

**NOT  
APPROVED**

*J. Margison* Click to Search  
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**AD HOC TRANSPORTATION COMMITTEE MEETING** APR 02 2003  
**APRIL 1, 2003**

ALLEGANY COUNTY  
BOARD OF LEGISLATORS

**Present:** E. Burdick, D. Russo, J. Palmer, E. Sherman

The meeting was called to order by Chairman E. Burdick at 9:56.

The purpose of the committee is to find better ways for maintenance of our County owned vehicles. It was suggested to possibly put someone in charge for the maintenance on all cars.

The committee's main objective is to stress the safety of the employees. The liability of the County is a big factor as well.

The committee has until June 23, 2003 to report back to the Board of Legislators on their plan.

A questionnaire survey was compiled for all department heads to complete, and discussion followed. Some other questions were added such as:

1. Is more than one person ever in the vehicle?
2. To include the plate number.
3. Date when the form was filled out.
4. Has the vehicle ever been in an accident, when, how?

D. Russo suggested having a log book in the car at all times, this way there is a check off list for each driver before they begin driving, such as checking the lights, windshield wipers, oil, tires, etc. The responsibility will be on the Department Head to see that this book is completed as required. They want to stress that it is being done for the safety of the driver and passengers.

The committee asked Chairman Edgar Sherman to compile a letter to be in each car on why the log book is necessary, what the committee goals are for now, and in the future.

It was brought to the committee's attention that some of the departments have registered vehicles before notifying the Clerk of the Board. A policy regarding purchasing and registering vehicles was suggested. The Personnel Committee will address this issue.

On motion by D. Russo, seconded by E. Burdick and carried to ask the Personnel Committee if there is information on file and up to date, on all employees drivers licenses. Does it also state if there are any violations?

**REFERRED TO PERSONNEL COMMITTEE**

The committee will send out the survey and have them returned to the County Administrator's office no later than April 25, 2003. The committee will review the information to determine their next means of action. The next scheduled meeting will be

April 28, 2003 at 3:00 in the Legislator Chambers. Once the committee has compiled their goals, they will probably meet quarterly as a follow-up on these goals.

There was discussion on the State Contract requirements. This could be a reference point on what the requirements are. There will be more discussion after reviewing the contract.

D. Russo stated that he would bring back a draft logbook for the committee to review.

Meeting was adjourned at 10:37.

Respectfully Submitted:  
Alice Alsworth

**COUNTY OWNED VEHICLE  
SURVEY**

DATE: \_\_\_\_\_

1. Make: \_\_\_\_\_
2. Model: \_\_\_\_\_
3. Plate number: \_\_\_\_\_
4. When purchased: \_\_\_\_\_
5. If leased, when: \_\_\_\_\_
6. Present mileage: \_\_\_\_\_
7. Who is responsible for service: \_\_\_\_\_
8. When was last service, ie: oil change, tire pressure checked and where:  
\_\_\_\_\_
9. Inspection sticker date: \_\_\_\_\_
10. Who drives: \_\_\_\_\_
11. Number of hours per week used: \_\_\_\_\_
12. Where is vehicle parked when not used: \_\_\_\_\_
13. Where is gasoline purchased: \_\_\_\_\_
14. How often and by who is engine oil level checked: \_\_\_\_\_  
\_\_\_\_\_
15. Is more than one person ever in vehicle: \_\_\_\_\_
16. Is driver content with vehicle condition and if not, why: \_\_\_\_\_  
\_\_\_\_\_
17. What is general condition of vehicle: \_\_\_\_\_
18. Has the vehicle ever been in an accident, when, how: \_\_\_\_\_  
\_\_\_\_\_

**NOT  
APPROVED**

*J. Margeson*

**AD HOC TRANSPORTATION COMMITTEE MEETING  
APRIL 28, 2003**

**RECEIVED**

**Present:** E. Burdick, D. Russo, J. Palmer, E. Sherman, J. Margeson, S. Myers

MAY 01 2003

ALLEGANY COUNTY  
BOARD OF LEGISLATORS

The meeting was called to order by Chairman E. Burdick at 3:00.

