replacement; it is seriously inefficient; heating, cooling, undersized for the equipment. This will also help with employee moral; have a nice place to go and work. This will be a huge benefit to the Town, something we can be proud of.

Councilwoman Goodwin asked, there have been meetings to discuss the budget and building?

Supr. Marshall agreed, there have been multiple meetings and discussion between Supt. Wight and Scott Bova from the MRB Group. The MRB Group is working closely with the Town on the project and MRB understands the situation we face in terms of economy; the reserve funds were set aside for the highway project.

Councilman Wohlschlegel mentioned that he has always had a concern about how much money the Town spends and takes it very seriously. We have all had the conversation around it and thinks it is time to replace the old building. There is no time like the present. The previous Board supervisor, Barbara Welch, spoke about this back then and started a reserve fund. This has been before the Town Board for a long time and is on board with it and does have a concern spending in the future.

Councilman Strickland noted that the rates today need to be taken advantage of.

Councilman Cowley wanted to say that he is also in-favor of the project, it is a lot of money and makes us all very nervous and believes we should move forward.

Supr. Marshall asked the public for any comments.

Alan Braun said he supports the decisions by the Board.

Supr. Marshall asked Scott Bova for any additional comments.

Mr. Bova said that he the contract awards will be dated May 18, 2020 and asked about the resolution for that?

Supr. Marshall said he created the Resolution awarding the construction contracts which is before the Board tonight and agrees that May 18th is the end of the Estoppel Period.

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On a motion made by Supr. Marshall and seconded by Councilwoman Goodwin, Resolution NO. 35-2020 was ACCEPTED. Voting AYE: 5. Voting NAY: 0. Voting AYE: Marshall, Goodwin, Wohlschlegel, Cowley and Strickland.

RESOLUTION NO. 35-2020
TOWN OF SOUTH BRISTOL
CONSTRUCTION CONTRACTS FOR THE NEW HIGHWAY BUILDING
CONSTRUCTION BID AWARD RESOLUTION

WHEREAS, the Town of South Bristol Town Board (hereinafter referred to as Town Board) intends to demolish the existing highway structure, which will be completed by Town forces and solicited bids to construct a new Highway Building, in the same general location, at 6371 State Route 64, South Bristol, New York. Property is currently owned by the Town of South Bristol. The Town Design plans were completed by MRB Group for a new Municipal Highway Garage. The building will be a pre-engineered metal building (approximately 12,700 SF) and will include: insulated metal roof and wall panels, concrete masonry block walls, insulated overhead garage doors, concrete isolated spread footers and foundation walls. The building will consist of garage and administrative areas. The garage areas include vehicle parking bays, maintenance bays, sign shop and storage mezzanines. The administrative space includes offices, breakroom and locker room/restrooms. Site improvements will include grading around the building and sub-surface utilities.

WHEREAS, the project was released for bids to four (4) Prime individual contracts and bids were received on March 9, 2020. A total of 4 bids were received for General Construction, seven (7) bids for Plumbing and HVAC Construction and six (6) for Electrical Construction. The low bidders of the four contracts were:

- General Construction: Building Innovation Group, in the amount of \$1,711,386.00 which includes the Allowance and Alternatives 1, 2 and 3. Alternates 4 and 5 are not accepted.
- Plumbing Construction: Nairy Mechanical in the amount of \$157,000.00 which includes the Allowance. No alternatives were included in this bid.
- HVAC Construction: Pipitone Enterprises in the amount of \$133,000.00 which includes the Allowance and Alternate 1.
- Electrical Construction: Billitier Electric in the amount of \$189,000.00 which includes the Allowance and Alternate 1. Alternate 2 is not accepted.

The total project bid for all four (4) contracts is \$2,191,086.00.

WHEREAS, MRB has spoken with the Contractors and the Contractors are comfortable with their bid and desires to be awarded the project. MRB Group has worked with these Contractors in the past or checked references as required and found that their work is satisfactory.

NOW, THEREFORE BE IT RESOLVED, that the Town Board accept the Low Bidders of the four (4) prime Contractors of Building Innovation Group (GC), Nairy Mechanical (PC), Pipitone Enterprises (HVAC) and Billitier Electric (EC) including selected alternates, as applicable, in the total amount of \$2,191,086.00 which includes allowances for each Contract. This award shall be valid as of May 18, 2020. The Town Board further resolves that the Supervisor be authorized to sign the Notice of Award and execute all Contract documents associated with these Contracts.

