

**ALEXANDER
SHARED SERVICES
FEASIBILITY STUDY
for
Transportation
Maintenance/Storage
Facilities**

*Village of Alexander
Town of Alexander
Alexander Central School*



January 15, 2008

Prepared by:

Habiterra

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ALEXANDER SHARED SERVICES FEASIBILITY STUDY for Transportation Maintenance/Storage Facility

ABSTRACT

Problem: The Alexander School District, Town and Village currently share vehicle-fueling facilities that are inadequate, obsolete and poorly located on existing properties. None of the parties have enough land to expand capacity to address the needs of all. The Town's facilities are also in a flood plain. The Town and School District's maintenance and storage facilities are at the end of their economic life cycle. The Town has a grant to build a salt storage building but no land appropriate for its construction.

Method: Habiterra toured the School District, Town and Village properties and observed the deficiencies and attributes of the existing facilities. Both a questionnaire and facility needs survey were completed by managers of each facility. The data was compiled in a matrix and used to develop a shared facility program. Conceptual plans were generated to reflect the program. An order-of-magnitude cost estimate was developed. A design charette was held with all parties and options discussed.

Results: The proposed combined transportation maintenance and storage facility is too expensive to consider at this time. It was decided it would be more practical to tackle smaller components of the plan. These include purchasing sufficient land to accommodate a future shared maintenance and storage facility, provide space for the Town's new salt storage building and construct a shared refueling facility.

Conclusion: The parties would submit a New York State Department of State Shared Municipal Services Grant Application not later than December 14, 2007 requesting funding to assist with the property purchase and construction of a shared refueling facility. No further time would be dedicated to this study until the results of the new grant application were received.

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INTRODUCTION

Problem: Offices, storage buildings, maintenance facilities and fueling stations for the three municipalities are all within one mile of each other. Each municipality has limited space (acreage) for reconfiguration, reconstruction or development of replacement or new facilities. The School District has been advised that replacement of their aging bus garage and fuel shed would not be approved by the State Education Department due to its critical location on the school campus. There are few options to develop a new facility on current school property. Expansion on the Town's property would be economically infeasible due to its location within a flood plain and the building and insurance constraints imposed by such development. The Village has no additional land where its one building exists. This is a sewage treatment building that has limited storage space for two Village maintenance vehicles and no opportunity to construct additional facilities. The Town offices are in a 100-year old building, which also serves as the historical museum. Less than optimal layouts and space capacity are a challenge faced everyday by the officials and employees.

Presently, the Alexander Central School District, Town and Village have an arrangement whereby they use each other's fueling capabilities. The School District has its own diesel tank but goes to the Town when it needs gasoline. The Village has no fuel tanks and goes to the Town for its diesel and gasoline needs. Both the School District and Town have fuel storage and dispensing systems that are old. Neither have automatic recording capabilities to track the fuel obtained or the amount; it is based on the honor system and a self-generated receipt. The Department of Environmental Conservation does a routine check on the fuel stations at the District and the Town. Although the DEC has not levied any fines for the current systems, they do not recommend modernization. In addition, the location of the fuel shed at the School District is close to the roadway that goes to the elementary building. When a bus is parked to receive fuel, it creates a single lane of traffic at that point. With regard to the Town, the diesel and gas tanks are located close to the Town garage. This complex is in a flood zone adjacent to the Tonawanda Creek. In past years, when the water rose over the banks of the creek and fuel was low in the gasoline tank, the force of the water actually moved the tanks from its base.

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The Town has received a grant to build a salt storage barn. To date, it has not been constructed at the present site due to flood zone issues. The Town has investigated obtaining another parcel of land but has delayed any action until completion of this study. They do not want to purchase a small, isolated parcel when the potential exists to partner with other municipalities and locate all facilities on common property.

The three municipalities share the same taxpayers. The tax base in this rural area at the southern part of Genesee County is limited to single homes, small family-owned businesses and farms. The School District is the largest employer in the region. It is important for the leaders of the three municipalities to seek ways to share expenses, share services, and collaborate on ways to meet future needs and minimize taxpayer impact.

Purpose: The purpose of this study was to solicit input from each municipality regarding a shared transportation maintenance and storage complex, create a facility program, generate a conceptual building plan, determine the approximate acreage necessary for the facility and anticipate the probable cost of the project.

Scope: A walking tour of existing facilities was made to ascertain current facility conditions and space currently utilized for vehicle, equipment and material maintenance and storage. This provided an understanding of the general scope of the facilities and acreage required for a shared facility. Formal data gathering involved creating a facility-specific questionnaire and distributing it to each transportation/equipment manager at the three municipalities. They were asked to complete the questionnaire and offer their recommendations for a shared facility. Concept drawings were created from the program information gleaned from completed questionnaires. Drawings were submitted for review and revisions made from feedback received. A joint meeting was attended by representatives of each municipality to review the proposed program and layout concept and discuss possible costs.

Background: The initial scope of the study was focused on the consolidation of three municipalities' transportation facilities into one shared vehicle and equipment maintenance and storage facility that would include a common refueling facility and

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adequate space for roadway and construction material storage on the property. Subsequent to the start of the study, the Town requested that space for their administrative offices be allocated into a shared facility. They are currently in a historic structure, which is less than satisfactory. While no property had been identified, the focus was to develop a conceptual building program and then consider the side of the property based on building configuration, ancillary structures and outside storage requirements.

Other important considerations regarding the current situation are highlighted below:

- The School District may have excess mechanic capacity at two FTEs when it might be possible but not practical to run efficiently with 1.5 FTE. By sharing 0.5 FTE with the other municipalities more cost efficient repairs can be delivered.
- The Town has diesel and gas pumps but no accurate way of managing the dispensing to other municipalities. Charges are strictly accounted for by the honor system.
- The School District only has one 500-gallon diesel tank and no gas tanks.
- The School District outsources the larger, more difficult repairs.
- A wash bay could improve maintenance and extend the life of the vehicles.
- The services of a shared facility could be extended other municipalities and police agencies if the capacity is designed into the project.

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DATA ACQUISITION

A Shared Services Site Survey specific to vehicle, equipment and material storage issues was developed by Habiterra and distributed through the School District to each Municipality. Completed questionnaires were returned by:

- Mark Seweryniak, Alexander School District
- Shea Schrieber, Alexander School District
- Thomas Lowe, Town of Alexander
- Ruth Hulshoff, Town of Alexander

A questionnaire was sent to the Village of Alexander but not returned. The School District advised that the Village currently has a farm tractor, pickup truck and dump truck stored at the treatment plant on Village property.

A copy of each questionnaire is included in Appendix "A".

DATA MANAGEMENT

A summary matrix was developed from each completed survey. This matrix was used to develop a program and conceptual floor plans for a shared facility.

A copy of the matrix is included in the Appendix "B".

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CONCEPTUAL PLANS

Using the summary matrix, two conceptual floor plans were developed for consideration by the municipalities.

One plan utilized an "L" configuration with the Town Offices in the common corner of each leg. The short leg of the building was designed to accommodate the School District operation. The long leg of the building was designed to house the shared maintenance and repair bays and inside storage for the Town and Village vehicles. Administrative space for each municipality's transportation operation was also included in the long leg and configured to share several spaces while allowing each municipality to operate independently. Shared space included toilet and locker facilities, breakroom, parts and tool rooms. A mezzanine above the transportation offices served by a freight lift provided additional storage for parts, tires and building equipment.

The second plan utilized a linear configuration with the Town Offices on the second and third floor located in the middle of the building above the storage mezzanine. A passenger elevator and stair tower provided access from a common lobby on the first floor. Other operational and storage space were configured to match the space allocations in the "L" plan.

Each building had approximately 33,200 sf for fleet/vehicle maintenance and storage, 4,300 sf for mezzanine storage and 8,000 to 10,000 sf for Town Offices.

It was estimated that to accommodate the requested requirements for outside storage of vehicles, equipment, surplus and inventoried construction materials, fueling facility, covered material piles and on-site parking, a site approximately 20 acres would be required. At least three sites were discussed but no action was taken to investigate if they were available or suitable for building.

The plans were provided to each municipality for comment. Feedback was incorporated into each scheme and redistributed.

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ESTIMATE

The building concepts were only developed to indicate general space requirements. Mechanical, plumbing and electrical systems were not identified. The building's structural system was assumed to be a pre-engineered metal building with metal siding and roof. Interior building components and finishes were not defined. However, based on historical data from several similar facilities designed by Habitterra, and in consultation with an independent construction cost estimator the following unit prices were considered to be within a probable cost range for just the building.

- Vehicle Maintenance Facility: \$150 / sf
- Mezzanine Storage Space: \$75 / sf
- Municipal Offices: \$225 / sf
- Soft Costs: 25% of construction cost

The land cost and construction costs of the fueling facility and other ancillary structures were not investigated in depth.

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RECOMMENDATIONS

A meeting with participants from each municipality and Habiterra was conducted to review the opportunities for shared services, the revised conceptual building schemes and to discuss the cost of such a facility and consider how the facility could be funded.

The Town and Village confirmed that the only funds they could contribute to this endeavor would be grant money received through the New York Department of State Shared Municipal Services Incentive Grant Program (SMSI) or similar funding streams. Currently each municipality can receive a maximum of \$200,000 if they qualify and are selected.

The Town did not feel strongly committed to moving the municipal offices from their existing facilities and did not believe pursuing space within the shared transportation center was appropriate at this time.

The School District can receive state building aid from the New York State Education Department (NYSED) and the SMSI Program. However, until the legal issues regarding ownership of the property and building are defined it is difficult to predict the value of aid from NYSED.

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CONCLUSION

Due to the anticipated cost of a shared maintenance and storage building, it is impractical at this time to consider abandoning existing facilities and constructing a new facility. However, smaller component parts of a shared operation could be pursued now and planned as part of a larger facility. The parties agree to submit a New York State Department of State Shared Municipal Services Grant Application not later than December 14, 2007 requesting funding to assist with the purchase property and construction of a shared refueling facility. Acquisition of property would also facilitate construction of a salt storage facility already approved and funded. No additional time would be dedicated to this study until the results of the new grant application were received.

A copy of the completed SMSI application for the shared fueling station is included in Appendix "C".

SURVEY QUESTIONNAIRES

ALEXANDER SHARED SERVICES SITE SURVEY

Date completed Oct. 15, 2007

1. Name of site:

Alexander Bus Garage

2. Address of Site:

Street 3314 Buffalo St.

City, State, Alexander NY

Zip 14005

3. Contact person at site:

Name Shea Schreiber

Telephone 585-591-1551 x2131

Fax 585-591-4534

Cell _____

Email SSchreiber@alexandercsd.org

4. How many full-time/part-time staff are employed at the location?

Full-time: 4 Part-time: 19 (4-6 hrs per day)
4-8 substitutes as needed

5. Name the staff positions/job titles?

Transportation Coordinator

Head Mechanic, Mechanic

Bus Driver, Bus Attendant

Mechanics Helper/Bus Driver

ALEXANDER SHARED SERVICES SITE SURVEY

6. What are the services currently performed from this site?

DESCRIPTION	YES	NO	COMMENTS
Vehicle dispatch	X		
Refueling	X		Diesel is on site Gas is offsite
Vehicle storage	X		
Vehicle maintenance	X		
Parts storage	X		
Equipment storage	X		
Material storage	X		
Staff assembly at start of day	X		
Staff assembly at end of day	X		
Work/Lunch breaks	X		
Showering		X	Shower head is not available - has been bleaked by built storage shelves & repainted several times same,
Staff Training	X		
Vehicle cleaning/washing	X		Cannot soap outside, 4 buses do not fit in wash bay (limited)
Hazard material response	X		Small fuel spills only
Other		X	We cannot have a sanitary treatment eye wash station

7. How much space is required between parked vehicles for daily checks/access?

Front clearance: 3 ft. minimum

Rear clearance: 3 ft. minimum

Side clearance: 4 ft. minimum

ALEXANDER SHARED SERVICES SITE SURVEY

8. Does outside storage area required to be paved? If yes, please advise approximate area required.

Concrete Paving Area: _____

Asphalt Paving Area: _____

Gravel Paving Area: _____

9. How many vehicles are stored under cover on the site? 15

Please provide a separate page which describes the following:

Vehicle types:

Mfg and Model if available:

See attachment

Approximate size length x width x height:

Advise if there are any attachments (plows, spreaders, lifts) that would alter its size and change its ability to enter a service bay/wash bay and/or receive maintenance on a lift.

How many vehicles are stored outside on the site? 3

Please provide a separate page which describes the following:

Vehicle types:

Mfg and Model if available:

See attachment

Approximate size length x width x height:

Are core heaters required for any vehicles stored outside? - Yes

How many pieces of equipment are stored under cover on the site?

Please provide a separate page which describes the following:

Equipment type:

Mfg and Model if available:

VEHICLE SUMMARY

10/15/2007

Filter: Selected Records

SNUM	YEAR	MAKE OF BODY	MAKE OF CHASSIS	MODEL	MAX CAPACITY	WC CAP	VIN	LICENSE PLATE
116	2001	Thomas	International	Conventional	66	0	1HVHBAJN711354404	K21450
118	2002	International	International	Conventional	66	0	1HVHRAAN32A920338	K27417
119	2002	International	International	Conventional	66	0	1HVHRAAN52A920339	K27416
120	2002		chevy	suburban	8	0	3GNK26U02G273086	K35833
121	2003	Thomas	Freightliner	Conventional	66	0	4UZAANCSN3CK91225	K35874
122	2003	Thomas	Freightliner	Conventional	66	0	4UZAANCS13CK91226	K35873
123	2004	Thomas	Freightliner	Conventional	66	0	4UZAANCS24CM32354	L47901
124	2004	Thomas	Freightliner	Conventional	66	0	4UZAANCS44CM32355	L47902
125	2004	Thomas	Freightliner	Conventional	66	0	4UZAANCS75CU92485	L57156
126	2004	Thomas	Freightliner	Conventional	66	0	4UZAANCS95CU92486	L57157
127	2004	Chevy	Chevy	Impala	5	0	2G1WF52E049461671	L47947
128	2006	Thomas	OMC	Minotour, Savannah	20	3	1GDJG31U851195068	M10420
129	2007	Thomas	Freightliner	Conventional	66	0	4UZAANCS27CW03849	M10413
130	2006		Chevy	EXPRESS	8	0	1GNFG15X061129951	M10414
131	2007	Thomas	Freightliner	C2	66	0	4UZABRCS37CW18627	M16164
132	2007	Thomas	Freightliner	C2	66	0	4UZABRCS77CW18632	M16163
133	2007	Thomas	Freightliner	C2	66	0	4UZABRCS17CW18660	M27613
134	2007	Thomas	Freightliner	C2	66	0	4UZABRCS57CW18659	M27614

TOTAL VEHICLES: 18

116, 118, 119, 121, 122, 123, 124, 125, 126, 129, 130, 132, 133, 134

$37\text{ft. } 5\text{in} \times 8\text{ft } 1\text{in} \times 10\text{ft. } 8\text{in}$

$18\text{ft } 4\text{in} \times 7\text{ft. } 6\text{in} \times 7\text{ft.}$

$127 \quad 17\text{ft} \times 7\text{ft} \times 5\text{ft.}$

$128 \quad 23\text{ft } 5\text{in} \times 8\text{ft. } 3\text{in} \times 9\text{ft. } 8\text{in}$

$130 \quad 18\text{ft. } 9\text{in} \times 8\text{ft} \times 7\text{ft.}$

ALEXANDER SHARED SERVICES SITE SURVEY

11. Any specific concerns regarding storm water runoff from material storage piles?

12. Do any piles of materials need to be covered?

13. Is a waste oil tank/system required? If yes, please advise approximate container volume.

yes, currently have 275 gal. capacity

14. How many maintenance bays are required?

2 work bays + 1 dead bay

15. How many bays need lifts?

2 - work bays

16. Would a pit work better than a lift for any of your maintenance work?

no

ALEXANDER SHARED SERVICES SITE SURVEY

17. What type of vehicle lifts work best for your equipment?

2 post

18. Describe briefly any specific individual maintenance bay requirements

a separate locker, ventilation

19. Do the maintenance bays need a wash station?

yes

20. Does the facility need a separate wash bay?

yes

21. What are the approximate storage area sizes for the following items?

Tires 16ft x 11ft.