The reports on all county owned vehicles have been returned. There was discussion on the servicing of these vehicles and their concerns. After the committee has time to review the reports, a plan will be determined on the maintenance of the vehicles. A meeting will be set up and some of the department heads will be invited to attend. The committee will listen to their suggestions on how to set up a better system for the maintenance of these vehicles. The department heads are as follows:

1. David Roeske – Superintendent, Department of Public Works
2. Brenda Rigby – Clerk of the Board
3. Teresa Claypool, Office Manager, Health Department
4. Daniel Hanchett, Sheriff Department

There was further discussion on the installation of logbooks in all County owned vehicles and how they will be checked. A suggestion was to have the department heads review the logbooks and give a report. It was stated that if an accident does occur with a County owned vehicle, the logbook would show up to date maintenance on the vehicle as evidence. There will be periodic checking on the fueling and mileage to determine if they equal out, and that oil checks are done at least once a week.

There was discussion on the pros and cons of leasing, possible fleet operation of County owned vehicles, buying oil etc. by bulk, and having everything on a database for referencing.

J. Palmer offered to compile a database of information obtained from the surveys.

E. Sherman was asked to send a letter to all department heads, that all county owned vehicles are to be fueled at the County fueling location only. The County Administrator or the Chairman must approve exception to this ahead of time.

The committee discussed possibilities of housing a County garage for the maintenance of the vehicles, and it will be reviewed further at the next meeting.

The next scheduled meeting will be May 29, 2003 at 9:30 in the Legislative Chambers.

Meeting was adjourned at 4:00.

Respectfully Submitted:  
Alice Alsworth

**NOT  
APPROVED**

AD HOC TRANSPORTATION COMMITTEE

May 12, 2003

*J. Margison*

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MAY 19 2003

ALLEGANY COUNTY  
BOARD OF LEGISLATORS

Attendance

E. Burdick, J. Palmer, B. Rigby, D. Russo, E. Sherman

Ex-officio Committee Member

Legislator Sherman, Chairman of the Board, stated that he planned to appoint Brenda Rigby as an ex-officio member of the Ad Hoc Transportation Committee at the next Board meeting.

Expiring Lease of Automobiles (Health Dept.)

At the April 30 Ways and Means Committee meeting, committee members reviewed the issues related to the defeat of Resolution Intro. No. 109-03 – *Approval of Three Year Lease of Four Chevrolet Malibu Automobiles From Preston Auto/Truck Center, Inc.* The matter was then referred to the Ad Hoc Transportation Committee to investigate the best way to handle replacing the four Health Department vehicles whose lease expires at the end of this month.

At the May 12 Ways and Means Committee meeting, committee members agreed to authorize the purchase of the four Cavalier vehicles with expiring leases for \$21,000. A motion was made by Palmer, seconded by Russo and carried to support the action of the Ways and Means Committee.

Lease/Rental of Automobiles

Committee members discussed the idea of temporarily leasing and renting vehicles off state bid when employees must travel or attend meetings. One county saved approximately \$11,000 by temporarily leasing vehicles for business travel instead of paying mileage. Committee members will continue to investigate the matter further.

Adjournment

There being no further business to come before the committee, the meeting was adjourned.

Respectfully submitted,

Brenda A. Rigby, Clerk  
Allegany County Board of Legislators

**NOT  
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*J. Margeson*

**AD HOC TRANSPORTATION COMMITTEE MEETING  
MAY 29, 2003**

**RECEIVED**

**JUN 02 2003**

**Present:** E. Burdick, D. Russo, J. Palmer, B. Rigby, E. Sherman, J. Margeson

**Guest:** David Roeske, Superintendent, Dept. Public Works, John Mancuso, Deputy,  
Dept. Public Works, Teresa Claypool, Office Manager, Health Department, Denis  
Reynolds, Under Sheriff,

**ALLEGANY COUNTY  
BOARD OF LEGISLATORS**

Chairman E. Burdick called the meeting to order at 9:38.

On motion by D. Russo, seconded by J. Palmer and carried to approve the minutes of April 9<sup>th</sup>, April 28<sup>th</sup>, and May 12<sup>th</sup>.

**Dave Roeske/John Mancuso:**

E. Burdick explained that the committee was formed to address the safety and liability issues on the maintenance of the county owned vehicles. The committee will be checking out the feasibility of in-house maintenance of these vehicles in the future. The committee asked the departments to come in to discuss how they handle their fleet of vehicles, what the committee can do to help address some of their issues, and their suggestions on how they would like to see things handled in the end. If the operation is maintained properly the longevity of the vehicles will be improved.