Motion made by Supervisor Marshall: Seconded by Councilwoman Goodwin.

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The above Resolution was duly adopted on May 11, 2020 by the South Bristol Town Board.

Judy Voss, Town Clerk
Town of South Bristol

I, Judy Voss, Town Clerk of the Town of South Bristol do hereby certify that the aforementioned resolution was adopted by the Town Board of the Town of South Bristol on February 10, 2020, by the following vote:

	<u>Aye</u>	<u>Nay</u>
Daniel Q. Marshall	x _____	_____
Scott Wohlschlegel	x _____	_____
Donna Goodwin	x _____	_____
Stephen Cowley	x _____	_____
James Strickland	x _____	_____

Dated: May 11, 2020

Judy Voss, Town Clerk

SEAL

Supr. Marshall continued with the 2nd Resolution, Construction Administration of the South Bristol Highway Garage.

On a motion made by Councilman Strickland and seconded by Councilman Cowley, Resolution No. 36-2020 was ACCEPTED. Voting AYE: 5. Voting NAY: 0. Voting AYE: Marshall, Goodwin, Wohlschlegel, Cowley and Strickland.

**RESOLUTION NO. 36-2020 CONSTRUCTION ADMINISTRATION
SOUTH BRISTOL HIGHWAY GARAGE**

WHEREAS, the Town of South Bristol has chosen to move forward with the construction of a new Highway Garage, and

WHEREAS, the MRB Group of Rochester, New York has been responsible for the design phase of the project, and

WHEREAS, the South Bristol Town Board feels it would be in the best interest for the MRB Group to continue as the Construction Administrators, and

WHEREAS, the MRB Group has submitted a proposal of \$66,000.00 to act as the Construction Administrator, and

WHEREAS, money has been budgeted for this project, now therefore be it

RESOLVED, that the MRB Group be appointed Construction Managers for the new South Bristol Highway Garage, and

RESOLVED, that a copy of this Resolution be sent to the attention of Scott Bova, Architect, for the MRB Group.

Dated: May 11, 2020

ASBESTOS REMEDIATION CONTRACT

Supr. Marshall continued with the Highway Garage project; before demolition of the existing building there needs to be an asbestos abatement and air monitoring done and the MRB Group has taken 2 quotes for the Board to consider. The two quotes are from Environmental

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Construction Group for \$14,271.00 and another from Genesee Environmental and their quote seems like an indication of the times because they offer the cost is \$16,275.00, however if we agree to do the work before June 15th, the cost will drop \$2,750.00 and if we send in a notification to the State that this is an essential work project, the cost will then be \$10,750.00. Clearly, they want the job; the board agreed.

On a motion made by Councilman Cowley and seconded by Councilwoman Goodwin, to approve the Genesee Environmental bid for Asbestos Remediation was ACCEPTED. Voting AYE: 5. Voting NAY: 0. Voting AYE: Marshall, Goodwin, Wohlschlegel, Cowley and Strickland.

VII. NEW BUSINESS

CERTIFICATE OF AMENDMENT – CHESHIRE FIRE DEPARTMENT

Supr. Marshall said that the Cheshire Volunteer Fire Department has to amend their Certificate of Incorporation to increase their service area in the Town of Canandaigua. The Town of South Bristol is required to sign-off on this amendment in order for the amendment to be filed with the State.

RESOLUTION COVID 19 BUDGET AMENDMENTS

Supr. Marshall said last month, the Town received a very healthy Sales Tax revenue check for \$339,000.00 for the 1st quarter of 2020. The following sales tax check is expected to be 20% less than the same time last year. In preparation of that the Board has been in discussion with the Highway Superintendent and budget line DA5140.4 is for road repairs and Mosher Road was scheduled for chip sealing will patched where necessary. There will also be no more equipment purchases, which saves \$134,000.00. Under the General Fund, we will eliminate the independent audit for the Town for \$10,000.00 and also eliminate the Deputy Code Enforcement Officer position. Supr. Marshall continued with A3989.4 which is the budget line for the Ontario County Sheriff; once COVID began, the sheriff discontinued the Enhanced Traffic Enforcement contracts. Once the sheriff is ready to resume these contracts, they will ask the towns if we are still willing to pay for the enhanced enforcement. That budget line was \$25,000; we are trying to keep the damages from the lack of Sales Tax revenue at bay as best we can. This will probably happen on a monthly basis with the budget. The next Sales Tax check will be received in July.