Parts Locker 28ft x 18ft.

ALEXANDER SHARED SERVICES SITE SURVEY

Tool Locker don't have - tools are spread throughout work bay

Other Chemical room - currently 9ft x 16'2ft.

(not quite big enough)

22. Can a mezzanine be used for storage if provided with an equipment lift?

possibly

23. What are the area/volume requirements for oil and grease?

275 gal. tank 3-55 gal. barrels 1-30 gal. barrel

24. Is there an automated oil/grease dispensing system?

oil - yes grease - no

25. How much gasoline is used per month?

600 gals.

26. How much diesel is used per month?

3200 gals.

27. Any other fuel dispensing requirements?

ALEXANDER SHARED SERVICES SITE SURVEY

28. Preferred overhead garage door width and height?

14ft w x 12ft. H

29. Is an office required?

yes - Transp. Coord. + Head mech.

30. Is an office required specifically for dispatch or parts?

no

31. Is a break room required?

yes

32. Can a break room be used as a training room?

yes, if large enough

33. Are lockers required?

yes

34. Are showers required?

yes

ALEXANDER SHARED SERVICES SITE SURVEY

34. Toilet rooms (Men's and Women's assumed)

yes

35. Security and access requirements i.e. cameras, gated access drive, etc.?

Cameras would be nice - especially if
buses are parked outside

36. Does the site need to be completely fenced? If not are there any specific areas that need to be fenced?

Buses stored outside should be within a locked fence.

37. Are there any specific hazardous material equipment/storage needs?

Currently 98% of chemicals are stored in "the bomb shelter"
& locked.

38. Does the site need to be lighted for security/work?

yes

ALEXANDER SHARED SERVICES SITE SURVEY

39. Will other school/village /town staff have access to the site i.e. sheriff or police/administrators etc.

40. Are there any special electrical requirements for the building/equipment? (Welders, compressors, etc.)

6 FT, 220 lines - welders, compressors
need 3 phase for lift + ass compressor

41. What size air compressor is needed in the building?

?
- currently have Type 30 Ingersoll Rand

42. Are there any special HVAC requirements (Vehicle exhaust system, paint booth, welding station)

yes, Vehicle exhaust system
paint booth would be nice

43. Is an emergency generator required and if so what needs to be powered? yes →

ALEXANDER SHARED SERVICES SITE SURVEY

overhead doors, lights, radios

44. Will the building be considered an emergency shelter or emergency command center?

ALEXANDER SHARED SERVICES SITE SURVEY

Date completed 10-10-07

1. Name of site:

Alexander Central School B+G

2. Address of Site:

Street _____

City, State, _____

Zip _____

3. Contact person at site:

Name Mark Sewerpiak

Telephone 591-1551 x-2056

Fax 585-591-2257

Cell 585-409-8850

Email msewerpiak@alexandersd.org

4. How many full-time/part-time staff are employed at the location?

Full-time: 15 Part-time: 1

5. Name the staff positions/job titles?

1 - supervisor of B+G

2 - maintenance Mechanics

2 - Sr. Custodians

2 - Custodian / groundskeepers

2 - Custodians

6 - cleaners

1 - part time / Secretary

ALEXANDER SHARED SERVICES SITE SURVEY

6. What are the services currently performed from this site?

DESCRIPTION	YES	NO	COMMENTS
Vehicle dispatch		<input checked="" type="checkbox"/>	
Refueling	<input checked="" type="checkbox"/>		Refuel - gas equipment at the town. Refuel Diesel equipment at the school
Vehicle storage	<input checked="" type="checkbox"/>		Vehicles stored outside during summer months. Try to store as many vehicles inside as possible in winter months.
Vehicle maintenance	<input checked="" type="checkbox"/>		Done by bus garage mechanics. All small equipment by BtG employees.
Parts storage	<input checked="" type="checkbox"/>		
Equipment storage	<input checked="" type="checkbox"/>		Most equipment stored outside. It would be very beneficial to be able to store inside.
Material storage	<input checked="" type="checkbox"/>		Tire oil, shoes, ball diamond mix, mulch, salt
Staff assembly at start of day	<input checked="" type="checkbox"/>		
Staff assembly at end of day	<input checked="" type="checkbox"/>		
Work/Lunch breaks	<input checked="" type="checkbox"/>		We have a break room
Showering	<input checked="" type="checkbox"/>		We have a shower room
Staff Training	<input checked="" type="checkbox"/>		
Vehicle cleaning/washing	<input checked="" type="checkbox"/>		We use bus garage wash bay
Hazard material response	<input checked="" type="checkbox"/>		
Other			

7. How much space is required between parked vehicles for daily checks/access?

Front clearance: N/A

Rear clearance: N/A

Side clearance: N/A

Equipment stored outside:

	L x W x H
a) Trailer	17' x 10' x 5'
b) Land Aride mower	8' x 16' x 10'
c) Push blade	10' x 4' x 3'
d) 5310 bucket	9' x 3' x 3'
e) 790 bucket	6' x 3' x 3'
f) aerator - Jacobsen	8' x 8' x 3'
G) aerator - ?	6' x 6' x 3'
H) Topdresser	8' x 8' x 3'
I) Ball Field Grubber	7' x 5' x 3'
J) 3-truck plows	8' x 5' x 3' ea.
K) Snow blower 3pt.	10' x 6' x 10'
L) 2-rollers	10' x 8' x 4' ea.
M) 3pt. scraper Blade	4' x 7' x 3'
N) Irrigator	8' x 8' x 7'

Misc. small equipment:

d- push mowers	Blower
- snowblower (walk behind)	Pressure washer
string trimmers	
line markers	
edgers.	

It would be beneficial to the district to have all vehicles and equipment stored inside. This would decrease or vandalism, increase its longevity, and solve our safety issues of students climbing on equipment after hours.

9) Vehicles Stored Inside:

- a) Ford Truck w/plow
- b) Chevy Truck w/plow

L x W x H
25' x 7' x 7'
25' x 7' x 7'

Vehicles Stored Outside:

- b) Chevy Truck w/plow

25' x 7' x 7'

Equipment Stored Inside:

- a) John Deere 5310 Tractor w/bucket
- b) John Deere 790 w/bucket
- c) Fiskus Mower
- d) John Deere Mower
- e) Sweeper

24' x 9' x 9'
17' x 5' x 7'
8' x 8' x 4'
8' x 8' x 4'
5' x 10' x 3'

ALEXANDER SHARED SERVICES SITE SURVEY

8. Does outside storage area required to be paved? If yes, please advise approximate area required.

Concrete Paving Area: 80' x 60' Concrete area

Asphalt Paving Area: _____

Gravel Paving Area: _____

9. How many vehicles are stored under cover on the site?

Please provide a separate page which describes the following:

Vehicle types:

Mfg and Model if available:

Approximate size length x width x height:

Advise if there are any attachments (plows, spreaders, lifts) that would alter its size and change its ability to enter a service bay/wash bay and/or receive maintenance on a lift.

How many vehicles are stored outside on the site?

Please provide a separate page which describes the following:

Vehicle types:

Mfg and Model if available:

Approximate size length x width x height:

Are core heaters required for any vehicles stored outside?

How many pieces of equipment are stored under cover on the site?

Please provide a separate page which describes the following:

Equipment type:

Mfg and Model if available:

ALEXANDER SHARED SERVICES SITE SURVEY

Approximate size length x width x height:

How many pieces of equipment are stored outside on the site?

Please provide a separate page which describes the following:

Equipment type:

Mfg and Model if available:

Approximate size length x width x height:

10. Is there a need for loose material storage/laydown area for such items as construction materials, sand, gravel, etc. If so how large an area?

MATERIAL	INSIDE (I) OUTSIDE (O)	AREA REQUIRED	HEIGHT REQUIRED
Topsoil	O	20' x 20'	5'
Stone	O	20' x 20'	5'
Mulch	O	20' x 20'	5'
Recycled tires	O	20' x 20'	10'

ALEXANDER SHARED SERVICES SITE SURVEY

11. Any specific concerns regarding storm water runoff from material storage piles?

N/A

12. Do any piles of materials need to be covered?

Yes, Topsoil, road mix

13. Is a waste oil tank/system required? If yes, please advise approximate container volume.

No

14. How many maintenance bays are required?

1

15. How many bays need lifts?

N/A

16. Would a pit work better than a lift for any of your maintenance work?

No

ALEXANDER SHARED SERVICES SITE SURVEY

17. What type of vehicle lifts work best for your equipment?

N/A

18. Describe briefly any specific individual maintenance bay requirements

Lighting, Heat, compressed Air,

19. Do the maintenance bays need a wash station?

NO

20. Does the facility need a separate wash bay?

Yes.

21. What are the approximate storage area sizes for the following items?

Tires

N/A

Parts Locker

3,000 sq. ft.

ALEXANDER SHARED SERVICES SITE SURVEY

Tool Locker 1,000 sq ft.

Other Flammable Storage - portable tank 900 sq ft.

22. Can a mezzanine be used for storage if provided with an equipment lift?

Yes

23. What are the area/volume requirements for oil and grease?

None

24. Is there an automated oil/grease dispensing system?

No

25. How much gasoline is used per month?

125 gals./month.

26. How much diesel is used per month?

75 gals./month

27. Any other fuel dispensing requirements?

No

ALEXANDER SHARED SERVICES SITE SURVEY

28. Preferred overhead garage door width and height?

Min. 12' wide x 10' High

29. Is an office required?

Yes

30. Is an office required specifically for dispatch or parts?

N/A

31. Is a break room required?

Yes

32. Can a break room be used as a training room?

Yes.

33. Are lockers required?

Yes

34. Are showers required?

Would be nice to have for chemical exposure removal.

ALEXANDER SHARED SERVICES SITE SURVEY

34. Toilet rooms (Men's and Women's assumed)

Yes

35. Security and access requirements i.e. cameras, gated access drive, etc.?

Do not have at this time.

Would be a good idea to have some.

36. Does the site need to be completely fenced? If not are there any specific areas that need to be fenced?

Fencing for outside storage of equipment +
recyclables ect., would keep things inaccessible to
people especially nights + weekends.

37. Are there any specific hazardous material equipment/storage needs?

Flammable storage area needed,
Pesticide storage area needed,

38. Does the site need to be lighted for security/work?

Yes, both.

ALEXANDER SHARED SERVICES SITE SURVEY

39. Will other school/village /town staff have access to the site i.e. sheriff or police/administrators etc.

If we take over the old bus garage I
would assume that the PE dept would
have some storage space designated to them,
they would need to access.

40. Are there any special electrical requirements for the building/equipment? (Welders, compressors, etc.)

Welders, compressors, washer + dryer, HVAC

41. What size air compressor is needed in the building?

We have one we could move

42. Are there any special HVAC requirements (Vehicle exhaust system, paint booth, welding station)

Welding station, some hard-give, paint, ect.,

43. Is an emergency generator required and if so what needs to be powered? Yes,
HVAC Computer, Security system, Freezers, telephone
system, Boilers/Pumps¹⁰, Emergency Lighting, Intercom.
Habiterra

ALEXANDER SHARED SERVICES SITE SURVEY

44. Will the building be considered an emergency shelter or emergency command center?

Would be a good idea in the event of a lockdown.

ALEXANDER SHARED SERVICES SITE SURVEY

Date completed October 17 2007

1. Name of site:

Town of Alexander Town Hall

2. Address of Site:

Street 3350 Buffalo St POBox 248

City, State,

Zip Alexander NY 14005

3. Contact person at site:

Name Ruth Hulshoff

Telephone 585 591 1586

Fax _____

Cell _____

Email _____

4. How many full-time/part-time staff are employed at the location?

Full-time: 4 Part-time: 25

5. Name the staff positions/job titles?

<u>Supervisor (1)</u>	<u>Planning Board (4)</u>	<u>Judge (2)</u>
<u>Deputy Supervisor (1)</u>	<u>Planning Board Chairmen (1)</u>	<u>court clerk (2)</u>
<u>Town Board (3)</u>	<u>Zoning officer (1)</u>	<u>Assessor (1)</u>
<u>Town Clerk (1)</u>	<u>Zoning Board (4)</u>	<u>Assistant Assessor (1)</u>
<u>Book keeper (1)</u>		<u>Historian (1)</u>

ALEXANDER SHARED SERVICES SITE SURVEY

6. What are the services currently performed from this site?

DESCRIPTION	YES	NO	COMMENTS
Vehicle dispatch		X	
Refueling		X	
Vehicle storage		X	
Vehicle maintenance		X	
Parts storage		X	
Equipment storage		X	
Material storage		X	
Staff assembly at start of day	X		
Staff assembly at end of day	X		
Work/Lunch breaks	X		
Showering		X	
Staff Training	X		
Vehicle cleaning/washing		X	
Hazard material response		X	
Other			

7. How much space is required between parked vehicles for daily checks/access?

Front clearance: _____

Rear clearance: _____

Side clearance: _____

ALEXANDER SHARED SERVICES SITE SURVEY

8. Does outside storage area required to be paved? If yes, please advise approximate area required. *Yes*

Concrete Paving Area: _____

Asphalt Paving Area: _____

Gravel Paving Area: _____

9. How many vehicles are stored under cover on the site? *None*

Please provide a separate page which describes the following:

Vehicle types:

Mfg and Model if available:

Approximate size length x width x height:

Advise if there are any attachments (plows, spreaders, lifts) that would alter its size and change its ability to enter a service bay/wash bay and/or receive maintenance on a lift.

How many vehicles are stored outside on the site?

Please provide a separate page which describes the following:

Vehicle types:

Mfg and Model if available:

Approximate size length x width x height:

Are core heaters required for any vehicles stored outside?