Dave stated that the shop in Friendship is not big enough to handle the entire county fleet of vehicles. He made a suggestion of having a two bay garage with a small office, and suggestions on the location. There needs to be at least two people working there. Someone needs to keep the records on inspections, tire changes, inventory, and parts, along with a mechanic.

E. Burdick asked Dave to do up a draft on the cost of a new building, salary for personnel, equipment and to report back to the committee at the next meeting.

There was discussion on the performance of the shop. It was stated that there would not be any alignments, or major repairs done, they will be commissioned out. There will be routine inspections, tire changes, and general maintenance of the vehicles.

A location and cost of operation of the building needs to be in place as soon as possible in order for it to be included in the preparation of next years budget.

It was suggested that once the operation is up and running, to have the vehicles on a time cycle not mileage, so that oil changes are done on a timely manner. Once the vehicles are in for an oil change, a general inspection can be done to check for any other repairs that need to be done on the vehicle. It is up to the individual drivers to report lights that are not working, tires that need changing or any problems that they may encounter so that repairs may be done. The vehicles are not to be driven until these issues are addressed

for safety and liability to the driver. That is why the logbook and daily check of the vehicle is a must. Ed Sherman stated that if a vehicle is stopped, the driver receives the ticket if the lights are not working properly. Ed stated that, "Preventive maintenance of the vehicles is what it is all about."

Dave stated that once the system is in place, they could take quotes on oil and parts to save on the cost of running the operation.

The department heads are responsible for the overall compliance of the logbooks for their departments. The log sheets are to be turned in once a month, the department heads will sign them indicating the date they received them. The department heads are responsible to check the logbooks to see the mileage equals the gas usage.

It was suggested that the employees fill up their vehicles at night at the county pumps before they park them so that in case there is an emergency they are ready to go, plus they won't have to be filled up at another location in the morning.

**Teresa Claypool:**

Teresa discussed how the Health Department handles the maintenance of the vehicles, and that it is up to the individual drivers to see that it is completed, and to report any problems to her.

E. Burdick stated that the intention of the committee is to make the job easier on the people responsible for their department's fleet of vehicles.

The leasing versus purchasing of the vehicles will be discussed at a later date.

**Denis Reynolds:**

Denis stated that Daniel Hanchett is in charge of the fleet of vehicles in the Sheriff's Department. Due to Dan's absence, Denis reported to the committee. Denis was asked to use the sample logbook for any possible changes he feels that need to be addressed.

There was discussion on the purchase of tires in bulk and the difference in the requirements to Sheriff vehicles.

There was discussion on the logbooks and the committee approved the draft. Alice was asked to order binders, and to make copies of the logbook. The department heads will do the distribution, and explanation of handling of the books.

Ed Sherman was asked to compile a memo to all department heads that have county vehicles, on the compliance of the logbooks, and that the logbooks will be subject to inspection by the committee, as they deem necessary.

There was discussion on the Legislative Board rules in regards to ad hoc committee responsibilities. J. Margeson stated that the Board rules do not give jurisdiction to an ad hoc committee to perform the duties that this committee is now facing. He stated that the Chairman of the Board has the authority of sponsoring a resolution to appoint a new standing committee. It was determined to have the Chairman sponsor said resolution to be presented to the June 9<sup>th</sup> Legislative Board meeting for approval. During the Legislative Board meeting on June 9<sup>th</sup> an oral report will be given which was required when the committee was first formed. The committee asked J. Margeson to check with the County Attorney on the feasibility of setting up an ex officio member to the new standing committee once it is approved.

There was discussion of a line item being added to the budget for the cost of running a fleet operation of county owned vehicles. J. Margeson was asked to look into setting up said line item. There also was discussion on setting up the budget for replacement of lease vehicles for the year 2004.

The committee set June 26, 2003 at 9:30 a.m. in the Legislative Chambers for the next scheduled meeting.

Ed Sherman stated that he had a meeting with the County Executive from Chemung County, and they rent most of their county vehicles, they do not own them. They estimate saving approximately \$11,000 a year by renting. More investigation on this matter will be done at a later date.

