

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **COUNTY FACILITIES**

DATE: APRIL 28, 2006

Committee Members Present: Others Present:

Supervisors Haskell
O'Connor
F. Thomas
Champagne
VanNess
Geraghty
Girard

Department of Public Works
William Remington, Superintendent
William Lamy, Deputy Superintendent
Frank E. Morehouse, Jr. Superintendent of
Buildings & Grounds
William H. Thomas, Chairman
Joan Parsons, Commissioner of Administrative &
Fiscal Services
Joan Sady, Clerk of the Board
Supervisor Barody
Supervisor Belden
Supervisor Stec
Supervisor Bentley
Supervisor Gabriels
Fred Austin
Debra L. Schreiber, Legislative Office Specialist

Mr. Haskell called the meeting to order at 11:00 a.m.

Motion was made by Mr. VanNess, seconded by Mr. Geraghty, and carried unanimously to approve the minutes of the March 27, 2006 meeting, subject to correction by the Clerk.

Referring to the County Facilities Agenda, Item 2(A), Countryside Adult Home Septic System, privilege of the floor was extended to William Lamy, Deputy Superintendent of Department of Public Works (DPW), who reported the contracts were currently out to bid and would be opened on May 4, 2006. The engineers held a mandatory pre-bid meeting at Countryside Adult Home on Wednesday morning with two reputable contractors present but he said he was unsure whether the bids would be competitive with their budget. Thereafter, he apprised upon receipt of the bids, a recommendation would be made and then the project could commence.

Mr. Lamy exited the meeting at 11:05 a.m.

Mr. Wm. Thomas entered the meeting at 11:05 a.m.

Mr. Remington, Superintendent of DPW, said he would skip Item 2(B) for now and continued on with 2(C) under Old Business, indicated after perusing the Warrensburg DPW office and old shop area, it was his determination there was room for a Soil & Water Conservation District office. Mr. Haskell said he did not believe it was in the County's best interest to relinquish the property as they were currently growing the best fish in New York State. Mr. Austin stated if Warren County returned the original \$1 deed to the State of New York for the hatchery, the property reverted back to the State. Mr. Haskell recommended having a needs analyses study performed in-house.

With respect to Item 2(D), Mr. Morehouse, Superintendent of Buildings and Grounds, advised that Clark Patterson Associates had met with various department heads for the new Health and Human Services Building across the road as well as the addition/renovations to the Warren County Municipal Center. He mentioned two or three days next week had been put aside for interviews with the departments and the following Monday, Clark Patterson Associates expressed their desire to do a walk-thru of the building plans but was unsure about the time line relative to their report. He said he still anticipated this project going out to bid in November of 2006. Mr. Haskell informed the committee originally the project was supposed to go to bid in December but he requested November. He said he and Mrs. Parsons had scheduled meetings with the department heads asking them to bring their "needs list" and not a "wish list". Mr. Barody reminded everyone the new building should meet the needs of the County for the next 20-25 years.

Mr. Haskell expounded he had discussed with Mr. Remington, Mr. Lamy, and Mr. William H. Thomas, Chairman of the Board of Supervisors, about hiring a part-time building project coordinator to oversee construction of this project. He explained they were looking for a person who had a project engineer (P.E.) background, that was familiar with County procedures and could commence work as soon as possible. In addition, he related the responsibilities and hierarchy of the project coordinator as well as the salary range.

Motion was made by O'Connor, seconded by Mr. Champagne and carried unanimously approving the request to create the position of Building Project Coordinator.

Mr. Haskell commented a prerequisite for the job was possibly a retired professional project engineer (P.E.) and since it was a part-time position, they did not want an individual who would quit half-way through the project to accept another job. Mr. Champagne inquired whether it was advisable to run this person through the County Facilities Committee so Mr. Haskell announced Fred Austin was the individual they had considered for this position. He informed the committee Mr. Austin did a wonderful job with the Fort William Henry project that came in ahead of schedule and under budget. Mr. Belden noted that while he was not on the County Facilities Committee, the committee made a fine choice selecting Mr. Austin for the position of Building Project Coordinator.

Privilege of the floor was extended to Mr. Austin who mentioned he had discussed this job opportunity with individuals at the Fort William Henry. He stated each week the hours between the two jobs would vary but advised that the two most important issues were 1) identifying priorities; and 2) overseeing the schedule. Furthermore, he remarked he would like to be part of the selection process of hiring a construction management firm. Mr. Remington responded by summarizing the various benefits of hiring Mr. Austin for this position. In response to Mr. Barody's question relative to the duration of the job, Mr. Haskell replied he expected at least two years. Mr. Austin commented he was a licensed P.E. but had let his registration lapse due to the cost of insurance. Mr. Champagne queried whether there would be a need to hire an individual to become the facilities manager of the new building and Mr. Haskell stated Mr. Morehouse would accept that responsibility upon completion of the project. Mr. Austin advised upon being notified of the engineering firm that had been selected, he immediately verified their references and found them to be very reputable.