How many pieces of equipment are stored under cover on the site? *None*

Please provide a separate page which describes the following:

Equipment type:

Mfg and Model if available:

ALEXANDER SHARED SERVICES SITE SURVEY

Approximate size length x width x height:

How many pieces of equipment are stored outside on the site? *None*

Please provide a separate page which describes the following:

Equipment type:

Mfg and Model if available:

Approximate size length x width x height:

10. Is there a need for loose material storage/laydown area for such items as construction materials, sand, gravel, etc. If so how large an area? *No*

MATERIAL	INSIDE (I) OUTSIDE (O)	AREA REQUIRED	HEIGHT REQUIRED

ALEXANDER SHARED SERVICES SITE SURVEY

11. Any specific concerns regarding storm water runoff from material storage piles?

No

12. Do any piles of materials need to be covered?

No

13. Is a waste oil tank/system required? If yes, please advise approximate container volume.

No

14. How many maintenance bays are required?

None

15. How many bays need lifts?

None

16. Would a pit work better than a lift for any of your maintenance work?

ALEXANDER SHARED SERVICES SITE SURVEY

No

17. What type of vehicle lifts work best for your equipment?

N/A

18. Describe briefly any specific individual maintenance bay requirements

None

19. Do the maintenance bays need a wash station?

N/A

20. Does the facility need a separate wash bay?

No

21. What are the approximate storage area sizes for the following items? No Storage

Tires _____

Parts Locker _____

ALEXANDER SHARED SERVICES SITE SURVEY

Tool Locker _____

Other _____

22. Can a mezzanine be used for storage if provided with an equipment lift?

N/A

23. What are the area/volume requirements for oil and grease?

N/A

24. Is there an automated oil/grease dispensing system?

N/A

25. How much gasoline is used per month?

None

26. How much diesel is used per month?

None

27. Any other fuel dispensing requirements?

ALEXANDER SHARED SERVICES SITE SURVEY

28. Preferred overhead garage door width and height?

N/A

29. Is an office required?

Yes

30. Is an office required specifically for dispatch or parts?

No

31. Is a break room required?

Yes

32. Can a break room be used as a training room?

Yes

33. Are lockers required?

No

34. Are showers required?

ALEXANDER SHARED SERVICES SITE SURVEY

No

34. Toilet rooms (Men's and Women's assumed)

Yes

35. Security and access requirements i.e. cameras, gated access drive, etc.?

36. Does the site need to be completely fenced? If not are there any specific areas that need to be fenced?

No

37. Are there any specific hazardous material equipment/storage needs?

No

38. Does the site need to be lighted for security/work?

Yes

ALEXANDER SHARED SERVICES SITE SURVEY

39. Will other school/village /town staff have access to the site i.e. sheriff or police/administrators etc.

Yes

40. Are there any special electrical requirements for the building/equipment? (Welders, compressors, etc.)

Elevator

41. What size air compressor is needed in the building?

N/A

42. Are there any special HVAC requirements (Vehicle exhaust system, paint booth, welding station)

43. Is an emergency generator required and if so what needs to be powered?

ALEXANDER SHARED SERVICES SITE SURVEY

44. Will the building be considered an emergency shelter or emergency command center?

Yes emergency shelter and emergency command

ALEXANDER SHARED SERVICES SITE SURVEY

Date completed October 17 2007

1. Name of site:

Town of Alexander Highway Department

2. Address of Site:

Street PO Box 1 3437 Railroad Avenue

City, State,

Zip Alexander NY 14005

3. Contact person at site:

Name THOMAS LOWE

Telephone 585 591 1471

Fax 585 591 1471

Cell 585 409 8317

Email etownof1@rochester.ny.com

4. How many full-time/part-time staff are employed at the location?

Full-time: 5 Part-time: 2

5. Name the staff positions/job titles?

Highway Superintendent (1)

Deputy Highway Superintendent (1)

Motorized Equipment Operator (3)

Laborer Part Time (2)

ALEXANDER SHARED SERVICES SITE SURVEY

6. What are the services currently performed from this site?

DESCRIPTION	YES	NO	COMMENTS
Vehicle dispatch	X		
Refueling	X		
Vehicle storage	X		
Vehicle maintenance	X		
Parts storage	X		
Equipment storage	X		
Material storage	X		
Staff assembly at start of day	X		
Staff assembly at end of day	X		
Work/Lunch breaks	X		
Showering		X	
Staff Training	X		
Vehicle cleaning/washing	X		
Hazard material response	X		
Other			

7. How much space is required between parked vehicles for daily checks/access?

Front clearance: 7 feet (tip hoods)

Rear clearance: 5 feet

Side clearance: 5 feet

ALEXANDER SHARED SERVICES SITE SURVEY

B. Does outside storage area required to be paved? If yes, please advise approximate area required.

Concrete Paving Area: _____

Asphalt Paving Area: _____

Gravel Paving Area: _____

9. How many vehicles are stored under cover on the site? 6

Please provide a separate page which describes the following:

Vehicle types:

Mfg and Model if available:

Approximate size length x width x height:

Advise if there are any attachments (plows, spreaders, lifts) that would alter its size and change its ability to enter a service bay/wash bay and/or receive maintenance on a lift.

How many vehicles are stored outside on the site? None

Please provide a separate page which describes the following:

Vehicle types:

Mfg and Model if available:

Approximate size length x width x height:

Are core heaters required for any vehicles stored outside?

How many pieces of equipment are stored under cover on the site? 6

Please provide a separate page which describes the following:

Equipment type:

Mfg and Model if available:

Question #9

1101 International 5-2674

27' L x 10' W x 12' H

attachments one way snow plow adds 12' L
wing plow adds 8' W
material sander adds 3' L
chip box adds 3' L and 2' W

1102 International 5-2674

27' L x 10' W x 12' H

attachments one way snow plow add 12' L
wing plow adds 8' W
material sander adds 3' L

1103 International Paustar 9100i

27' L x 10' W x 12' H

attachments one way snow plow adds 12' L
wing plow adds 8' W
material spreader adds 3' L

1104 White GMC

25' L x 10' W x 12' H

attachments one way snow plow adds 12' L
wing plow adds 8' W
material spreader adds 3' L
chip box adds 3' L and 2' W

#9

1107 John Deere 2355

11 L x 7 W x 7 H

attachments JD 390 flail mower adds 3' wide and 3' L
Rhino Servis 37 mower adds 1' W and 3' L and 1' H
Scraper adds 1' W and 3' L

1109 Allis Chalmers 5050

11 L x 7 W x 7 H

attachments JD 390 flail mower adds 3' W and 3' L

1110 Austin Western Pacer 200 Grader

25' L x 8' W x 11' H

attachments Dozer blade adds 4' L
Second Snowthrower adds 6' L

1112 John Deere 510B backhoe

26' L x 8' W x 10' H

1124 Case Vibromax 752B roller

14' L x 6' W x 9' 6" W

1125 Salsco Chipper 813

17' L x 7' W x 8' W

1126 Layton skid paver

6' L x 8' W x 3' H

1105 Auto car

25' L x 10' W x 12' H

attachments

one way snowplow adds 12' L

wing plow adds 8' W

material spreader adds 3' L

1106 JD 544H

34' L x 8 1/2' W x 11' H

no attachments

1114 Chevrolet Silverado 2500 HD

19' L x 7' W x 7' H

attachments

snow plow adds 4' L and 2' wide

•

material spreader adds 2' L

ALEXANDER SHARED SERVICES SITE SURVEY

Approximate size length x width x height:

How many pieces of equipment are stored outside on the site?

Please provide a separate page which describes the following:

Equipment type:

Mfg and Model if available:

Approximate size length x width x height:

10. Is there a need for loose material storage/laydown area for such items as construction materials, sand, gravel, etc. If so how large an area?

MATERIAL	INSIDE (I) OUTSIDE (O)	AREA REQUIRED	HEIGHT REQUIRED
Rock Salt		62' x 75'	
Rock Salt/Sand Mix		62' x 25'	
crushed stone	O	75' x 200'	

ALEXANDER SHARED SERVICES SITE SURVEY

11. Any specific concerns regarding storm water runoff from material storage piles?

Yes rock salt run off into Tonawanda Creek

12. Do any piles of materials need to be covered?

Yes rock salt and rock salt/sand mix

13. Is a waste oil tank/system required? If yes, please advise approximate container volume.

waste oil stored in 55 gal drums presently

14. How many maintenance bays are required?

2

15. How many bays need lifts?

1

16. Would a pit work better than a lift for any of your maintenance work?

ALEXANDER SHARED SERVICES SITE SURVEY

No

17. What type of vehicle lifts work best for your equipment?

Do not know

18. Describe briefly any specific individual maintenance bay requirements

19. Do the maintenance bays need a wash station?

Yes

20. Does the facility need a separate wash bay?

No

21. What are the approximate storage area sizes for the following items?

Tires

8' x 20'

Parts Locker

10' x 12'

ALEXANDER SHARED SERVICES SITE SURVEY

Tool Locker 4' x 5'

Other _____

22. Can a mezzanine be used for storage if provided with an equipment lift?

Yes

23. What are the area/volume requirements for oil and grease?

8' x 10'

24. Is there an automated oil/grease dispensing system?

No

25. How much gasoline is used per month?

300 gal

26. How much diesel is used per month?

2,000 to 3,000 gal

27. Any other fuel dispensing requirements?

ALEXANDER SHARED SERVICES SITE SURVEY

28. Preferred overhead garage door width and height?

16' W x 14' H

29. Is an office required?

Yes

30. Is an office required specifically for dispatch or parts?

Yes Parts

31. Is a break room required?

Yes

32. Can a break room be used as a training room?

Yes

33. Are lockers required?

Yes

34. Are showers required?

ALEXANDER SHARED SERVICES SITE SURVEY

34. Toilet rooms (Men's and Women's assumed)

Yes

35. Security and access requirements i.e. cameras, gated access drive, etc.?

36. Does the site need to be completely fenced? If not are there any specific areas that need to be fenced?

No

37. Are there any specific hazardous material equipment/storage needs?

Yes

38. Does the site need to be lighted for security/work?

Yes

ALEXANDER SHARED SERVICES SITE SURVEY

39. Will other school/village /town staff have access to the site i.e. sheriff or police/administrators etc.

Yes

40. Are there any special electrical requirements for the building/equipment? (Welders, compressors, etc.)

Yes Mig welder, Air Compressor, Stick Welder, Pressure Washer

41. What size air compressor is needed in the building?

5 hp, 80 gal tank upright

42. Are there any special HVAC requirements (Vehicle exhaust system, paint booth, welding station)

Yes all three

43. Is an emergency generator required and if so what needs to be powered?

ALEXANDER SHARED SERVICES SITE SURVEY

Yes _____

44. Will the building be considered an emergency shelter or emergency command center?

Yes _____

SUMMARY MATRIX

ALEXANDER SHARED SERVICES SITE SURVEY

10/23/2007

				ACS BLDGS & GRNDS	BUS GARAGE	TOWN HALL	HIGHWAY DEPT.
4	Staff:						
		Full-time	15	4	4	5	
		Part-time	1	19	25	2	
		Substitutes as needed		4-8			
5	Staff Positions and Job Titles:						
		Assessor				1	
		Assistant Assessor				1	
		Bookkeeper				1	
		Bus Driver, Bus attendant		X			
		Cleaners	2				
		Court Clerk				2	
		Custodian / Groundskeepers	2				
		Custodians	2				
		Deputy Highway Superintendent					1
		Deputy Supervisor				1	
		Head Mechanic, Mechanic		X			
		Highway Superintendent					1
		Historian				1	
		Judge				2	
		Laborer (part-time)					2
		Maintenance Mechanics	2	X			
		Mechanics Helper/Bus Driver		X			
		Motorized Equipment Operator					3
		Planning Board				4	
		Planning Board Chairman				1	
		Secretary (part-time)	1				
		Senior Custodians	2				
		Supervisor				1	
		Supervisor of Bldg & Grnds	1				
		Town Board				3	
		Town Clerk				1	
		Transportation Coordinator		X			
		Zoning Board				4	
		Zoning Officer				1	
6	Services performed:						
		Vehicle dispatch	NO	YES	NO	YES	
		Refueling	YES	YES	NO	YES	
		Vehicle storage	YES	YES	NO	YES	

ALEXANDER SHARED SERVICES SITE SURVEY

10/23/2007

				ACS BLDGS & GRNDS	BUS GARAGE	TOWN HALL	HIGHWAY DEPT.
		Vehicle maintenance		YES	YES	NO	YES
		Parts storage		YES	YES	NO	YES
		Equipment storage		YES	YES	NO	YES
		Material storage		YES	YES	NO	YES
		Staff assembly - start of day		YES	YES	YES	YES
		Staff assembly - end of day		YES	YES	YES	YES
		Work / lunch breaks		YES	YES	YES	YES
		Showering		YES	---	NO	NO
		Staff training		YES	YES	YES	YES
		Vehicle cleaning / washing		YES	YES	NO	YES
		Hazard material response		YES	YES	NO	YES
		Other		---	Need eye wash station	---	---
7	Space required between parked vehicles:						
		Front clearance		N/A	3' min.	---	7'
		Rear clearance		N/A	3' min.	---	5'
		Side clearance		N/A	4' min.	---	5'
8	Does outside area require to be paved?					YES	---
		Concrete paving area	80' X 60' fenced area	---	---	---	---
		Asphalt paving area		---	---	---	---
		Gravel paving area		---	---	---	---
9	How many vehicles under cover at site?			2	15	None	6
	How many vehicles stored outside on site?			1	3	---	0
	Are core heaters required for vehicles store outside?			---	YES	---	---
	How many pieces equipment stored under cover at site?			5	---	None	6
	How many pieces equipment stored outside on site?			14	Dumpster for metal	None	0
10	Is there a need for loose material storage / laydown area?			YES	NO	NO	YES
	Material / Area Required:			Topsoil 20' X 20'	---	---	Rock salt 62' X 75'

ALEXANDER SHARED SERVICES SITE SURVEY							10/23/2007	
					ACS BLDGS & GRNDS	BUS GARAGE	TOWN HALL	HIGHWAY DEPT.
					Stone 20' X 20'	---	---	Rock salt / sand mix 62' X 25'
					Mulch 20' X 20'	---	---	Crushed stone 75' x 200'
					Recyclables 20' X 20'	---	---	---

11	Any concerns regarding storm water runoff from storage piles?			NO	---	NO	YES, rock salt runoff	
12	Do piles of materials need to be covered?			YES, topsoil, infield mix	---	NO	YES, rock salt & rock salt/sand mix	
13	Is waste oil tank/system required?			NO	YES	NO	YES	
	Approximate container volume:			---	275 gal.	---	Waste oil stored in 55 gal. drums	
14	How many maintenance bays required?			1	2 work bays, 1 dead bay	None	2	
15	How many bays need lifts?			N/A	2 work bays	None	1	
16	Would pit work better than a lift for maintenance work?			NO	NO	NO	NO	
17	What type of vehicle lift works best?			N/A	2 post	N/A	Do not know	
18	Individual maintenance bay requirements:			Lighting, heat, compressed air	Adequate lighting, ventilation	None	---	