The committee requests that all county vehicles have the county sign on them, whether they are leased or owned. Brenda was asked to check to see for sure about a resolution that has previously been approved on this issue. Once this is determined, Ed Sherman will address a memo on this issue to go to all departments that have county vehicles.

Meeting was adjourned at 11:27.

Respectfully Submitted:  
Alice Alsworth

**NOT  
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**TRANSPORTATION COMMITTEE MEETING  
JUNE 26, 2003**

**RECEIVED**

JUL 11 2003

ALLEGANY COUNTY  
BOARD OF LEGISLATORS

**Present:** E. Burdick, J. Palmer, B. Rigby, E. Sherman, J. Margeson

**Guest:** Daniel Hanchett, Denis Reynolds – Sheriff Department, David Roeske – Department of Public Works

Chairman E. Burdick called the meeting to order at 11:05.

On motion by J. Palmer, seconded by E. Sherman and carried to approve the minutes of May 29, 2003.

**Daniel Hanchett:**

Dan explained the state regulations for maintenance of the sheriff vehicles. He stated there is a CADD system that is being lookd into for better records on the maintenance, and other information of the vehicles. There was discussion on the county gas pumps being down and the need for credit card use. The cars need to be filled up with gas at all times. It was decided to add another column to the logbooks of credit card use, so that it can be kept track of. J. Margeson stated that this column would help as a checking point to match the credit card bills.

There was discussion on the logbooks, and having the daily maintenance checklist more accessible. The checklist will be laminated in the front of the books so that it will be readily available.

After discussion, it was decided to add another item to the check off list. There should be a daily check for damage to the vehicle so that it can be logged and reported to keep track of any damage that might occur.

There was discussion on starting up the logbooks on July 1, 2003 if at all possible. On motion by E. Sherman, seconded by J. Palmer and carried to start the logbooks on that date.

In future meetings there will be discussion on the possibility of leasing of vehicles.

It was decided by the committee not to have magnetic stickers on the fleet of vehicles. A uniformed generic sticker will be checked into, for all county owned vehicles. This issue will be discussed at the next meeting.

Dave Roeske discussed the possible cost of equipment and the requirements of certain lifts. The Department of Public Works will be invited to attend the next scheduled meeting to discuss maintenance issues, cost, and the setting of target dates for maintenance of the vehicles.

The next scheduled meeting will be July 31, 2003 at 9:30 a.m.

Meeting was adjourned at 12:15.

Respectfully submitted:  
Alice Alsworth

**NOT  
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**TRANSPORTATION COMMITTEE MEETING  
JULY 31, 2003**

*John Margeson*

**RECEIVED**

**AUG 05 2003**

**ALLEGANY COUNTY  
BOARD OF LEGISLATORS**

**Present:** E. Burdick, J. Palmer, D. Russo, B. Rigby, E. Sherman, J. Margeson

**Guest:** David Roeske – Department of Public Works

Chairman E. Burdick called the meeting to order at 9:34.

On motion by J. Palmer, seconded by D. Russo and carried to approve the minutes of June 26, 2003.

D. Roeske distributed estimates for a 60' x 42' x 12' Morton building. He stated that a water well and septic system needed to be done also. The electric was included in the total cost of the building. There was discussion on the cost, possible in-kind services etc. On motion by J. Palmer, seconded by D. Russo and carried unanimously to accept perspective received from Department of Public Works. A final completion of the building will have a target date of April 1, 2004. The building will be located at the landfill, between the landfill and the new property in the Town of Amity off the main road. The funding will be of the discretion of the budget officer.

D. Roeske distributed estimates for equipment for maintenance of the County vehicles. There was discussion on the cost and possibility of trimming the cost down. D. Roeske will work on a more final cost, and report to the committee at the next meeting. D. Roeske will check to see if there are possible grants that can be obtained. It was stated that every time a vehicle comes in to the shop, it would have a safety check. They will be authorized to do official inspections on the vehicles as well. Warranty, windshield replacement, or bodywork will be done at other shops.

On motion by J. Palmer, seconded by E. Sherman and carried unanimously to direct the budget officer to include \$63,000 for the building, and \$45,000 for equipment in the 2004 budget, under the budget officers recommendation.

