

**Minutes**  
**JOINT CAPITAL IMPROVEMENT PROGRAM SUBCOMMITTEE/ADMINISTRATION**  
**COMMITTEE ROOM 1 – SECOND FLOOR – ONEIDA COUNTY COURTHOUSE**  
**February 14, 2023**

**Call to order:** Chairman Fried called the meeting to order at 1:00 p.m.

**Committee members present:** Chairman Billy Fried, Supervisor Steven Schreier, Supervisor Scott Holewinski, Supervisor Ted Cushing, Supervisor Bob Almekinder.

**Approve agenda for today's meeting (order of agenda items at Chairperson's discretion):**

**Motion/Second: Schreier/Cushing** to approve today's agenda at the Chairperson's discretion. All "Aye"; Motion carried.

**Approve the minutes of September 27, 2022 meeting:**

**Motion/Second: Holewinski/Almekinder** to approve the minutes of the September 27, 2022 meeting. All "Aye"; Motion carried.

**Departmental Updates on 2023 ARPA Projects:**

Highway

- Backup Generator Installation – Highway Commissioner Alex Hegeman stated that the Highway Department is paying out of their account for a consultant for the engineering, bid document and construction oversight portion of this project. Hegeman reported that this project has not yet been put out for bid. Fried clarified that there are no cost estimates at this time. Hegeman stated that they are working on the design and need to get some firmer numbers. Discussion regarding the ARPA/CIP process.

Information Technology Systems

- ERP Upgrade – IT Director Jason Rhodes stated that this project is going well. Per Rhodes, it looks like all of the money will be spent and looks to be in budget. Smigielski stated that training, hardware and subcontractors were also included in the budgeted amount. Smigielski stated that this will be approximately a two year process to completion. Smigielski reported that they are paying as they go, one payment has already been made to the Civic Systems.
- ITS Cybersecurity Programs & Projects – Rhodes stated that they are in the first phase and this is on track. Rhodes reported that they are getting bids.
- Polycom Video Court System Replacement – Rhodes stated that they have gotten two bids. Rhodes reported that they looked at the proposed designs and they are costly and hard to use. Rhodes stated that at this time they are looking at other vendors that will possibly be more reasonable in cost and easier to use. Schreier questioned why we are looking at such an expensive system when there is Zoom or Facetime. Rhodes explained that they need a secure system that is only point to point contact. Rhodes clarified that the owl does not work as well and they want something more sophisticated. Discussion regarding the status of funding.

Solid Waste

- Trash Compactor Solid Waste Transfer Station – Solid Waste Director Lisa Jolin stated that installation is looking to be March 23<sup>rd</sup>.
- Solid Waste Quonset Repairs – Per Jolin, the bids are out and due next Wednesday.

Public Health

- Public Health Delivery of Services – Public Health Director Linda Conlon stated that the ARPA funding that has been utilized is from 2022. Conlon reported that there were some updates of safety items for the community vaccine site and COVID/Flu postcards were also mailed out to the community. Conlon stated that they are working on additional updates to the community vaccine site for 2023 and more post cards will be mailed out for Flu and

COVID.

### Building & Grounds

- Department Social Services Office Remodel – Assistant Facilities Director Lindsey Kennedy explained that there are two parts to this project. Kennedy stated that there is a small estimated surplus with the original project. Kennedy explained that a Resolution was submitted to the Administration Committee to amend the amount for this project for an additional \$40,000. Kennedy reported that this would be to replace the carpet throughout the hallways and paint Social Services. Fried stated that this second stage makes sense as they are already under construction, but the approval of this project was contingent on this committee giving its blessing. Fried stated that he expressed concern with approving this without knowing what the other priorities of the County are. Discussion regarding the costs and process. Smigielski stated that to change or award additional funds, the Resolution will need to be amended and sent through the Administration Committee. Discussion of the process. Fried stated that he is concerned about the process and that there are not endless funds.

**Motion/Second: Schreier/Cushing** to support the \$40,000 in additional work in Social Services and forward to County Board. Four “Aye”, 1 “Nay”, Fried; Motion passes.