ALEXANDER SHARED SERVICES SITE SURVEY

10/23/2007

		ACS BLDGS & GRNDS	BUS GARAGE	TOWN HALL	HIGHWAY DEPT.
19	Do maintenance bays need wash station?	NO	YES	N/A	YES
20	Does facility need separate wash bay?	YES	YES	NO	NO
21	Approximate storage area sizes:			No storage	
	Tires	N/A	16' x 11'	---	8' X 20'
	Parts Locker	3,000 sf	28' X 18'	---	10' X 12'
	Tool Locker	1,000 sf	No tool locker	---	4' X 5'
	Other	Flammable storage - paints, etc., 900 sf	Chemical room - 9' X 16.5'	---	---
22	Can a mezzanine be used for storage if provided with a lift?	YES	Possibly	N/A	YES
23	Area/volume requirements for oil and grease:	NONE	275 gal. tank; 3-5 gal. barrels; 1-30 gal. barrel	N/A	8' X 10'
24	Is there an automated oil/grease dispensing system?	NO	Oil - yes; grease - no	N/A	NO
25	How much gasoline used per month?	125 gal.	600 gal.	None	300 gal.
26	How much diesel used per month?	75 gal.	3200 gal.	None	2,000 - 3,000 gal.
27	Any other fuel dispensing units?	NO	---	---	---
28	Preferred overhead garage door width and height:	Minimum 12' wide X 10' high	14' wide X 12' high	N/A	16' wide X 14' high
29	Is an office required?	YES	YES	YES	YES
30	Is an office required for dispatch or parts?	N/A	NO	NO	YES, parts

ALEXANDER SHARED SERVICES SITE SURVEY

10/23/2007

					ACS BLDGS & CRNDS	BUS GARAGE	TOWN HALL	HIGHWAY DEPT.
31	Is break room required?				YES	YES	YES	YES
32	Can break room be used as training room?				YES	Yes, if large enough	YES	YES
33	Are lockers required?				YES	YES	NO	YES
34	Are showers required?				Would be nice for chemical exposure issues.	YES	NO	---
	Toilet rooms? (Men's and Women's assumed)				YES	YES	YES	YES
35	Security and access requirements:				Do not have at this time - would like to have some.	Cameras would be nice - buses are parked outside.	---	---
36	Does site need to be completely fenced?				Fencing for outside storage of equipment and recyclables.	Buses outside should be within fence.	NO	NO
37	Are there specific hazardous material equipment / storage needs?				Flammable storage area needed; pesticide storage area needed.	98% of chemicals are stored in "bomb shelter" & locked.	NO	YES
38	Does site need to be lighted for security / work?				YES	YES	YES	YES
39	Will other school / village / town staff have access to site?				PE dept. would need to access storage space.	---	YES	YES

ALEXANDER SHARED SERVICES SITE SURVEY

10/23/2007

					ACS BLDGS & GRNDS	BUS GARAGE	TOWN HALL	HIGHWAY DEPT.
40	Are there special electrical requirements for building / equipment?				Welders, compressors, washer & dryer, HVAC	GFI, 220 lines welders, compressors need 3-phase for lift & air compressor.	Elevator	Mig welder, air compressor, stick welder, pressure washer
41	What size air compressor is needed in building?				Have one that could be moved.	Currently have Type 30 Ingersoll Rand.	N/A	5 hp, 80 gal. tank upright
42	Are there special HVAC requirements?				Welding station, fume hood - glue, paint, etc.	Vehicle exhaust system, paint booth	---	Vehicle exhaust, paint booth, welding station
43	Is emergency generator required?				YES	YES	---	YES
	What needs to be powered?				HVAC computer, security system, freezers, telephone system, boiler / pumps, emergency lighting, intercom	Overhead doors, lights, radios	---	Vehicle exhaust system, paint booth, welding station
44	Will building be considered an emergency shelter or emergency command center?				YES, in the event of a lock down.		Yes, emergency shelter, emergency command	YES

ALEXANDER SHARED SERVICES SITE SURVEY						10/23/2007
			ACS BLDGS & GRNDS	BUS GARAGE	TOWN HALL	HIGHWAY DEPT.
SURVEY CONTRIBUTORS:						
<u>Alexander Central School District</u>			<u>Town of Alexander Highway Dept.</u>			
Mark Seweryniak			Thomas Lowe			
(t) 585-591-1551 Ext. 2056			(t) 585-591-1471			
(f) 585-591-2257			(f) 585-591-1471			
cell 585-409-8850			cell 585-409-8317			
mseweryniak@alexandercsd.org			etownof1@rochester.rr.com			
<u>Alexander Bus Garage</u>			<u>Town of Alexander Town Hall</u>			
Shea Schreiber			Ruth Hulshoff			
(t) 585-591-1551 Ext. 2131			(t) 585-591-1586			
(f) 585-591-4534						
sschreiber@alexandercsd.org						
Bus sizes						
14 each	38'Lx8'Wx10'8"H					
w/clearances	46'Lx16'Wx10'8"H	736 sf				
area required				10,304 sf		
1 each	19'Lx8'x7'H					
w/clearances	25'Lx16'x7'H	400 sf				
area required				400 sf		
1 each	17'Lx7'Wx5'H					
w/clearances	23'Lx15'Wx5'H	345 sf				
area required				345 sf		
1 each	24'Lx8'Wx9'8"H					
w/clearances	30'Lx16'Wx9'8"H	480 sf				
area required				480 sf		
1 each	19'Lx8'Wx7'H					
w/clearances	25'Lx16'Wx7'H	400 sf				
area required				400 sf		

SMSI APPLICATION

11-14-2007



**NYS Department of State
Shared Municipal Services
Incentive Grant Program
2007-2008**

DO NOT WRITE IN THIS SPACE

Application Number

Date Received

A. Lead Applicant Information

Name of Municipality:

Alexander Central School District

Federal Tax ID Number:

16-6001464

Name of Chief Elected Official:

Donald G. Korzelius, President of BOE

Municipality Number:

Mailing Address:

Alexander Central School
3314 Buffalo Street
Alexander, NY 14005

Telephone Number/Extension:

(585) 591-1551

Fax Number:

(585) 591-2257

Type of Municipality:

- City
- School District
- Town
- Fire District
- Village
- BOCES
- County
- Special Improvement District

County or Counties:

Genesee

Senate District(s):

60th

Assembly District(s):

147th & 137th

B. Lead Applicant Contact Person

Name of Contact Person:

Dick L. Young

Telephone Number/Extension:

(585) 591-1551 ext. 2421

Title:

Superintendent

Fax Number:

(585) 591-2257

Address:

Alexander Central School
3314 Buffalo Street
Alexander, NY 14005

E-Mail Address:

dyoung3@alexandercsd.org

C. General Project Information

Project Title (Not to exceed 20 words): Alexander Shared Services Fueling Facility

Project Description: Provide a brief summary statement that describes the project (Not more than 3 sentences):

The project would consolidate the current Alexander Central School and Town of Alexander vehicle fueling stations into one centralized, automated fueling facility.

The School District, Town of Alexander and Village of Alexander vehicles would be fueled at this facility. The new fuel facility would result in lower fuel prices due to bulk purchasing, better control over dispensing, specific accountability for fuel usage and centralized billing.

Name of Lead Applicant:

Co-Applicants: Other Municipalities-Participating in the same application

(1) Co-Applicant Municipality:

Town of Alexander

Federal Tax ID Number:

16-6002151

Address:

Town of Alexander
3350 Church Street - P O Box 248
Alexander, NY 14005

Telephone Number/Extension:

(585) 591-2455

Type of Municipality:

- City School District
 Town Fire District
 Village BOCES
 County Special Improvement District

Fax Number:

(585) 591-4130

E-Mail Address:

clerkax@rochester.rr.com

(2) Co-Applicant Municipality:

Village of Alexander

Federal Tax ID Number:

16-1140657

Address:

Village of Alexander
Box 266 Alexander, NY 14005

Telephone Number/Extension:

(585) 591-2941

Type of Municipality:

- City School District
 Town Fire District
 Village BOCES
 County Special Improvement District

Fax Number:

(585) 591-2845

E-Mail Address:

vantonucci@rochester.rr.com

(3) Co-Applicant Municipality:

Federal Tax ID Number:

Address:

Telephone Number/Extension:

Type of Municipality:

- City School District
 Town Fire District
 Village BOCES
 County Special Improvement District

Fax Number:

E-Mail Address:

Copy sheet as necessary to include information on additional Co-Applicants

Name of Lead Applicant:

Part E: Intermunicipal Agreements (IMA)

Attach a copy of any existing Intermunicipal agreements or draft agreements that have been entered into for this grant application. If you do not have an Intermunicipal agreement, provide a description of the intermunicipal agreements that will be necessary to carry out the proposed activity. See application guidance for details.

Part F: Work Program

The applicant must attach to the application a detailed work program. The work program must contain the following information:

- A detailed description of the proposed activity.
- Specific needs to be addressed by the proposed activity.
- Objectives to be achieved by the proposed activity.
- A list of the tasks to be undertaken to accomplish the proposed activity.
- A project schedule and time line; include the proposed start date, a schedule for the completion of component tasks, and the expected date of completion.
- Maps of service area(s)
- List of grants or projects completed

Proposed Start Date:
January 2008

Expected Completion Date: May 2009

Part G: Grant Criteria Response

The applicant must attach to the application an explanation of how the proposed activity is consistent with the specific grant selection criteria outlined in the application criteria. Applications are scored and points awarded for responses to the criteria. Answer all criteria.

Part H: Budget Summary

Total Project Cost: \$423,645	Amount of Grant Requested: \$381,280	Amount of Local Share: \$42,365
Total Travel Costs: \$625	Total Costs Supplies, Materials & Equipment: \$400	
Total Costs of Contractual Services: \$106,835	Total Capital Costs: \$315,785	

Name of Lead Applicant: Alexander Central School District

Part C Budget Detail for: ESTABLISH ORGANIZATIONAL STRUCTURE TO PURCHASE LAND

Travel:

Purpose	Destination	Mode	Estimated Trip Cost Calculation
Attorney's meetings with each of shared services participants.	School Administration Building, Town Building, Village Office	Car	\$25

Supplies, Materials and Equipment:

Item	Quantity	Estimated Cost
Legal documents, filing fees, postage, copies.	LS	\$100

Contractual Services:

Type of Service	Estimated Cost
Attorney fees preparation of legal agreements between the Shared Services participants necessary to purchase property of the proposed fueling facility and future transportation facility.	\$4,600

Capital Costs: Attach cost estimates for expenses to be incurred during this task.

Type of Service	Estimated Cost

Copy this page as necessary to include budget information on additional pages.

Name of Lead Applicant: Alexander Central School District

Budget Detail for Task #1: PROPERTY ACQUISITION - S.F.M.A.C.

Travel:

Purpose	Destination	Mode	Estimated Trip Cost Calculation

Supplies, Materials and Equipment:

Item	Quantity	Estimated Cost

Contractual Services:

Type of Service	Estimated Cost
Realtor Services	\$4,000
Attorney Fees	\$5,000
Property Survey	\$7,000
Environmental Investigation	\$5,000
Geotechnical Investigation	\$4,000
Architect's Feasibility Study	\$5,000
Utility Investigation	\$2,500
Financing Cost for Property Loan	\$5,000
Miscellaneous Property Closing Costs	\$1,500
Contingency 5%	\$3,950

Capital Costs: Attach cost estimates for expenses to be incurred during this task.

Type of Service	Estimated Cost
Land Costs - 20 Acres	\$40,000

For complete details, please refer to include budget information on additional tasks.

Name of Lead Applicant: Alexander Central School District

Travel:

Purpose	Destination	Mode	Estimated Trip Cost Calculation
Travel by Architect Approximately 10 Trips	Jamestown to Alexander & Return	Car	\$600

Supplies, Materials and Equipment:

Item	Quantity	Estimated Cost
Copies of prints, postage, miscellaneous items	LS	\$300

Contractual Services:

Type of Service	Estimated Cost
Architectural/Engineering Design Services for new facility	\$23,184

Capital Costs: Attach cost estimates for expenses to be incurred during this task.

Type of Service	Estimated Cost

Name of Lead Applicant: Alexander Central School District



Travel:

Purpose	Destination	Mode	Estimated Trip Cost Calculation

Supplies, Materials and Equipment:

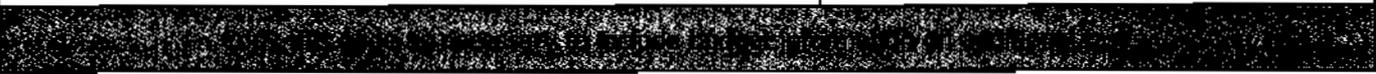
Item	Quantity	Estimated Cost

Contractual Services:

Type of Service	Estimated Cost
Soft costs associated with construction such as permits and fees, field testing, builders risk insurance, site clerk, legal fees, final cleaning allowance. See attached sheet.	\$36,101

Capital Costs: Attach cost estimates for expenses to be incurred during this task.

Type of Service	Estimated Cost
Construction of the Fueling Facility See attached sheet for itemized estimate.	\$275,785





	QUANTITY	UNIT	MATERIAL		LABOR		TOTAL
			UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	
Strip & stockpile topsoil.	440	CY	\$1.50	\$660	\$2.14	\$942	\$1,602
General grading.	1900	SY			\$1.50	\$2,850	\$2,850
Asphalt concrete pavement.	185	SY	\$18.05	\$3,339	\$7.82	\$1,447	\$4,786
Ornamental fence	500	LF	\$18.00	\$9,000	\$6.00	\$3,000	\$12,000
Topsoil & seed	3250	SF	\$0.28	\$910	\$0.47	\$1,528	\$2,438
Storm drainage	1	LS		\$3,000		\$3,000	\$6,000
4,000 gallon tank	1	LS		\$14,000		\$4,000	\$18,000
10,000 gallon tank	1	LS		\$26,000		\$10,000	\$36,000
Dispenser system	4	LS	\$2,500.00	\$10,000	\$1,000.00	\$4,000	\$14,000
Card reader system	1	LS		\$9,000		\$3,000	\$12,000
Canopy with foundation	1	LS		\$54,000		\$25,000	\$79,000
Ansul system	1	LS		\$15,000		\$5,000	\$20,000
Lighting under canopy	1	LS		\$5,000		\$2,000	\$7,000
Power for pumps, alarms, card readers	1	LS		\$14,000		\$4,000	\$18,000
Piping	1	LS		\$4,000		\$3,000	\$7,000
SUBTOTAL				\$167,909		\$72,766	\$240,675
Overhead (Labor * .08)							\$5,821
Profit (Labor Inc. OH + Mat.*.07)							\$17,255
Construction Contingency (Subtotal *.05)							\$12,034
SUBTOTAL							\$275,785
Soft Costs-Testing, Permits, Insurance, Site Clerk, Legal (Subtotal *.15)							\$36,101
TOTAL							\$311,886
1279 North Main Street, Jamestown, New York 14701							

Name of Lead Applicant: _____

Part J. Estimated Cost Savings

*** Should be exclusive of the cost of the SMSI grant or any other grant. Savings should be estimated as future savings that will be realized due to the consolidation of services. For example, if two towns receive a \$300,000 grant for a shared paint striper, the savings cannot include the \$300,000 grant. It may only include the resources saved by having a more efficient shared paint striping process, such as the reduction in associated personnel costs. Savings will not be estimated based upon State resources that a municipality substitutes for local resources for purchase of a piece of equipment.