E. Burdick stressed the need for the building, especially for the liability issues.

There was discussion on the hiring of the personnel to run the fleet maintenance. On motion by J. Palmer, seconded by D. Russo and carried unanimously to authorize the budget officer to amend the Department of Public Works 2004 budget to include two personnel positions for a Senior Auto Motive Mechanic/Supervisor, and an Auto Motive Mechanic for the maintenance of the County owned vehicles. The budget officer will work with Human Resources to set up a job description at a later date.

It was determined that the committee will set policy, purchasing and recommendations. The department heads will make suggestions for vehicle purchasing, along with the Fleet Maintenance Supervisor. The final decision will be up to the committee.

On motion by D. Russo, seconded by J. Palmer and carried unanimously to set an operational target date of May 1, 2004.

There was discussion on the logbooks. It was determined that the committee will periodically check the log books at their monthly meetings, at the discretion of the committee. The department head will bring the monthly reports plus all prior months reports as well.

D. Roeske was asked about the cost of a generic decal. Dave was asked to report to the committee at a special meeting on August 11, 2003 at 1:15 so that the committee can make a decision on what decal to order. The decals will state Allegany County Official Vehicle on them. Once the fleet maintenance is up and running, the mechanic will install decals on the vehicles as they are purchased.

The committee received a referral from the Human Services committee for a request from the Health Department for approval to send bids for the lease of a van for the WIC program. On motion by E. Burdick, seconded by D. Russo and carried unanimously to have the Health Department check into the possibility of the county purchasing a program car and the WIC program leasing the vehicle from the county.

There was discussion on having the titles, and registrations to the County owned vehicles in a central location. On motion by D. Russo, seconded by E. Sherman and carried unanimously to have the titles and registration sent to the Allegany County Clerk of the Board to be filed. Photocopies are to be made of titles and registrations and installed in the proper vehicles, the originals are to remain in her office.

Meeting was adjourned at 11:13.

Respectfully Submitted:  
Alice Alsworth

**NOT  
APPROVED**

TRANSPORTATION COMMITTEE MEETING  
SPECIAL MEETING  
AUGUST 11, 2003

*John Mancuso*

**RECEIVED**

AUG 13 2003

ALLEGANY COUNTY  
BOARD OF LEGISLATORS

**Present:** E. Burdick, J. Palmer, D. Russo, B. Rigby, E. Sherman

**Guest:** John Mancuso – Department of Public Works

Chairman E. Burdick called the meeting to order at 1:20.

On motion by D. Russo, seconded by E. Sherman and carried to go into executive session at 1:22 to discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person. On motion by E. Sherman, seconded by D. Russo and carried to go out of executive session at 1:26.

J. Mancuso investigated and reported to the committee the cost of generic decals for all County owned vehicles. After discussion, it was decided to check on other possibilities for cost savings.

There was discussion on the Transportation Committee taking jurisdiction for all County registered motor vehicles. On motion by J. Palmer, seconded by D. Russo and carried for the Transportation Committee to take responsibility of maintenance of all County registered vehicles immediately.

A motion was made by D. Russo, seconded by J. Palmer and carried to request the Sheriff to immediately report on the condition of boats and personal watercraft under the control of the Sheriff's office with a copy of the request to the Public Safety Committee.

A special meeting is set for August 25, 2003 at 1:15 for another report on the cost of decals for the County owned vehicles.

Meeting was adjourned at 11:55.

Respectfully Submitted:  
Alice Alsworth

**NOT  
APPROVED**

**TRANSPORTATION COMMITTEE MEETING  
AUGUST 28, 2003**

*John Margeson*

**RECEIVED**

SEP 02 2003

ALLEGANY COUNTY  
BOARD OF LEGISLATORS

**Present:** E. Burdick, J. Palmer, D. Russo, E. Sherman, B. Rigby, J. Margeson

**Guest:** David Roeske – Supt. Department of Public Works, John Mancuso – Department of Public Works, Kimberly Toot – Office for the Aging, Undersheriff Denis Reynolds

Chairman E. Burdick called the meeting to order at 9:37.

E. Burdick asked the committee to set a permanent date for the committee meetings to be held. After discussion it was decided to have the second Thursday of every month at 9:30 a.m. for the meetings.

