

Village of Millbrook

Board of Trustees

Minutes July 29, 2014

Call to Order by Deputy Mayor Spagnola at 7:00 p.m.

Pledge of Allegiance led by Deputy Mayor Spagnola

In Attendance- Deputy Mayor Spagnola, Trustee Herzog, Trustee Cox, Trustee Collopy, Scott Osborne and Clerk Linda Wiltse.

Pipe Camera Inspection Equipment-Discussion began on the bid approval and the purchase of the pipe camera inspection equipment pertaining to its use by Trustee Herzog. Scott created a spreadsheet to clarify the bid proposal information submitted by three companies. (See exhibit A)

These companies bidding included:

USA Blue Book-proposal for camera equipment only = \$41,999.95 + Generator \$2,539.95 + total of \$44,539.90

Hudson River Truck & Trailer-proposal for the 7 X 14 foot trailer \$4,311.

E J Prescott-proposal for camera equipment & customized trailer = \$109,906. The camera equipment alone cost \$51,314.57. The customization of the trailer cost is \$32,126.40 included in the total. Also included is the cost of delivery and setup of the equipment and trailer by an EJP technician for \$6,909.25. The trailer itself cost is \$5,750. A bid for a generator was not included.

J&J Equipment- proposal for camera equipment & trailer = \$89,832 + Extended Warranty of \$4,714 = total of \$94,546.

USA Blue Book had the lowest bid for the camera equipment. Trustee Collopy questioned USA Blue Book's proposal of an 8" pipe being the smallest size pipe the camera can navigate. The other two bids showed a 6" pipe on the proposals. Scott responded that the difference of 2" is not an issue. It was assumed that the Front, Reverse and Neutral abilities of the camera unit to move came as standard items since no bidder included such information. The heavy duty retrieval pole which is a necessary accessory was found for a cost of \$537. All three bidders did not include this data.

Temperature sensitive equipment must be able to be removed and stored indoors. However, no temperature sensitive information was provided for the camera equipment. The Shared Services Grant was awarded to the Village in the amount of \$66,000. Accessories costs were roughly estimated at \$6,000. Using the lowest camera equipment bid from USA Blue Book of \$44,539.90 + 900' cable capacity + the trailer = \$55,227.

Trustee Cox stated that grants are highly scrutinized and he has serious concerns over the details as well as the additional accessories needed. The Board wants to make certain the expenses are allowed and reimbursable under the grant requirements and regulations. Trustee Cox made a motion to table the discussion until the August 12, 2014 meeting. The

grant agreement between the Village of Millbrook and Dutchess County was scrutinized to make certain that the Village maintained compliance with the agreement and was able to be reimbursed for all purchases requested. Trustee Herzog expressed his concern over the timeline and stated it will take approximately 30 days from the order date for the camera equipment and the trailer to be delivered. Once the Village receives the trailer it then must be customized and the staff must be trained. He is looking to camera 1,000 feet of storm water and 1,000 feet of the waste water systems before winter sets in. Trustee Cox stated there is a motion before the Board. Deputy Mayor Spagnola asked if there was a second to the open motion. No second was given and the motion failed.

The Town of Washington must be made aware of their portion of the grant requirements which include the Town's need to camera 1,000 feet of storm water pipes annually. A copy of the agreement will be provided to the Town of Washington as participants. Trustee Collopy stated he understands the Village wants to purchase the camera equipment soon but the Town needs to provide a signed inter-municipal agreement. Deputy Mayor Spagnola added that a letter can be drafted; however, a telephone call initially followed up with a letter may be the best approach. The need and timeliness will be explained. The Board needs time to review the agreement and the accessories expenses. The Town will be made aware of what they need to do before designating resources for this project. A written response showing they acknowledge their responsibilities and requirements for training and the camera of 1,000 feet of storm water pipes annually from the Town of Washington Supervisor, Gary Ciferri, will be required.

Personnel expenses equal the labor line on the budget for the grant. Labor may be needed to customize and retrofit the trailer. Questions arose as to whether this reimbursement is available under the current grant agreement. It was pointed out that in this grant application process a cost savings had to be shown. The expenses to hire from an outside source versus purchasing the trailer and performing the work ourselves were discussed.

Scott will contact USA Blue Book to request an amended proposal to include the itemized cost of an extended warranty to be able to fairly compare to the other bids which included the extended warranty data. The Board also requested to know the inside height of the trailer proposed. Information to be gathered will be presented at the Board of Trustees meeting to be held on August 12, 2014 at 7:00 pm. The Town of Washington Supervisor may be invited to the meeting.

Adjourn-Trustee Collopy made a motion to adjourn the meeting at 8:40 pm and Trustee Herzog seconded. All were in favor.

Respectfully submitted,

Linda T. Wiltse

Village of Millbrook

EXHIBIT A

Mainline Camera Specs

<u>Item</u>	<u>Millbrook List</u>	<u>EJP Quote</u>	<u>J&J Quote</u>	<u>Bluebook Quote</u>
Pipe size range for transporter/crawler	6"-48" pipe	6"-48" pipe. Package includes 2 crawlers and 2 cameras	6"-48" pipe	8"-48" pipe
Wheels/Tires	None specified	4 sets	4 sets - 3", 4", 5", 10"	3 sets - 4", 5", 10.5" inflatable
Camera rotation	360 rotate	360 rotate	360 rotate	360 rotate
Camera pan	270 pan	Not Specified	270 pan	270 pan
Zoom	10:1 optical zoom, 4:1 digital	Not Specified	10:1 optical zoom, 4:1 digital	10:1 optical zoom, 4:1 digital
Movement	F, R, N	Not Specified		
Monitor Display	10" LCD	8" LCD LED lighting. Need Aux light head for pipe over 24" - extra cost (\$3379)	8.4" color flat screen	10.4" LCD color
Lighting	4 high output LED's		LED lighting for all pipe sizes	4 high output LED's; provides enough light for pipes up thru 96"
Recording	160 GB hard drive w/USB & SD card	DVR records to USB drive, 8GB flash card. DVR is 500GB	64 GB USB flash drive	DVR records to 32GB SD card. 160 GB hard drive available at request with no extra cost
Video Transfer	Transfer to flash drive or DVD	Yes	Yes	Yes
Cable	700 feet with tiger tail and roller for manhole	1000 ft w/aluminum roller	1000 ft with tiger tail and aluminum manhole roller	500, 700, or 900 feet; tiger tail and aluminum roller
Reel	Powered with 900 capacity	Portable 1000ft powered reel	Portable reel w/power rewind, auto levelwind, on screen footage counter. Also includes hand crank if needed	Portable reel w/power rewind, auto levelwind, on screen footage counter. Also includes hand crank if needed

Power	110 VAC	120 VAC	120 VAC	110 VAC
Cable for control unit	None specified	16 feet	Not Specified	20 feet
Remote controls	Wired handheld remote for camera and crawler	Handheld pendant controller		Wired handheld remote for camera and crawler
Manuals	Operation manuals for all equipment	Yes	Yes	Yes
Training	Onsite and in house	2 days	1 day	1 day
Storage	None specified	Not Specified	Storage/carrying case for camera	Storage/carrying case for both camera and control unit
Camera retrieval	None specified	72" pole, pole hook, tractor loop	Extractor pole assembly with tractor adaptor	Not included. Purchase seperately
Maintenance tools	None specified	Basic tool kit	Maintenance tool kit for all units	Not specified