Five Year Savings Estimate:

Assumptions:

Year 1	_____	See attached Part J. Section
Year 2	_____	_____
Year 3	_____	_____
Year 4	_____	_____
Year 5	_____	_____
Five Year Total	_____	_____

Five Year Savings per Grant Dollar Invested

$$\frac{\text{Five Year Total}}{\text{Expected SMSI Grant}} = \text{Savings per SMSI Dollar Ratio}$$

Part K. Reasonableness of Cost Contract

By submission of this application under the 2007-2008 Shared Municipal Services Incentive Grant Program, the Applicant hereby certifies that all components of the requested Total Project Costs are reasonable and necessary for the conduct of the proposed project, and that prudent analysis has been undertaken to insure that all costs are consistent with current prevailing costs for such goods or services in the geographic area benefiting from the project. Please describe how you determined reasonableness of cost and demonstrate that the Lead Applicant has the ability to sustain and complete the project within the parameters of the standard cost reimbursement contract. Attach additional sheets if necessary.

See attached Part K. Section

Name of Lead Applicant:

Part H: Municipal Resolution and Certification

The Lead Applicant and all Co-applicants shall submit with the application copies of the resolutions in support of this grant application.

Resolutions are attached/included with this application.

I hereby affirm under penalty of perjury that information provided on this form and attached statements and exhibits is true to the best of my knowledge and belief. False statements made herein are punishable as a Class A misdemeanor pursuant to Section 210.45 of the Penal law.

Dick L. Young
(Print Name)

Superintendent
(Print Title)

Dick L. Young
(Signature)

December , 2007
(Date)

Part I: Application Submission Checklist

The application packet should include the original application form with Parts D through Part M completed and four copies should be submitted to Department of State.

- Completed Application
- Extra Sheets containing information on additional Co-Applicants, if applicable (Part D attachments)
- Intermunicipal Agreements (Part E attachments)
- Work Program (Part F attachments)
- Grant Criteria Response (Part G attachments)
- Budget Details (Part I attachments)
- Estimated Cost Savings (Part J attachments)
- Reasonableness of Cost Certification (Part K attachments)
- Municipal Resolutions (Part L attachments)

PART E: INTERMUNICIPAL AGREEMENTS

Interagency Municipal Agreement # 1

This agreement made the 25th day of July, 2007, between the Alexander Central School District, 3314 Buffalo Street, Alexander, N.Y. 14005, hereafter referred to as School; the Town of Alexander, PO Box 248, Alexander, N.Y. 14005, hereafter referred to as Town; and the Village of Alexander, Alexander, N.Y. 14005, hereafter referred to as Village.

WHEREAS, the School, Town and Village have jointly filed an application for a "Shared Municipal Services Incentive Grant" and

WHEREAS, the School, Town and Village have received such a grant from the Department of State, State of New York, for the purpose of conducting a Shared Services Feasibility Study and

WHEREAS, the School, Town and Village desire to enter into an interagency municipal agreement pursuant to General Municipal Law, Article 5-G, for the purpose of implementing said feasibility study, it is;

Now, Therefore, mutually covenanted and agreed as follows:

1. That the School will pay the in-kind costs associated with the Shared Services Feasibility Study.
2. That the School will compose and distribute a Request for Proposal for the purpose of selecting a consultant to conduct the feasibility study.
3. That the School, Town and Village will equally share the responsibility of hiring a consultant.
4. That the School, Town and Village will equally share in working with the consultant to produce the best and most accurate feasibility study possible.
5. That the School, Town and Village will equally share in receiving the final feasibility study document and related recommendations.
6. That the School, Town and Village will equally share in the determination of what to do next as a result of the study and related recommendations.

IN WITNESS THEREOF, the President of the School Board, the Supervisor of the Town and the Mayor of the Village, hereby affix their signature to this Agreement on or before August 1, 2007:

Alexander Central School Board

By:

Donald Korzelius, President

Donald Korzelius

Town of Alexander

By:

Ruth Hulshoff, Supervisor

Ruth Hulshoff

Village of Alexander

By:

Richard Scharlau, Mayor

Richard Scharlau

Interagency Municipal Agreement # 2

This agreement made the 10th day of December, 2007, between the Alexander Central School District, 3314 Buffalo Street, Alexander, N.Y. 14005, hereafter referred to as School; the Town of Alexander, PO Box 248, Alexander, N.Y. 14005, hereafter referred to as Town; and the Village of Alexander, Alexander, N.Y. 14005, hereafter referred to as Village.

WHEREAS, the School, Town and Village have jointly filed an application for a "Shared Municipal Services Incentive Grant" and

WHEREAS, the School, Town and Village will, upon receiving grant approval, from the Department of State, State of New York, purchase property, conduct site development and construct a fuel depot, and

WHEREAS, the School, Town and Village desire to enter into an interagency municipal agreement pursuant to General Municipal Law, Article 5-G, for the purpose of sharing services, cost and accounting, it is;

Now, therefore, mutually covenanted and agreed as follows:

1. That the School will pay the in-kind costs associated with the Shared Services Incentive Grant to purchase the land, perform site development and construct a fuel depot, once the grant has been approved.
2. That the School's attorney will develop the legal outline of how each municipality will share in the use of the fuel depot facility and such outline to be approved by the attorneys of both the Village and the Town.
3. That the School, Town and Village will share in approving the final plans and specifications of the fuel depot.
4. That the School, Town and Village will share in the future development of the property through continued grant proposals.

IN WITNESS THEREOF, the President of the School Board, the Supervisor of the Town and the Mayor of the Village, hereby affix their signature to this Agreement on or before December 14, 2007:

Alexander Central School Board

By:

Donald Korzelius, President

Donald Korzelius

Town of Alexander

By:

Ruth Hulshoff, Supervisor

Ruth Hulshoff

Village of Alexander

By:

Richard Scharlau, Mayor

Richard Scharlau

PART F: WORK PROGRAM

PART F: WORK PROGRAM

Detailed Description of the Proposed Activity:

The Alexander School Central School District, Village of Alexander and Town of Alexander have agreed to create a shared refueling facility to meet the requirements of each organization's fleet. The strategy is to purchase property of approximately 20 acres and immediately construct a centralized, automated fueling facility, which can dispense both diesel and gas for authorized vehicles.

The equipment will automatically record name of the customer, volume of fuel dispensed, time and date and provide this information to the respective accounting department for billing purposes. This facility will replace obsolete and inadequate facilities currently used by the School District and Town.

Future plans are to merge the fleet maintenance and storage facility of each organization into a shared facility on the same property replacing buildings, which are at the end of their life cycle. The proposed facility will consolidate vehicle maintenance capabilities and provide facilities, which meet current vehicle maintenance and storage standards.

Proposed Start Date: January 1, 2008

Proposed Complete Date: June 30, 2009

Specific Needs to be Addressed:

1. To purchase a parcel of land, approximately 15-20 acres, to build a modern fuel depot, a salt storage facility (the Town of Alexander has acquired a grant to construct this facility) and to have room for future development of vehicle storage facilities and a shared vehicle maintenance facility for the three municipalities.
2. To perform the necessary site development on the purchased land. Such things as access roads, concrete pad for the fuel depot, electrical service, etc.
3. To build a fuel depot that would service the School District vehicles (school buses, cars, pick-up trucks), the Town vehicles (snow plow trucks, dump trucks, pick-up trucks) and the Village vehicles (small dump truck, pick-up trucks). Said depot would consist of fuel tank, fuel pumps, containment dike, fire suppression system and fuel management system.

Objectives to be Achieved:

1. The offices, storage, maintenance and fuel facilities of the three municipalities are within a mile of each other. Therefore, it is our main objective to show our taxpayers we are doing everything we can to consolidate services, maximize resources and become more cost effective and efficient in our numerous responsibilities.

2. Each of the three municipalities lack the required land to build a fuel depot, salt barn and eventual vehicle storage and maintenance facilities. In fact, the Town has its current facilities located in a flood zone. Therefore, it is incumbent upon the leaders of the three municipalities to locate and purchase a property that meets current needs and emerging needs into the future.
3. Approximately three years ago, the Town acquired a grant to construct a salt barn. They were told by architects and engineers they would be unable to build at their present site as that is located in a flood zone. The cost would be prohibitive. Therefore, the Town has a need to acquire land to build this structure. However, they did not want to buy a small piece of land when they knew in the future they would need to also look into a more modern fuel depot and storage facilities. Now, with the intent to share facilities and services, it makes much more sense to have the three municipalities collaborate in the purchase of land and the building of necessary facilities.
4. Currently, the School District and the Town each have a fuel dispensing system. Both are old and barely meet DEC requirements. In fact, DEC has strongly suggested both facilities be modernized. Therefore, it makes sense to build one fuel depot for the three municipalities to share rather than the School District and the Town each building separate fuel facilities.
5. The School District has a vehicle maintenance area (one work bay that can hold two vehicles but only one lift) attached to the current school bus storage barn. The District has two mechanics that perform necessary preventative and corrective maintenance on all district vehicles. These two mechanics could, if given the proper area, provide preventative and corrective maintenance services to the Town and Village vehicles as well as the School District vehicles. Therefore, it is in the long term planning stages to have a parcel of land large enough to accommodate the construction of a vehicle storage and maintenance facility

Task 1

Description:

Establish organizational structure for the purchase of land

Specific Need Addressed:

Allows purchase of the property and allocates legal and fiscal responsibility to each party to the agreement.

Objectives:

Defines who will own the property and the responsibilities of each party regarding this purchase agreement.

List of Tasks:

1. Retain attorney(s) to develop agreements
2. Pass appropriate legislation by each entities respective organizations
3. Execute agreement by all parties involved in the project

Task 2

Description:

Acquire property large enough to support the planned development.

Specific Need Addressed:

Provides the property, in a central location, on which the fueling facility can be constructed along with future shared service facilities including a vehicle maintenance and storage center.

Objectives:

Acquire property that is of sufficient size for all planned development, centralized for easy access and suitable for construction of the planned facilities.

List of Tasks

Acquire property

1. Retain realtor
2. Retain attorney(s)
3. Perform due diligence in determining adequacy of the site for the intended use:
 - a. Retain architect to evaluate site potential for immediate refueling facility and long term development of a transportation maintenance and storage facility.
 - b. Retain surveyor to provide boundary and topographic information.
 - c. Retain environmental consultant to confirm site is developable without remediation.
 - d. Perform a geotechnical investigation in probable building areas to confirm soil carrying capacity is adequate for planned facilities.

- e. Confirm availability of necessary utilities, i.e. 3-phase power, natural gas, sewer, water or other options.
 - f. Consider storm water management challenges for type of project development proposed.
4. Arrange financing
 5. Title search
 6. Take possession of property

Task 3

Description:

Design the new fueling facility.

Specific Need Addressed:

Creates construction documents necessary to competitively bid the project and develop conceptual plans for future facilities including a vehicle maintenance and storage center.

Objectives:

Design a facility that meets the criteria of all parties to the project and complies with all local, state and federal regulations for fuel facility.

List of Tasks

Design new facilities

1. Retain Architect to design the project
2. Create construction documents for the fueling facility
3. Develop concepts for future transportation facility

Task 4

Description:

Construct the new fueling facility.

Specific Need Addressed:

Provides the facility required to accomplish the shared services.

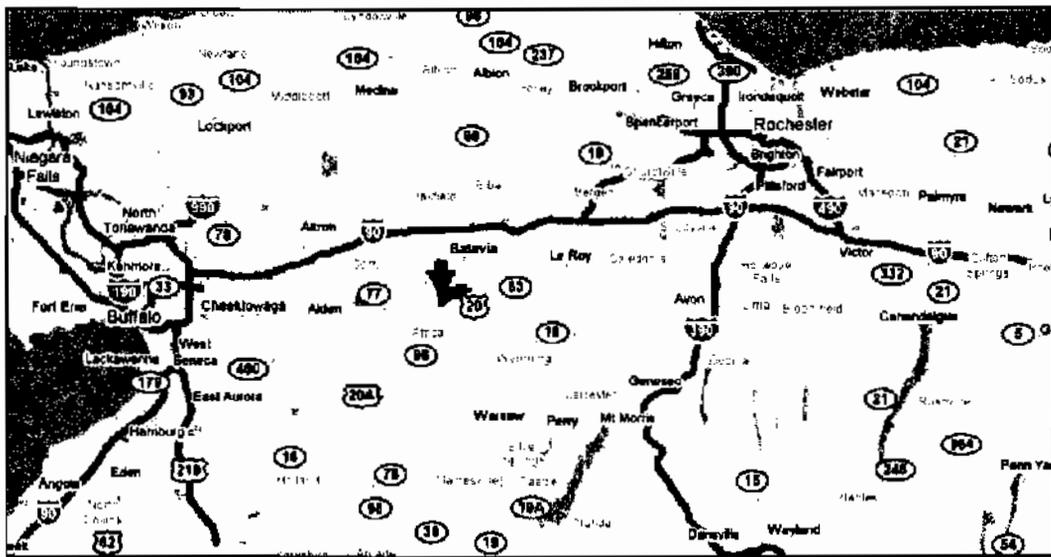
Objectives:

Build a facility which is centrally located, complies with all safety, environmental and building code regulations, is automated using the most current state-of-the-art equipment, operates with a minimum amount of oversight and generates reports for centralized billing. Deliver the highest value and quality for the established budget. Construct the building in the minimum amount of time.