After discussion, the question was called and the motion was carried unanimously approving the request to create the part-time position of Building Project Coordinator with a base yearly salary of \$30,000, to be filled by Fred Austin and refer same to the Personnel Committee. A copy of the Request to Create Position is on file with the minutes.

Joan Parsons, Commissioner of Administrative & Fiscal Services, queried if the salary for the Building Project Coordinator would be paid from Capital Project No. H263.9550 280 (Design and Construction of Health and Human Services Building) and Capital Project No. H262.9550 280 (Addition to Municipal Renovations/Additions).

Continuing with the Agenda, Item 2(B), Mr. Haskell recommended tabling the "No Weapons Signs" Local Law to give the committee an opportunity to review it.

Motion was made by Mr. Champagne, seconded by Mr. F. Thomas and carried unanimously tabling action on the draft local law prohibiting entry into and remaining in County buildings by persons in actual possession of a deadly weapon.

Mr. Morehouse referred the committee to Items 3 A(1), (2) and (3) of the Agenda, which comprised of three contract extensions with Winchip Overhead Door Co., Inc. for repair, replacement & installation of overhead doors; Northern Fire Systems, Inc. for testing and preventative maintenance and service contracts for the fire alarm systems; and B & L Control for cooling tower chemical monitoring.

Motion was made by Mr. VanNess, seconded by Mr. Geraghty and carried unanimously approving the contract extensions as outlined above and the necessary resolutions were authorized for the May board meeting. Copies of the resolution request forms are on file with the minutes.

Relative to Item 3 (B) of the Agenda, Mr. Morehouse commented Judge David B. Krogmann, Supreme Court Justice, requested the Supreme Court Room be painted. Mr. Morehouse said they requested bids and the low bidder was American Restoration & Maintenance Corp., d/b/a Americlean. In order to complete the work when Court was not in session the contract had been executed.

Motion was made by Mr. O'Connor, seconded by Mr. F. Thomas approving the request to ratify the contract with American Restoration & Maintenance Corp., d/b/a Americlean, for painting of the Supreme Court Room.

Mr. Champagne questioned why the room needed to be painted when another courtroom was being built and Mr. Morehouse responded the Supreme Courtroom would still be a courtroom.

After discussion, the question was called and the motion was carried unanimously ratifying the contract with American Restoration & Maintenance Corp., d/b/a Americlean for the painting of the Supreme Court room. A copy of the resolution request form is on file with the minutes.

Mr. Morehouse reported he would like to receive permission to post and fill a few vacant positions including two cleaners or laborers on the night crew, a cabinet maker/groundskeeper and a laborer on the day crew, all due to resignation or retirement.

Motion was made by Mr. VanNess, seconded by Mr. Girard to approve the requests to Fill Vacant Positions.

Mr. O'Connor inquired whether these positions would be filled pursuant to the Civil Service List. Mr. Morehouse commented they would post these jobs for 15 days, promote from within if possible, but they were not tested positions. Mr. Belden asked if the notices for employment could be posted

in each town within the County.

Mr. Champagne stated he was confused by the title Cabinet Maker/Groundskeeper and Mr. Morehouse commented it was a Grade 8 position which was created many years ago. Mr. Remington mentioned in his department, most of the employees do a little bit of everything but they were currently looking for individuals with carpentry experience. Mr. Champagne suggested eliminating the word "groundskeeper" in the title. Mr. VanNess mentioned if the individual was not making cabinets and it was not included in the title, they could not send them to do groundwork. Mr. Morehouse said he anticipated utilizing this employee as a carpenter as well as a groundskeeper. Mr. Champagne stated he understood an employee could not be moved from a lower level classification to an upper level classification without paying them, but he assumed a lower salaried employee could be assigned to various job duties.

After discussion, the question was called and the motion to fill vacant positions was carried with Mr. Champagne opposing the motion. Copies of the Notices to Fill Vacant Positions are on file with the minutes.

Continuing on with Item 3(D) of the Agenda, Selective Timber Cutting on County Land, Mr. Remington reported Supervisor Stec received communication from someone who expressed a desire to have timber cut on County property that adjoined their property. In the past, he advised they hired a forester to come mark the timber, work on specifications, put it out to bid and do selective cutting. Mr. Haskell asked what properties were involved. In a conversation with Mr. Remington, Mr. Stec suggested working with a forester this year but utilizing the services of a logger next winter when the grounds were frozen on the west side of the Floyd D. Bennett Memorial Airport campus, the woods to the east of Ridge Road. Mr. Belden inquired how many acres of County-owned property would require timber cutting and Mr. Remington replied 40-50 different parcels. Mr. Haskell suggested putting out an RFP for a forester.

Motion was made by Mr. VanNess, seconded by Mr. Geraghty and carried unanimously authorizing Mr. Remington to prepare an RFP (Request for Proposal) to acquire three proposals for forestry services.

There being no further business before the Committee, on motion by Mr. VanNess, and seconded by Mr. O'Connor, Mr. Haskell adjourned the meeting at 11:35 a.m.

Respectfully submitted,

Debra L. Schreiber
Legislative Office Specialist