On motion by D. Russo, seconded by J. Palmer and carried to approve July 31, 2003 minutes.

**David Roeske and John Mancuso:**

There was discussion on the decals and where to purchase them, and the quality of the material. They also discussed having the Department of Public Works install the new decals on the cars for now until the fleet maintenance program is up and running. It was decided to hold a special committee meeting on September 8, 2003 at 1:15 p.m. to make a final decision on the purchase of the decals to be installed.

**Kimberly Toot:**

Kim discussed the pros and cons of the new fleet maintenance program and her concerns. She feels there needs to be a fleet management point person who makes the appointments etc. for the care of the vehicles, but she addressed her concerns on a building etc. The committee expressed their concerns on the safety, liability issues and the need for a fleet maintenance program. This program will be cost effective and safest over the long term. There was discussion on the warranty issues, and it was stated that all the vehicles that are covered under warranty would be handled by the business that the warranty is covered. This fleet maintenance will change oil, lubrication, tires, wipers, and minor repairs, all other work will be shipped out.

The committee discussed the logbooks and how the reviewing of the sheets will transpire. On motion by D. Russo, seconded by J. Palmer and carried to choose two log books picked randomly from each department the day before the committee meeting will be held.

The County Attorney sent the committee a letter stating that the original registration cards legally needed to remain in the vehicles at all times. After discussion the committee asked for a memo to be sent to all department heads that have a County owned vehicle. The memo is to state that all original titles and a copy of the registration of each

car are to be sent to the Clerk of the Board to keep on file. Each department is to keep a copy of the titles for their records.

**Undersheriff Denis Reynolds:**

Undersheriff Denis Reynolds gave the committee an update with regard to the boats used by the Sheriff's Department to patrol Cuba and Rushford lakes.

Meeting was adjourned at 10:49.

Respectfully Submitted:

Alice Alsworth

**NOT  
APPROVED**

**TRANSPORTATION COMMITTEE MEETING  
SEPTEMBER 11, 2003**

*John Margeson*  
**RECEIVED**

SEP 18 2003

ALLEGANY COUNTY  
BOARD OF LEGISLATORS

**Present:** E. Burdick, J. Palmer, D. Russo, E. Sherman, B. Rigby, J. Margeson

**Guest:** David Roeske, Supt. Department of Public Works, John Mancuso, Department of Public Works

Chairman E. Burdick called the meeting to order at 9:40.

On motion by J. Palmer, seconded by D. Russo and carried to approve the August 28<sup>th</sup>, and September 8<sup>th</sup> minutes.

J. Palmer discussed another quote on the decals, for a 10 inch, one color, 5-year guarantee. There is an eight cents increase in charge for an 8-year guarantee. The decals can be available two weeks from the time the order is made. The approximate cost for fifty decals will be around four hundred dollars.

On motion by D. Russo, seconded by J. Palmer and carried to order fifty decals and to use the County Logo we have now. There is a die charge for the first order. It was decided to have the Department of Public Works install the decals on the necessary vehicles as soon as they are available.

There was discussion on the log books for the Department of Public Works and it was decided to have the log books in the vehicles at the Belmont location and not the Friendship shop due to the requirements already in effect.

The sheets on two logbooks in each department were randomly selected and turned in for the committee to review. There was a lengthy discussion on some of the departments not being in compliance with the logbook requests, and how it will be handled. The over all review of the sheets was positive.

The committee decided to send out a letter and stress the need to have the sheets reviewed, approved, and initialed by the department head. The person in charge needs to make sure all log sheets are turned in at the end of the month. There should only be one sheet for the current month in the logbook at a time. The prior sheets should be kept on file.

It was indicated that the Transportation Committee would decide how many vehicles would be purchased, and by which department. This committee is not the deciding factor on who will be buying vehicles and how many. The initial decision is up to the committee that the department reports to, and the budget officer. It then goes to the Ways and Means Committee for their approval and final approval from the Board of Legislators. The committee decides what type of vehicle will be purchased for the safety and maintenance of such vehicles, and to enforce the maintenance and safety of said vehicle.

There was discussion on the purchase of the WIC van. The Federal Government will buy the vehicle and the county will maintain the insurance and registration of the vehicle.