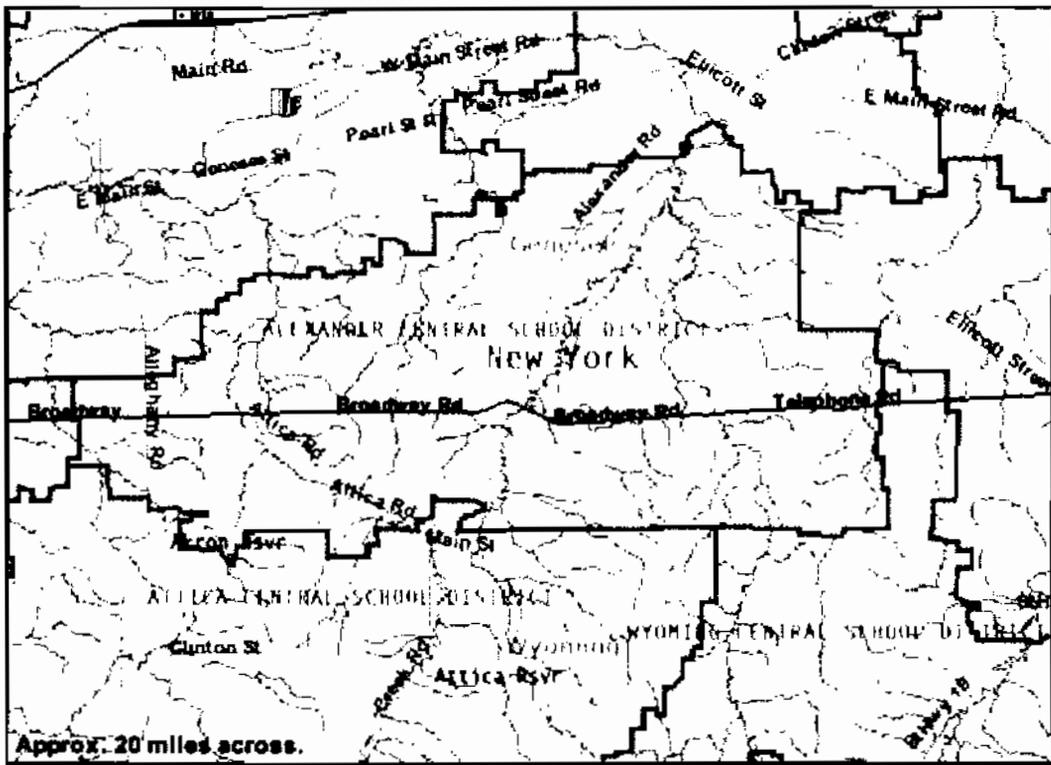
List of Tasks

Construct new facility

1. Bidding
 - a. Reproduction Costs
 - b. Clerk of the Work
2. Notices and permit fees
3. Attorney for contracts
4. Builders Risk insurance
5. Construction Costs
6. Utility connection fees
7. Architects contract administration services
8. Field testing
9. Equipment certifications/inspections
10. Final cleaning

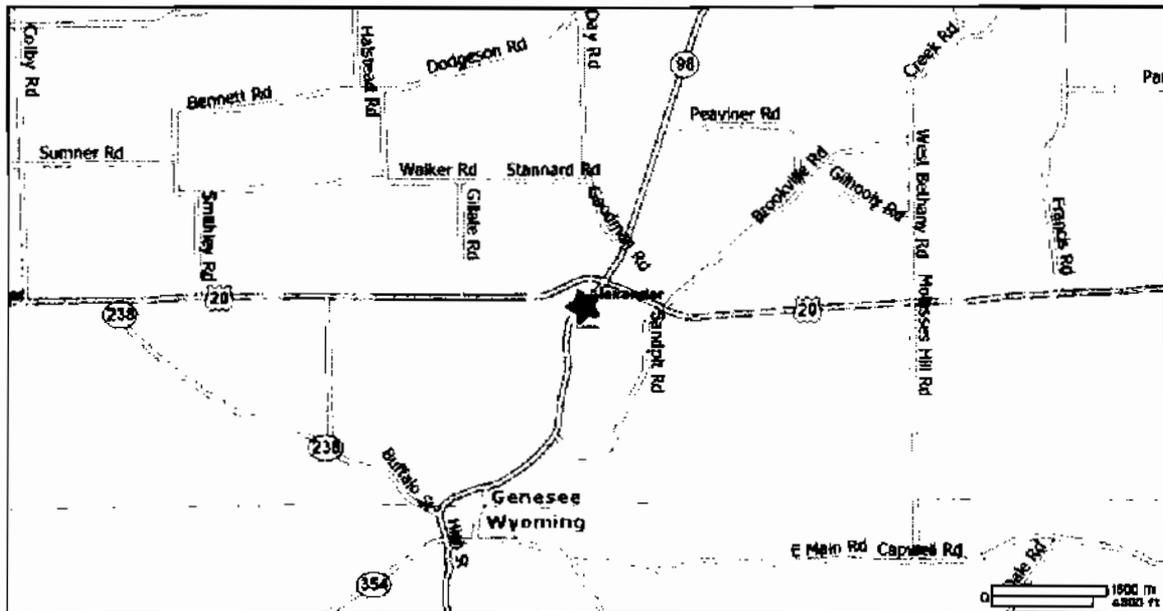


**ALEXANDER, NEW YORK
LOCATION MAP**

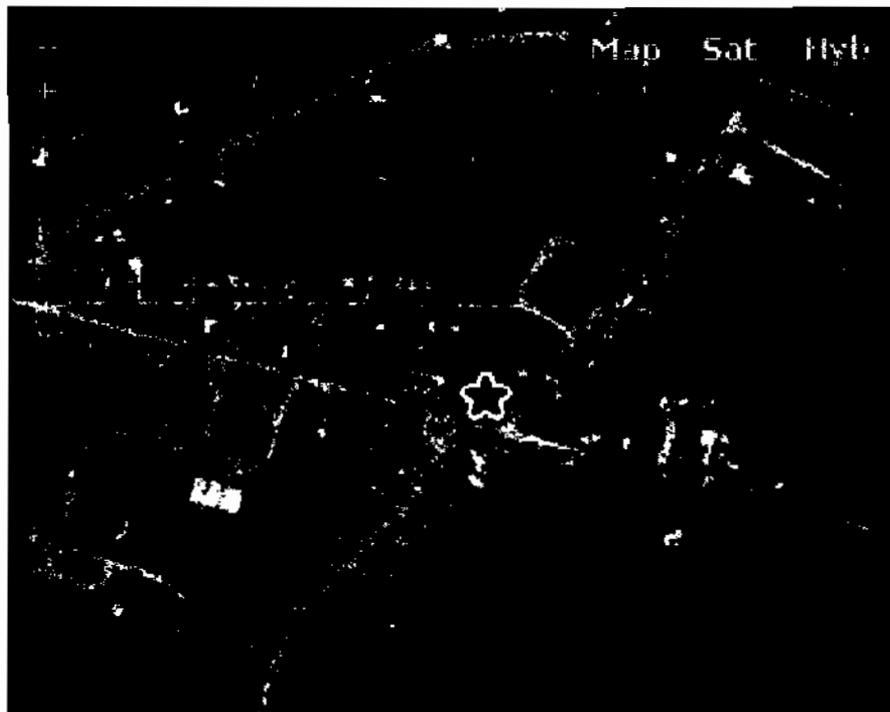


**ALEXANDER CENTRAL SCHOOL
DISTRICT SERVICE MAP**

**ALEXANDER SHARED SERVICES
FUELING FACILITY
SMSI GRANT APPLICATION**



TOWN OF ALEXANDER
SERVICE AREA



VILLAGE OF ALEXANDER
SERVICE AREA

ALEXANDER SHARED SERVICES
FUELING FACILITY
SMSI GRANT APPLICATION



ALEXANDER CENTRAL SCHOOL DISTRICT PROPERTY



**VILLAGE OF ALEXANDER
MAINTENANCE FACILITY**



**TOWN OF ALEXANDER
MAINTENANCE FACILITY**

**ALEXANDER SHARED SERVICES
FUELING FACILITY
SMSI GRANT APPLICATION**

List of Grants:

- 1. Carol M. White Physical Education Grant, administered through the United States Department of Education, which has the Alexander Central School District and the Town of Alexander as co-participants.**
- 2. Environmental Protection Fund and Performance Partnership Grant, administered by New York State, which has provided funds to the Town of Alexander for the construction of a salt storage facility.**
- 3. Shared Municipal Services Incentive Grant, administered by the Department of State of New York, which has the School District, Town and Village of Alexander as participants in a feasibility study for shared services.**
- 4. The School District processes a number of entitlement grants each year with funding from the federal government flowing through the state government.**
- 5. The Village has acquired grants in the past to improve the water supply lines to the village and to build the current sewage treatment facility.**
- 6. The School District has, in the past 13-14 years, conducted two capital projects that totaled more than twenty million dollars. Each project was done on time and within the allowable budget.**

PART G : GRANT CRITERIA RESPONSE

PART G: CRITERIA

Project Budget, Cost Savings and Return on Investment:

The Alexander Central School District has no additional land in which it can safely construct a fuel depot that has proper access for large vehicles. The District's current facility is a 3000 gallon tank in an enclosed shed. This tank holds diesel fuel which is used by the school buses. It has one fuel pump. If the District needs to obtain gas for its smaller vehicles, it goes to the gas tank located at the Alexander Town garage.

The Village of Alexander has no land available to construct a fuel depot. Currently, the Village draws there necessary diesel and gas consumption from the tanks located at the Alexander Town garage.

The Town of Alexander has a garage and storage barn on a small piece of property bordering the Tonowanda Creek. Due to the elevation, or lack thereof, they are in a flood zone. They have a 2000 gallon tank for diesel fuel and a 500 gallon tank for gasoline. Both tanks are above ground and located next to the garage. Each tank has one pump with a meter. There is no way to account for the amount of fuel taken by each of the municipalities except through the honor system of writing down the number of gallons dispensed.

Purchasing a parcel of land and building a modern fuel depot will be a definite savings to the taxpayers of the School District, the Town and the Village. The reduction in costs are:

1. The DEC inspects the fuel tanks of the School District and the Town. Although each tank has passed inspection, the recommendations are to meet new regulations and guidelines and build a modern fuel depot. Instead of building two, one for the district and one for the town, it is a huge cost savings to the taxpayers to build one that would be shared. Without factoring in the cost of a parcel of land, a modern fuel depot, with two pumps per tank, a computerized fuel management system, fire suppression system, appropriate site development and a 4000 gasoline tank and a 10,000 gallon diesel tank, would cost approximately \$400,000. For the School District and the Town to each build their own, the cost is nearly doubled or approximately \$700,000. To build one for shared purposes among the three municipalities would be an approximate savings of \$300,000.
2. As mentioned in a prior statement, the diesel and gas tanks at the Town are located in a flood zone. To build new structures on this site would be cost prohibitive as any structure would have to be elevated due to the flood plane existence. Architects and engineers have reviewed this specific area and do not recommend new structures be built. If the Town were forced to construct a fuel depot at its present site, the additional site development would cost approximately \$150,000.
3. Because the Town facilities are located in a flood zone, the cost of insurance is higher. For any structure or facility that is taken out of this area will result in lower insurance rates. This is a long term savings. It is hard to provide an

- accurate calculation, but the insurance industry would immediately drop the flood insurance rider and the Town would see a yearly savings of approximately \$625.
4. Having the three municipalities sharing the use of one fuel depot means they will also share in the savings of a cooperative fuel bid and centralized billing. Currently, the School District is in a cooperative fuel bid arrangement with Genesee Valley BOCES. The Town is in a similar arrangement with Genesee County. By joining together in a shared arrangement, we can monitor each cooperative bid and choose the one that is financially advantageous. This will not be a huge year to year saving, however, we can go to our taxpayers and show them we are doing everything possible to save tax dollars, even if it is only a few dollars each year. The centralized billing is similar in that a few dollars will be saved due to less repetition of record keeping.
 5. Although this particular grant request is not for the construction of a shared maintenance facility, it is in the long term planning of the School District, Town and Village to construct such a facility on the same land as the fuel depot. When this occurs, this too will be a savings to each municipality. Buying land once and doing the necessary site work will prevent duplicating this same process at a later date. Future planning is a large part of our shared services mentality and each municipality is looking at the long term benefits.

Project Need and Municipal Benefits:

1. Problem. Presently, the Alexander School District, Town and Village have an arrangement whereby they use each others fueling capabilities. The School District has its own diesel tank but goes to the Town when it needs to get gasoline. The Village has no fuel tanks and goes to the Town for its diesel and gasoline needs. Both the School District and the Town have fuel storage and dispensing systems that are old. The Department of Environmental Conservation does a routine check on the fuel stations at the District and the Town. Although the DEC has not levied any fines for the current systems, they do recommend modernization take place. In addition, the location of the fuel shed at the School District is extremely close to the roadway that goes to the elementary building. When a bus is parked to receive fuel, it creates a single lane of traffic at that point. With regards to the Town, their diesel tank and gas tank are located close to the Town garage. This complex is next to the Tonowanda Creek which happens to also be a flood zone. In past years, when the water rose over the banks of the creek and fuel was low in the gasoline tank, the force of the water actually moved the tank from its base. (photographs are attached).
2. Problem. Offices, storage buildings, maintenance facilities and fueling stations for the three municipalities are all within one mile of each other. Each municipality has limited space (acreage) for development of a fuel depot. The School District has been told by its architect that the current bus garage and fuel shed, if they were to be replaced, the State Education Department would not approve either replacement or restorative plans due to the location. The bus garage and fuel shed are located

right next to the roadway that connects the secondary school and the elementary school. Due to the topography and lack of land space, there is no means of building a new fuel depot except where the current fuel shed exists. Not a proper solution. The Town also lacks space and, in addition, sits in a flood zone. In order to build a fuel depot at its present site, the Town engineer has said it would be a huge expense to build a base for the depot to sit on that would meet insurance requirements. Again, not a proper solution. The Village has no additional land where its one building exists. This is a sewage treatment building that has limited storage space for two village maintenance vehicles. Other than a short access road, there is no additional land to build a shared fuel depot.

3. Problem. The Town has received a grant to build a salt storage barn. To this date, it has not been build at their present site due to the flood zone issue. They have looked at obtaining another parcel of land but have waited to see what the feasibility study results were from our Shared Municipal Services Incentive Grant. They did not want to purchase a small parcel of land for the salt barn when the potential exists to look for a larger parcel where numerous shared services could be implemented.
4. Concern. The three municipalities share the same taxpayers. The tax base in this rural area at the southern part of Genesee County is limited to single homes, small family owned businesses and farms. The School district is the largest employer in this region. It is important for the leaders of the three municipalities to seek ways to share expenses, share services and collaborate on ways to meet futurc needs.
5. Solution. At a recent meeting (November 26, 2007), officials of the three municipalities met to discuss the results of the feasibility study. It was agreed we should move forward to seek a Shared Municipal Services Incentive Grant to do the following: purchase a parcel of land, do site work and build a fuel depot. It was also agreed we should look for a large enough parcel (15 to 20 acres) so the salt barn could be erected and, at a future date, a vehicle storage and vehicle maintenance facility could be built.
 - a.) Because each municipality has no available land to construct any type of facility, it is important to locate an appropriate parcel within the Town of Alexander, fairly close to the School district and the Village.
 - b.) Such a parcel of land would be close to a county or state roadway, easy to perform necessary site development and easy to obtain electrical service.
 - c.) A modern fuel depot would be constructed that would be used by the three municipalities. This would replace the existing fuel storage and dispensing systems located at the Town and School.
 - d.) The parcel would be large enough to allow the Town to construct the salt storage barn. The Town has a grant that will assist them in this construction. Currently, when necessary, the Town spreads salt on the Village streets and the School District driveways and parking lots.
 - e.) The parcel would also be large enough to accomodate future construction of vehicle storage and vehicle maintenance facilities.