- Courthouse HVAC Phase 1 – Kennedy stated that the project was put out for bid and was approved. Kennedy stated the update from the contractor stated the chiller delivery date is now May. Kennedy stated no money has been expended at this time.
- LEC Jail Plumbing & ICON Project – Kennedy stated that there will be additional expenditures and it looks like they will utilize all funds that was allocated to this project. Fried stated that it was more cost effective to do this in house and this project is to be fit in with other existing projects at Buildings and Grounds.
- LEC Jail Glass – Kennedy stated that this project is completed and the final costs came in just under the budgeted amount.
- LEC Chiller – Kennedy stated that this is completed and came in on budget.
- Jail Dorm Pod Fire Suppression – Kennedy stated that tests have been completed. Per Kennedy, they are still waiting on parts to arrive for this project. Kennedy explained that this will be installed by an outside vendor.
- Courthouse HVAC Upgrades - Phase 2 – Kennedy stated that has not gone through the Resolution process yet. Kennedy reported that they are working on the bid documents at this time. Kennedy explained that Phase 1 is the outside chiller and Phase 2 is the air supply handling and piping.

### Register of Deeds

- Back-indexing On-line Documents – Franson stated that a start date is still being determined.

### Social Services

- Criminal Justice Coordinating Committee (CJCC) – Rideout advised that \$130,000 was allocated to the County to do substance abuse mitigation. Rideout explained that a TAD grant was awarded and some of those funds will be used as matching funds to that TAD grant. Rideout stated that the Criminal Justice Coordinating Committee will start looking at what will be the best use of these funds.
- Children Serv. Support Worker – Rideout stated that in 2022 a staff person was hired. Rideout explained that based on the budget and cost they will be out of funding for the position in 2024. Rideout noted that this position may be funded through grants at that time.

### Finance

- Single Audit Fees – Smigielski stated that you are permitted to use ARPA funding to help pay for the increased cost of auditing because of ARPA. Smigielski reported that there may be additional funding requested in 2024 if the projects are still continuing.
- CDBG CLOSE Grant Admin. Serv. – Smigielski stated that consulting and engineering was not

included in the CDBG grant application. Per Smigielski it was determined to use ARPA dollars to fund that. Smigielski stated it looks to be under budget and the surplus funds would be returned to contingency.

#### Medical Examiner

- Medical Examiner Radio(s) – Smigielski stated there has not been a Resolution brought forward for the radios at this time.

#### Oneida County Economic Development

- Broadband Middle/End of Mile Expansion – Fried stated that the \$1.5 million will be discussed at the end of the agenda.
- Broadband Consulting – Smigielski stated there were two components of broadband consulting. Smigielski stated that the first was through the Economic Development Corporation and Russell Berg was the Technology Consultant. Smigielski stated that they contacted Verdoorn and there is nothing to process at this time. Smigielski explained that the second consultant is John Sweeney.
- Oneida County Trail Improvements – Fried stated that this was removed on the County Board Floor. Discussion regarding the removal of the project and the return of those funds.

#### Planning & Zoning

- Tourist Rooming House Licensing & Enforcement – Smigielski stated there was a Resolution allocating the \$100,000. Smigielski reported that in 2022 \$9800 was paid to Granicus. Smigielski explained that in the 2023 budget the Planning and Zoning Committee asked the department to fund those ongoing fees in another way. Smigielski noted that there has not been a Resolution brought back to release these funds. Holewinski stated that he believes this is going to be a general operating expense and no longer an ARPA request. Smigielski stated she would follow up with Planning and Zoning.

#### Sheriff

- Broadband Consulting - Public Safety – Smigielski stated that this is John Sweeney and invoices are being paid as he goes.

**Discussion/Update on \$1.5 Million in Public Service Commission match money.** Fried stated that this Committee and the County Board approved and allocated \$1.5 Million of the ARPA funding to go to the PSC Grant. Fried stated that the PSC is part of the Broadband Bonding project that has yet to be approved. Fried clarified that the \$1.5 has been allocated and approved. Discussion regarding the funds and if these were to be matching funds. Smigielski stated that the application was completed by Verdoorn and the County was not a part of that process. She is unaware of the amounts that were listed. Fried stated that this money is sitting there and would need to be changed by a formal process. Holewinski stated that this money is committed for Broadband.

**Discussion/Recommendations for future requests.** Fried stated that the role of this committee is to vet these projects. Discussion of the existing process for submitting a project. It was determined to follow the flow chart distributed by Smigielski. Holewinski stated this process should be followed for all CIP projects. Smigielski stated that the process is different for CIP versus ARPA.

**Motion/Second:** Fried/Schreier to approve the ARPA process that was distributed and forwarding it to the Administration Committee. All "Aye", Motion approved.

#### **Dates and items for future agenda / meetings.**

March 30 @ 8:30 a.m.  
PSC Money

#### **Adjournment.**

Chairman Fried adjourned the meeting at 3:11 p.m.