The Board agreed.

On a motion made by Councilman Cowley and seconded by Councilwoman Goodwin, Resolution No. 37-2020 was ACCEPTED. Voting AYE: 5. Voting NAY: 0. Voting AYE: Marshall, Goodwin, Wohlschlegel, Cowley and Strickland.

RESOLUTION NO. 37-2020

COVID-19 PANDEMIC BUDGET AMENDMENTS

WHEREAS, the Covid-19 Pandemic has raised serious concern for revenues coming in for our 2020 Budget, and

WHEREAS, Sales Tax Revenue are expected to be reduced by as much as 20-25%, and

WHEREAS, other revenues coming from the State, including CHIPS, could be reduced by as much as 50%, now there fore be it

RESOLVED, that the Budget Amendment to accounts as described below be put in place:

DA5110.4	General Repairs – Contractual	-\$130,000 to \$145,000
DA5130.2	Machinery – Equipment	-\$134,000 to \$46,000
A1320.4	Independent Audit	-\$10,000 to \$0.00

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A8010.1 Zoning – Deputy CEO -\$10,500 to \$0.00

RESOLVED, that Account # A3989.4 for Enhanced Traffic Control by the Ontario County Sheriff be mutually suspended until such time as the Sheriff and the Town agree to resume the contract between the two parties, and

RESOLVED, that Budget Amendments be reviewed on a monthly basis for the balance of fiscal year 2020, and

RESOLVED, that the Bookkeeper be authorized to make the adjustments as described in this resolution.

VIII. REPORTS:

CEO

Councilman Cowley read the CEO Report for April: 4 building permits issues, 16 total inspections, 360 miles on the town vehicle, no fireworks or timber harvest. For March, the CEO report lists 10 building permits, 17 total inspections, 286 miles logged. Fire inspections begin in May.

On a motion made by Councilman Cowley and seconded by Councilman Strickland, the March and April 2020 CEO Reports were ACCEPTED. Voting AYE: 5. Voting NAY: 0. Voting AYE: Marshall, Goodwin, Wohlschlegel, Cowley and Strickland.

TOWN CLERK/TAX COLLECTION

On a motion made by Councilman Cowley and seconded by Councilman Strickland, the Town Clerk’s Report for April was ACCEPTED. Voting AYE: 5. Voting NAY: 0. Voting AYE: Marshall, Goodwin, Wohlschlegel, Cowley and Strickland.

IX. ACCOUNTING:

SUPERVISOR’S REPORT

Supr. Marshall read from the Executive Summary, as of April 30th, \$2,614,670.00 in the bank. We received \$370,716.00 in revenue; the Town should be at 32% of the budget for this time of the year and under the General Fund we are at 9.7% and Highway at 25.94%.

On a motion made by Councilman Cowley and seconded by Councilwoman Goodwin, the Supervisor’s Reports for April 2020 was ACCEPTED. Voting AYE: 5. Voting NAY: 0. Voting AYE: Marshall, Goodwin, Wohlschlegel, Cowley and Strickland.

BUDGET AMENDMENT

On a motion made by Councilman Strickland and seconded by Councilwoman Goodwin, the Budget Amendment was ACCEPTED. Voting AYE: 5. Voting NAY: 0. Voting AYE: Marshall, Goodwin, Wohlschlegel, Cowley and Strickland.

Transfer From	A1410.4	Town Clerk Contr	to
	A1330.4	Tax Collect Contr	\$134.31.

APPROVAL OF VOUCHERS

On a motion made by Councilwoman Goodwin and seconded by Councilman Cowley, Abstract No. 5, totaling \$66,016.71 was ACCEPTED. Voting AYE: 5. Voting NAY: 0. Voting AYE: Marshall, Goodwin, Wohlschlegel, Cowley and Strickland.

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Supr. Marshall mentioned that he received a note of appreciation from Lori McAlees in Woodville for the speed radar traffic control signs.

XI. ADJOURN: 7:55PM

Respectfully submitted:

Judy Voss
South Bristol Town Clerk