**ALEXANDER CENTRAL SCHOOL
DISTRICT BUS GARAGE**

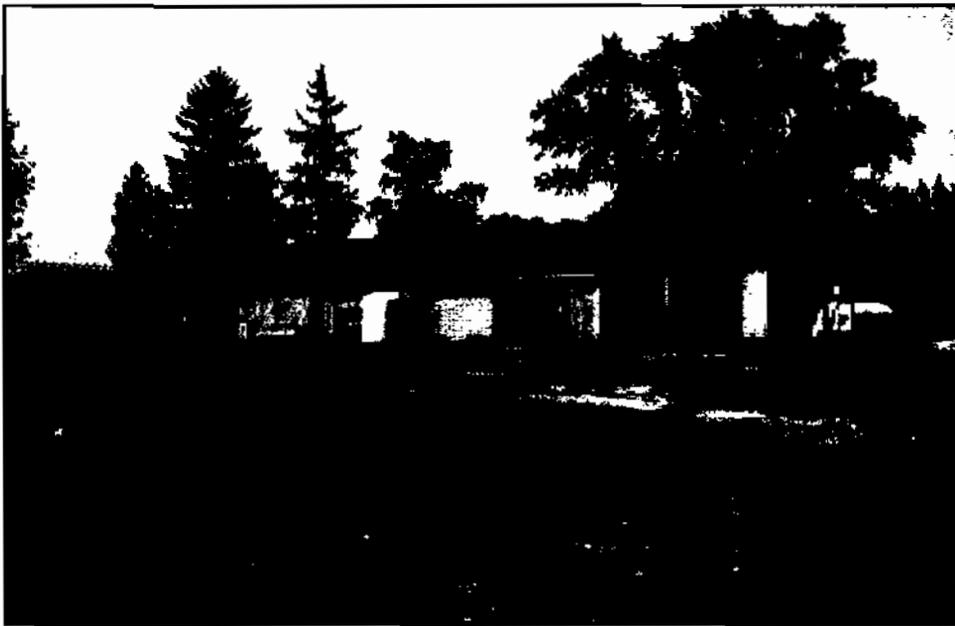


**ALEXANDER CENTRAL SCHOOL
DISTRICT BUS GARAGE
WITH FUELING SHED IN BACKGROUND**

**ALEXANDER SHARED SERVICES
FUELING FACILITY
SMSI GRANT APPLICATION**

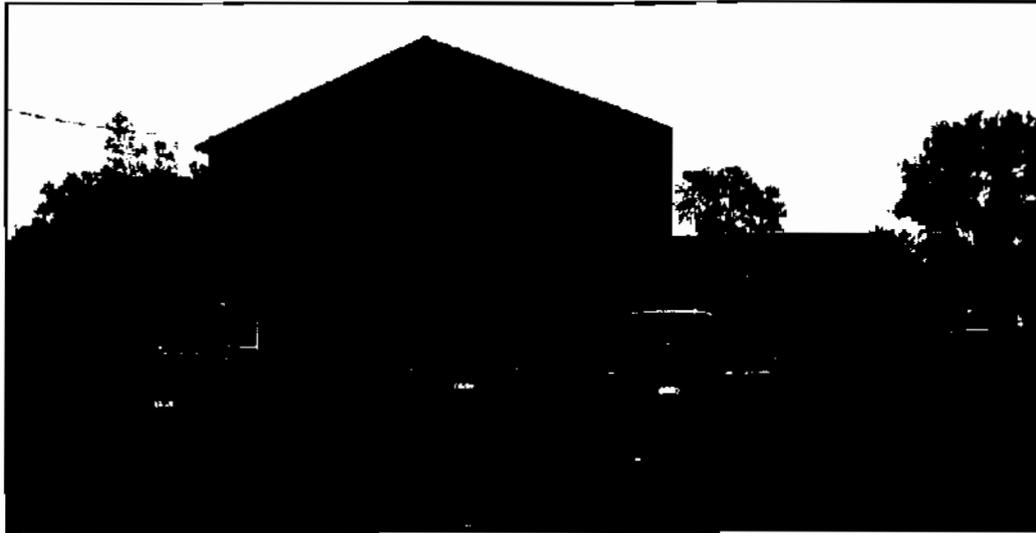


TOWN OF ALEXANDER GARAGE &
GASOLINE FUELING STATION

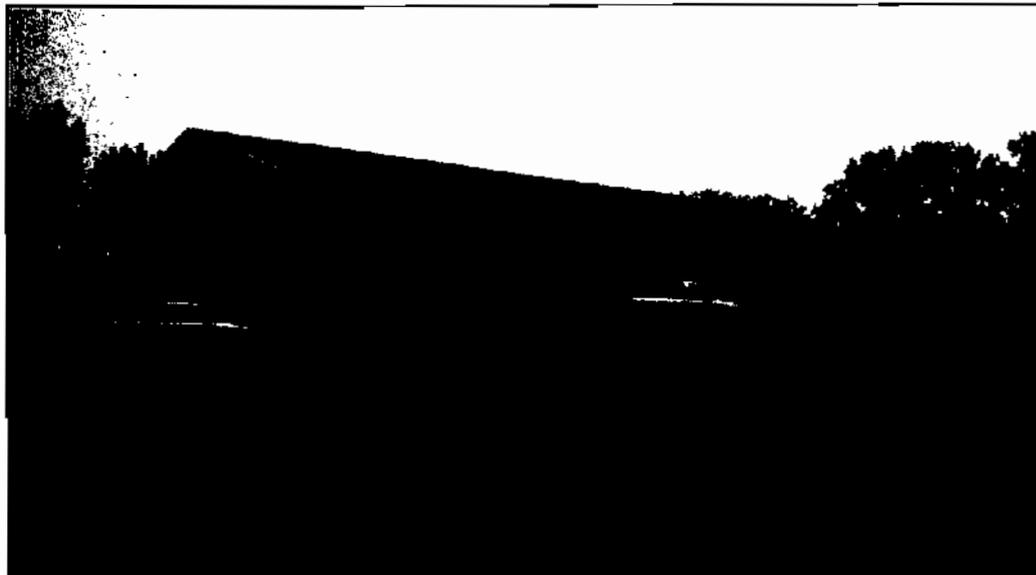


TOWN OF ALEXANDER GARAGE &
DIESEL FUELING STATION

**ALEXANDER SHARED SERVICES
FUELING FACILITY
SMSI GRANT APPLICATION**



**VILLAGE OF ALEXANDER
MAINTENANCE CENTER**



**VILLAGE OF ALEXANDER
MAINTENANCE CENTER**

**ALEXANDER SHARED SERVICES
FUELING FACILITY
SMSI GRANT APPLICATION**

Local, Regional and State Linkages and Support:

1. On November 26, 2007, a meeting was held to discuss the recommendations from the feasibility study. Attending this meeting were:
Paul Hedin, Architect from Habiterra
Dick Young, Superintendent at Alexander Central School
Mark Seweryniak, Supervisor of Buildings and Grounds at ACS
Shea Schreiber, Supervisor of Transportation at ACS
Edward Basher, Head Mechanic at ACS
Kathleen Maerten, Secondary School Principal at ACS
Ruth Hulshoff, Supervisor for the Town of Alexander
Joseph Higley, Councilman for the Town of Alexander
William Hirsch, Councilman for the Town of Alexander
Tom Lowe, Superintendent of Highways for the Town of Alexander
Richard Scharlau, Mayor of the village of Alexander
William Wagner, Trustee of the Village of Alexander
Troy Robbins, Maintenance Worker for the Village of Alexander

It was decided at this meeting, with unanimous support, the three municipalities would apply for a second grant (Shared Municipal Incentive Grant) to implement the recommendations of the feasibility study. The school would be the Lead Agency and Dick Young and Paul Hedin would collaborate on writing the grant. Each municipality would be required to pass a resolution in support of the grant.

2. The feasibility study conducted by Habiterra is the basis of writing this second grant. Components of the study have been woven into this proposal.
3. This proposed project will eliminate the current fuel storage and dispensing systems in use by the School and the Town. It will provide a modern fuel depot available for use by the School, Town and Village. Because we are at the lower end of Genesee County, it may be a future possibility for this fuel depot to be a regional site for County vehicles. This would save them from going back to Batavia just to refuel. We are hopeful our project can be a model for others who have similar circumstances. We were fortunate to refer to the feasibility study conducted by the Town of Morristown and the Morristown Central School to build a common fuel depot. This was funded by a Shared Municipal Grant. We also looked into the construction project conducted by the Village of Harrisville and the Harrisville Central School to build a safe computer controlled fuel depot. This was funded by a shared Municipal Grant.



THE ASSEMBLY
STATE OF NEW YORK
ALBANY

RECEIVED

NOV - 8 2006

ACS SUPERINTENDENT

October 30, 2006

VICE CHAIR
Minority Steering Committee
RANKING MINORITY MEMBER
Election Law Committee
COMMITTEES
Rules
Environmental Conservation
Veterans' Affairs
Housing
Legislative Commission on
Rural Resources
The Armed Forces
Legislative Caucus
MINORITY TASK FORCES
Hunting & Fishing
Medicine and Agriculture
State of New York Agriculture

DANIEL J. BURLING
Assemblyman 147th District

COUNTIES
Wyoming and portions of
Livingston, Allegany, Genesee

Mr. Dick L. Young, Superintendent
Alexander Central School District
3314 Buffalo Street
Alexander, NY 14005

Dear Mr. Young:

Dick

I am writing in support of Alexander Central School and the Town and Village of Alexander's application for a Shared Municipal Services Incentive Grant from the New York State Department of State, Bureau of Fiscal Management.

I believe that the feasibility study for the sharing of municipal services is one that will be beneficial to each of the municipalities and their taxpayers. The potential of a shared fuel depot and possibly shared maintenance facility would certainly be of great benefit to all three entities.

I strongly support your application and hope that it will be reviewed favorably. If I can be of further assistance please feel free to contact my office. Best wishes.

Sincerely,

Daniel J. Burling

DANIEL J. BURLING
Member of Assembly
147th Assembly District

DJB/jr

NEW YORK
STATE
SENATE

ALBANY, NEW YORK 12247



MARY LOU RATH
SENATOR 61ST DISTRICT

CHAIRMAN
COMMITTEE ON
TOURISM, RECREATION &
SPORTS DEVELOPMENT

COMMITTEE
MEMBER:
ELECTIONS
FINANCE
HEALTH
HIGHER EDUCATION
LOCAL GOVERNMENT
RACING, GAMING & WAGERING

CO-CHAIRMAN
HEALTH & WELLNESS TASK FORCE
MEMBER
MEDICAID REFORM TASK FORCE

PLEASE RESPOND TO:

9500 MAIN STREET
SUITE 260
WILLIAMSVILLE, NY 14221
(716) 633-0331
(716) 633-0830 FAX

GENESEE COUNTY
TOLL FREE 1-800-397-3517

LEGISLATIVE OFFICE BUILDING
ROOM 310
ALBANY, NY 12247
(518) 455-7161
(518) 426-6963 FAX

E-MAIL: RATH@SENATE.STATE.NY.US
WEBSITE: WWW.SENATORRATH.COM

RECEIVED

NOV 15 2006

ACS SUPERINTENDENT

November 13, 2006

To Whom It Concerns:

It has come to my attention that the Town of Alexander, the Village of Alexander and the Alexander School District are applying for a grant to conduct a feasibility study on how the three entities can share services. I am writing to fully endorse the application being submitted to the Shared Municipal Services Incentive Grant Program on behalf of this project.

The school district and the two municipalities have recognized that in an effort to become more efficient and reliable, many services could be shared among them. The feasibility study would afford them the chance to examine any duplication in services and streamline them. This certainly would lead to an increase in efficiency and a savings to the residents.

I am supporting this Shared Municipal Services Incentive Grant Program proposal based on the forward thinking of these municipalities and their willingness and insight in working in a collaborative manner. In an effort to maximize tax dollars and improve service, these municipalities are working together in an intelligent manner.

Again, I fully support the request of the Town of Alexander, the Village of Alexander and the Alexander Central School District for this Shared Municipal Services Incentive Grant. I believe it deserves every consideration for approval. Thank you for your attention and interest.

Very truly yours,


MARY LOU RATH
State Senator

MLR/cmw



STATE OF NEW YORK
DEPARTMENT OF STATE
41 STATE STREET
ALBANY, NY 12231-0001

RECEIVED

JAN - 3 2007

ACS SUPERINTENDENT

GEORGE E. PATAKI
GOVERNOR

CHRISTOPHER L. JACOBS
SECRETARY OF STATE

December 29, 2006

Mr. Dick L. Young
Superintendent of Alexander School District
3314 Buffalo Street
Alexander, NY 14005

RE: 2006-2007 Shared Municipal Services Incentive Grant Program
Shared Services Feasibility Study:

Dear Superintendent Young:

Thank you for submitting an application to the Department of State for funding under the Shared Municipal Services Incentive Grant Program.

We are pleased to announce that your application was successful. Shared Services Feasibility Study will receive funding in the amount of \$15,000.00. Congratulations!

The next step is to prepare a contract. A Department of State colleague will contact your office in the near future to make arrangements to develop this document.

If you have any questions, please contact Kyle Wilber in our Division of Local Government at (518) 473-3355.