There was further discussion on purchasing of the fleet as needed. It was decided to have E. Burdick make up a draft guideline policy for the purchase of vehicles. The need for consistency on the type of vehicles, uniformity of the size tires. If they are all the same size tires, they can be bought in bulk and there will be a cost saving in the purchase of them. These guidelines will go to each committee for them to go by, this will give consistency, and uniformity on the future purchasing of vehicles.

Brenda reported that there are only a few titles that need to be replaced. The titles of all County owned vehicles would now be in one central location. As new vehicles are purchased, all titles and a copy of registration will be turned over to the Clerk of the Board office.

Brenda was asked to randomly select two logbook sheets from each department to be turned into her for the committee to review on October 9, 2003.

The meeting was adjourned at 10:47.

Respectfully Submitted:  
Alice Alsworth

*John Margison*

**NOT  
APPROVED**

**TRANSPORTATION COMMITTEE MEETING  
SPECIAL MEETING  
SEPTEMBER 8, 2003**

**RECEIVED**

SEP 09 2003

ALLEGANY COUNTY  
BOARD OF LEGISLATORS

**Present:** E. Burdick, J. Palmer, D. Russo, E. Sherman, B. Rigby

Chairman E. Burdick called the meeting to order at 1:10.

The meeting was held to make a final decision on the county decal. There was another quote reported on an 8 inch diameter 3mm decal from between \$4.00-\$5.50 price range. There is a five or eight year guarantee on them. After discussion the committee required more information and tabled the decision until their next scheduled meeting on September 11, 2003.

Meeting was adjourned at 1:20.

Respectfully Submitted:  
Alice Alsworth

**NOT  
APPROVED**

**TRANSPORTATION COMMITTEE MEETING  
OCTOBER 9, 2003**

*John Margason*  
**RECEIVED**

OCT 23 2003

ALLEGANY COUNTY  
BOARD OF LEGISLATORS

**Present:** E. Burdick, J. Palmer, D. Russo, E. Sherman, B. Rigby

**Guest:** Daniel Hanchett, Deputy, Denis Reynolds, Undersheriff, David Roeske, Supt.  
Department of Public Works, John Mancuso, Department of Public Works

Chairman E. Burdick called the meeting to order at 9:30.

On motion by D. Russo, seconded by E. Burdick and carried to approve the September 11, 2003 minutes.

The committee reviewed the logbooks that were turned in. The logbooks must be signed every day, not arrows down. At the end of the month when the logbooks are turned in they must be reviewed and signed by the designee of the department. Another sample copy is to be sent to each department so that each person in that department that drives the County-owned vehicles knows how to properly fill out the logbook.

J. Palmer stated that the decals that have been ordered are not in yet.

The committee discussed the decals for the Sheriff's car. Dan Hanchett discussed the need for purchasing new cars to replace the old ones with high mileage on them. The committee stated that due to budget cuts they would just have to see what the final decisions will be in regards to new purchases of vehicles. The committee asked Undersheriff Reynolds to check on the cost of repair for the vehicles they maintain now, and what repairs are being done on the vehicles the most, due to the high mileage.

E. Burdick stated the need to finalize a target date for the fleet maintenance of the vehicles. It will be costly at the beginning for setting up, but the program will pay for itself in less costly repairs, and maintenance that we pay for now to have done by other shops. Many of the parts can be bought in quantity, which will cut the cost as well. If repairs are done in a timely fashion and the fleet is properly maintained, the vehicles last longer.

D. Roeske stated that the perfect area for the new fleet maintenance building would be behind the Soil and Water Conservation District building by the gas pumps because it already has water and sewer hook-ups available.

There was discussion on the pros and cons of state bidding versus buying vehicles locally. There was also discussion on the extended warranty for the vehicles.

B. Rigby asked the committee to clarify her office receiving the original titles from all County-owned vehicles. D. Roeske stated that the Public Works Department keeps the originals with all the paper work for their department vehicles. He will give a copy of the titles for Brenda to keep in her office. The committee approved this arrangement.

There was discussion on some county cars sitting idle, more than the committee expected them to be. There was discussion on a possible motor pool where the cars will be checked out as needed. This issue will be discussed further.

The next scheduled meeting will be November 13, 2003 at 9:30 a.m.

Meeting was adjourned at 10:41.

Respectfully Submitted:

Alice Alsworth