Sincerely,

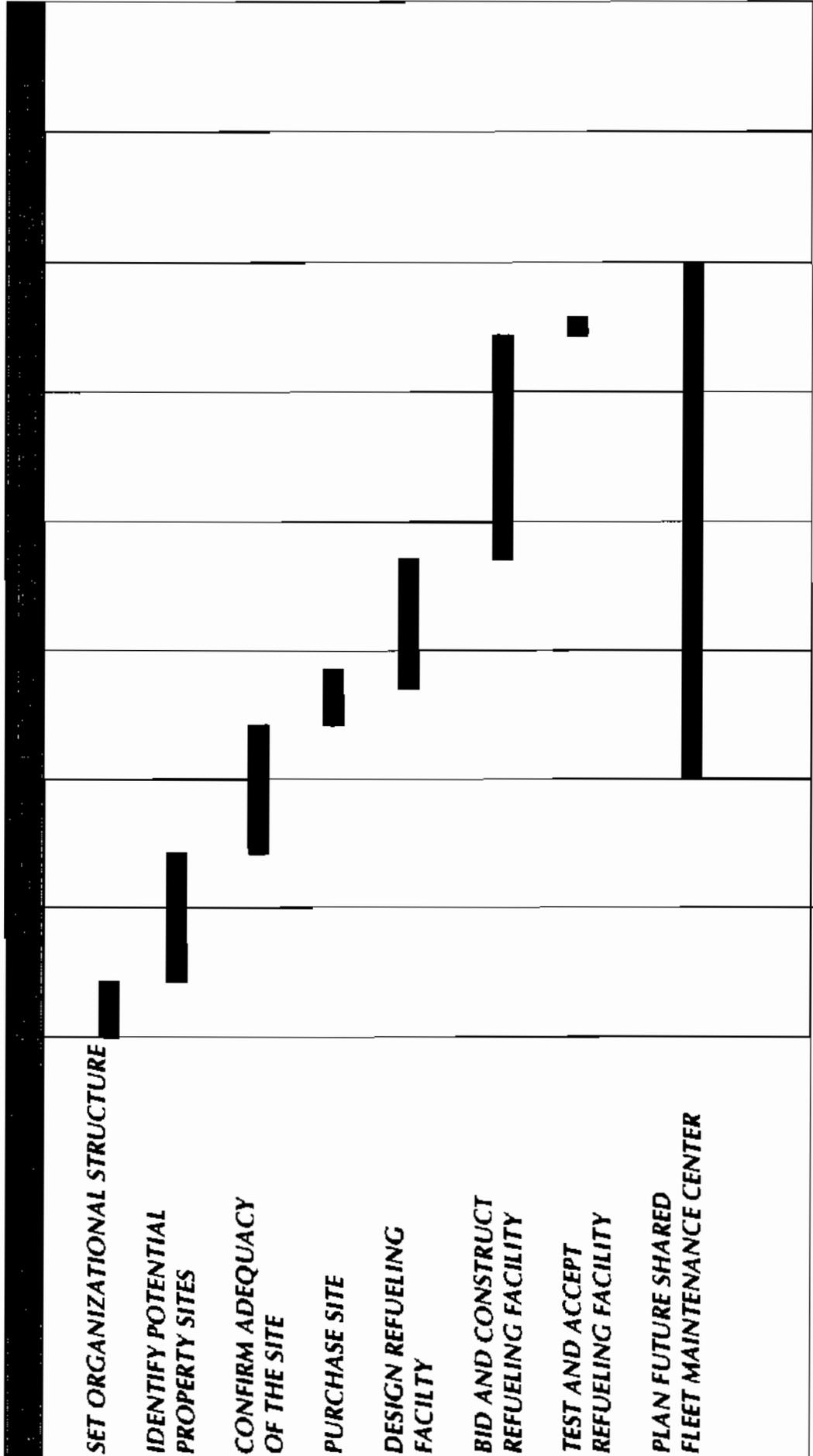
Christopher Jacobs
Secretary of State

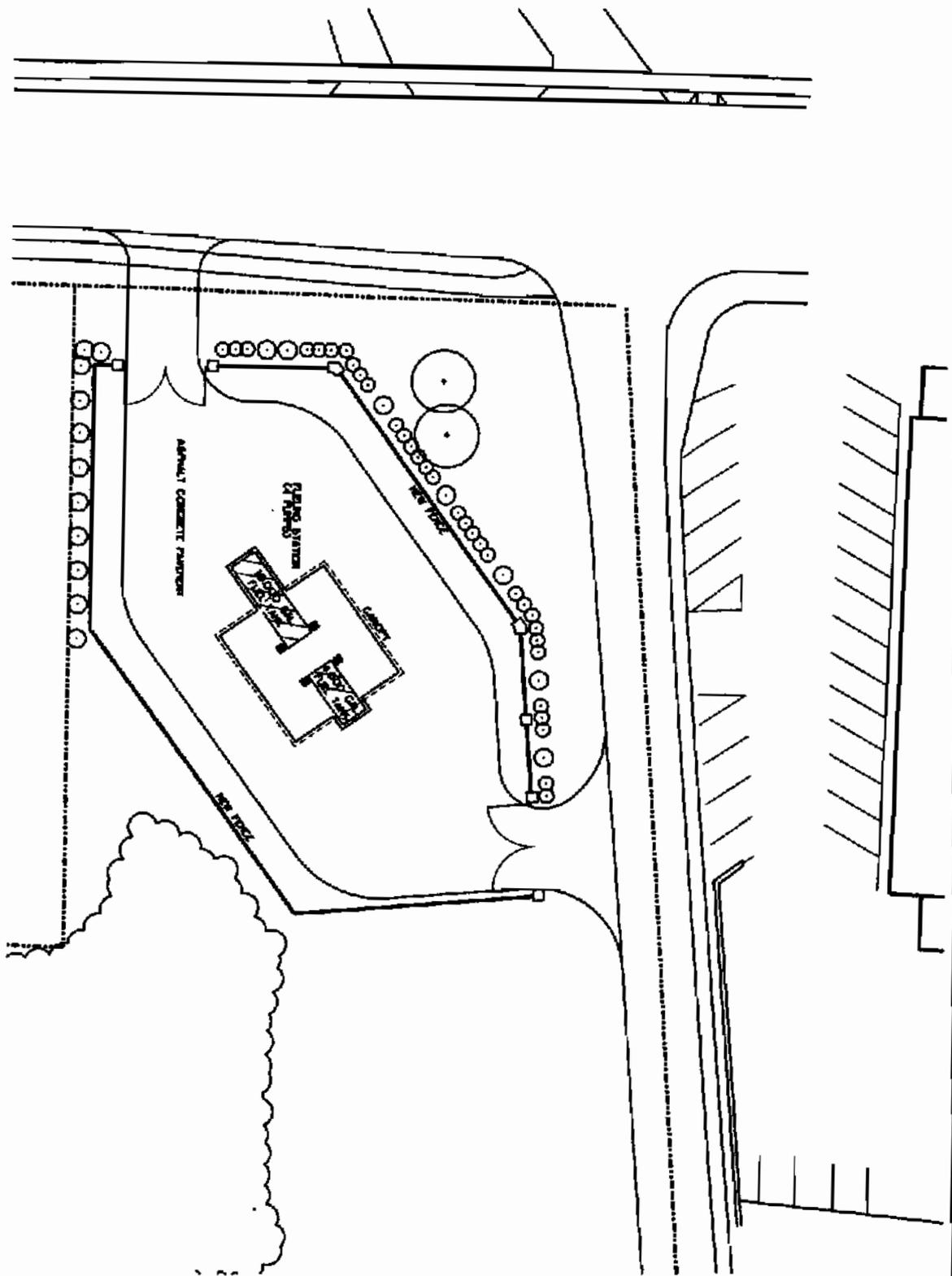
Project Self-Sufficiency and Management Capability:

1. The Alexander Central School District has the leadership capacity to prepare this and other grants and to implement projects that are funded by grants. Currently, the School District writes entitlement grants each year for both state and federal monies. The School District recently received a three year grant (approximately \$650,000. for the three years) from the Carol M. White Physical Education Grant which has the Town of Alexander as a partner. In the past 13 years, the School District has had two capital projects, both of which were successfully completed. The School district is used to being the Lead Agency and will accept this task in a professional, hard-working manner.

TIMELINE

ALEXANDER SHARED SERVICES FUELING FACILITY
*Alexander Central School District, Town of Alexander, Village of Alexander
 Alexander, New York*





Habiterra ARCHITECTURE & LANDSCAPE ARCHITECTURE P.C. WWW.HABITERRA.COM HABITERRA@HABITERRA.COM

New Fueling Facility
Alexander Shared Services Fueling Facility
 Alexander, New York

PROJECT NUMBER	03462021
DATE	6 DEC 07
DRAWN BY	RAJ
SHEET TITLE	PROPOSED SITE PLAN
SHEET NUMBER	L-1

PART J: ESTIMATED COST SAVINGS

PART J: ESTIMATED COST SAVINGS

The immediate savings, once the fuel depot is built, comes from four areas:

1. Computerized processing of fuel usage by each of the three municipalities and the centralized billing from the School District's business office that would comply with the state auditors.
2. Flexibility in choosing the best cooperative fuel bid from either Genesee Valley BOCES or from Genesee County.
3. Reduced insurance costs for the Town of Alexander by taking two tanks out of the flood zone where the Town garage is currently located.
4. Lower delivery charges by having one shared fuel depot with a larger capacity than the combined tanks at the School District and the Town.

The five year estimate for these four areas would be approximately \$4,000. per year or \$20,000. for a five year total.

The more important impact on our taxpayers is the construction of one fuel depot for three municipalities rather than building two. Both the School District and the Town have fuel dispensing systems that are being strongly recommended by the State Education Department (for the School) and the State Department of Environmental Conservation (for the School and the Town) to be modernized. If the Town were to replace their gasoline tank and diesel tank at their same location, the cost would be prohibitive due to the fact they are in a flood zone. To build a modern fuel dispensing system would cost considerable money to do the site preparation that would be needed in a flood zone area. The School District is not in a flood zone and to build a modern fuel dispensing system on the current site would be, according to the State Education Department, not recommended due to the proximity to the road connecting the secondary and elementary school. There is very little room to get by a bus that is parked at the current fuel shed. Therefore, due to the lack of sufficient land space, the School District would be forced to locate additional land.

The approximate cost for the Town to build a modern fuel dispensing system, on their site, would be \$250,000. for a 4000 gallon diesel tank and a 1000 gallon gasoline tank. This system would have two pumps per tank, a computerized fuel management system, and a required fire suppression system. Plus, according to the Town engineer, it would cost approximately \$150,000. to do the extra site work preparation due to the facility being in a flood zone. The approximate cost for the School District to build their own modern fuel dispensing system would be the same as the town for the same size fuel tanks. The additional land acquisition to build this facility would cost approximately \$11,000. to \$15,000. for a five acre plot of land.

The total cost for the Town and School District to build separate modern fuel dispensing systems would be approximately \$661,000. On top of this would be the continuation of separate billing, separate delivery, less flexibility in cooperative fuel bids and total duplication of other services attached to fuel dispensing systems. The approximate cost

The Village has no fuel dispensing system of their own. When necessary, they go to the Town's fuel tanks to get either gasoline or diesel.

The three municipalities share taxpayers. These citizens expect leadership of the three municipalities to arrive at solutions that make sense, will last into the future and will combine sharing of resources, facilities and planning. Building two modern fuel dispensing systems instead of one shared fuel depot, would not be in the best interest of our local taxpayers as we would duplicate the cost of construction and the long term service. Our assumption is, by building a shared fuel depot, we would save state and local tax dollars and we would establish a long term service to the three municipalities. In addition, our combined long term planning would be addressed by purchasing a parcel of land large enough to accommodate future construction needs of vehicle storage and vehicle maintenance facilities.

**PART K : REASONABLENESS of COST
CERTIFICATION**

PART K REASONABLENESS OF COST CERTIFICATION

Knowing the grant money we are seeking comes from taxpayers from around the state, including our own taxpayers of the Village, Town and School District, we have investigated appropriate costs as much as we possibly could. For land acquisition, we have talked directly to local realtors and they in turn have given us a historical perspective of cost per acre in this rural area. Legal costs are per hour and provided by the School's attorney. The design, construction and other ancillary costs were compiled using a combination of Habiterra's historic cost data base, estimated costs listed in the industry reference book (R.S. Means Construction Cost Guide) and through estimates provided by vendors of component equipment.

As the Lead Agency, the School District has a proven record of construction projects. Working with architects, engineers, construction companies and clerks of the works has been successful at the Alexander Central School. The current Superintendent has been involved in six highly successful capital projects totaling approximately 28 million dollars covering two different school districts.

**PART L : MUNICIPAL RESOLUTION and
CERTIFICATION**

ALEXANDER CENTRAL SCHOOL
Board of Education
Agenda Addendum
December 5, 2007
7:00 p.m.
Elementary School Library

Authorize application for Shared Municipal Services Incentive Grant Program.

Whereas, the New York Department of State, Division of Local Government Services has offered a Shared Municipal Services Incentive Grant Program to assist local municipalities with funding for shared services, and

Whereas, at a regular meeting held on December 5, 2007, at the Alexander Central School District, the Board of Education voted by motion to apply for a Shared Municipal Services Incentive Grant with the Town of Alexander and the Village of Alexander, and

Whereas, at the same meeting, the Board of Education agreed to designate the Alexander Central School District as Lead Agency regarding this grant with the Town and Village of Alexander, and be it further

Resolved, that Alexander School District Superintendent, Dick L. Young be and hereby is authorized to execute any and all documents necessary to apply for a Shared Municipal Services Incentive Grant with the Town of Alexander and the Village of Alexander.

Moved by: Mary Apps Second: Richard Guarino

Yes: 5 No: 0 Motion Carried.


District Clerk

KATHLEEN WESSEL
Notary Public, State of New York
No. 01483316228
Qualified in Ulster County
Commission Expires December 30, 2010

Incorporated Village of Alexander

Chartered April 24, 1834
ALEXANDER, NEW YORK 14005

Authorize application for Shared Municipal Services Incentive Grant

Whereas, the New York Department of State, Division of Local Government Services has offered a Shared Municipal Services Incentive Grant Program to assist local municipalities with funding for shared services, and

Whereas, at a regular meeting held on December 13, 2007, at the Village of Alexander offices, the Village Trustees voted by motion to apply for a Shared Municipal Services Incentive Grant with the Town of Alexander and Alexander Central School District, and

Whereas, the Village Trustees agree to designate the Alexander Central School District as Lead Agency regarding this grant with the Town of Alexander and the Alexander Central School District, and the District be responsible for the 10% local share, and be it further

Resolved, that Alexander School District Superintendent, Dick L. Young be and hereby is authorized to execute any and all documents necessary to apply for a Shared Municipal Services Incentive Grant with the Village of Alexander, Town of Alexander and Alexander Central School District.

Moved by: Trustee William Wagner Second: Mayor Richard Scharlau

Yes Votes: 4

No Votes: 0

**TOWN OF ALEXANDER
PO BOX 248 ALEXANDER, NY 14005**

**RUTH HULSHOFF-SUPERVISOR
LAURA SCHMIEDER-TOWN CLERK
THOMAS LOWE-HIGHWAY SUPERINTENDENT**

COUNCILMEN

**WILLIAM HIRSCH JOSEPH HIGLEY
EMMA JEAN GRANT WILLIAM FRANZ**

Authorize application for Shared Municipal Services Incentive Grant

Whereas, the New York Department of State, Division of Local Government Services has offered a Shared Municipal Services Incentive Grant Program to assist local municipalities with funding for shared services, and

Whereas, at a regular meeting held on December 10, 2007, at the Town of Alexander offices, the Town Board voted by motion to apply for a Shared Municipal Services Incentive Grant with the Village of Alexander and Alexander Central School District, and

Whereas, the Town Board agrees to designate the Alexander Central School District as Lead Agency regarding this grant with the Village of Alexander and the Alexander Central School District, and the District be responsible for the 10% local share, and be it further

Resolved, that Alexander School District Superintendent, Dick L. Young be and hereby is authorized to execute any and all documents necessary to apply for a Shared Municipal Services Incentive Grant with the Town of Alexander, Village of Alexander and Alexander Central School District.

Moved by: Councilman Higley Second: Councilman Hirsch

Yes Votes: 4 No Votes: 0

CONCEPTUAL PLANS

