

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: COUNTY FACILITIES (BUILDINGS & GROUNDS)

DATE: AUGUST 17, 2006

COMMITTEE MEMBERS PRESENT:		OTHERS PRESENT:
Supervisors	Haskell	Frank Morehouse, Superintendent of
	O'Connor	Buildings
	F. Thomas	William Remington, DPW Superintendent
		Judy Johnson, Fiscal Manager
COMMITTEE MEMBERS ABSENT:		Chairman Thomas
Supervisors	Champagne	Joan Parson, Commissioner of Administrative
	VanNess	& Fiscal Services
	Geraghty	Joan Sady, Clerk of the Board
	Girard	Amanda Allen, Legislative Office Specialist

Mr. Haskell called the meeting of the County Facilities Committee to order at 1:33 p.m.

Motion was made by Mr. O'Connor, seconded by Mr. F. Thomas and carried unanimously to approve the minutes of the July 19, 2006 meeting, subject to correction by the Clerk.

Privilege of the floor was extended to Frank Morehouse, Superintendent of Buildings, who distributed his agenda to the Committee members, a copy of which is on file with the minutes. He began by addressing the first item of the agenda, old business, and advised that there was a sketch of the proposed Soil and Water District Office included in the agenda. Mr. Haskell stated that the topic had been discussed in a prior Committee meeting and that a potential site had been found for the Soil and Water District Office at the Warrensburg DPW location, pending further investigation.

Moving to the next item of the agenda, Mr. Morehouse introduced William Remington, DPW Superintendent, to address the subject of selective timber cutting on Warren County owned properties. Mr. Remington apprised that in the agenda, he had included a chart listing all of the parcels owned by Warren County and suggested what should be done with each, either selling, retaining or logging the properties. He said that there was the potential to generate a considerable amount of revenue from the logging, or logging and sale, of the various lots. Mr. Remington explained that some parcels, such as the Up Yonda Farm, would require the use of primitive logging practices as noted in his report. He added that the logging of all parcels would be fairly simple, aside from the one located at the Warren County Fish Hatchery, which would require a special permit because it was located along the Hudson River. Mr. Haskell agreed that revenue could be generated from the process and suggested that a RFP (Request for Proposal) be prepared by the County Attorney to hire a Forester who would review the parcels and report the value of timber available for logging. Joan Sady, Clerk of the Board, advised that the RFP had

been authorized at the April 28th Committee meeting and Mr. Haskell said that he would speak with Paul Dusek, County Attorney, to move the project along as quickly as possible.

General discussion ensued.

Returning to the agenda, Mr. Haskell apprised the Committee that the next item was an update on the proposed Health and Human Services Building and renovations to the Municipal Center. He said that the project was proceeding nicely and noted that the preliminary drawings of the Health and Human Services Building were being produced by Clark Patterson Associates.

Mr. Haskell advised that in light of new information both Mr. O'Connor and Mr. Champagne, who were initially opposed to the idea of housing a meal site at the new location, were now in favor of the addition. The former Sheriff's kitchen located in the Municipal Center had been suggested as an alternate location for the meal site, Mr. Haskell apprised, but further investigation needed to be done due to asbestos concerns. Mr. Morehouse said that the asbestos may not be an issue if the kitchen were left as it were because the substance was located in pipe fittings and wrappings. Mr. Haskell suggested that he and Mr. Morehouse schedule a meeting to further investigate the asbestos concerns. In the meantime, he said, he would contact Jon Norris, of Clark Patterson Associates, to check the status of the plans and to see if space could be made for a meal site in the Health and Human Services Building. In closing, Mr. Haskell stated that the construction bidding would begin in January of 2007 at the latest.

Joan Parsons, Commissioner of Administrative and Fiscal Services, asked Chairman Thomas to update the Committee on the details of his meeting with the Court staff to discuss the renovation of their quarters. Chairman Thomas advised that during his meeting with Mr. Norris and the Court staff, he was notified of their preference to build a new court room at an alternate location rather than to renovate the space currently occupied by the Board of Supervisors. He added that he had also learned that their understanding of what the Court System would fund was incorrect. Chairman Thomas explained that prior to the meeting, they were under the impression that the Court System would fund renovations to an existing location but that they would not support new construction. In reality, he continued, the Court System would only fund renovations to space that was currently used for judicial purposes and would facilitate the same type of use after the renovations were finished. In light of the new information, Chairman Thomas advised, the resolution scheduled for the August 18th Board meeting to authorize the renovations, would be held pending further discussion with the court staff to determine what would be paid for by the Court System.

Mrs. Parsons advised that she had reviewed past County Facilities minutes, and in those documents it was noted that the Court System would pay for the renovations to the current Board of Supervisors location for future occupation the Court. Mr. Morehouse

noted that he had received a call from a representative of the Unified Court System, who gave him the same information that Chairman Thomas had received, and noted that the Court System would not finance the renovations. He added that a conference call was scheduled between himself, Linda Duell, Sr. Court Analyst, and the Unified Court System to negotiate the details of the project.

General discussion ensued.

Continuing with the agenda, Mr. Morehouse advised that the last item on the list of old business was an election machine update. He said that he had spoken with Mary Beth Casey, Board of Elections Commissioner, who informed him that six machines had been chosen and were awaiting New York State certification. Expressing his frustration with the delay, Mr. Haskell asked that the item be removed from the agenda until further action was taken by New York State to approve and certify the election machines chosen.

Mr. Morehouse advised that the next section of his agenda pertained to new business and noted that he would begin with item 3b of the agenda, personnel schooling, and would present the budget last. He said that one of his employees, (Nancy Ross, employee no. 8488), had requested authorization to attend two BOCES (Board of Cooperative Educational Services) courses on burner maintenance, (one course on gas and one on oil), which began in September, at a cost of \$305 each. Mr. Morehouse noted that funds were available within the budget to support the request. Mr. Haskell asked if the courses would be of use to the employee's current position and Mr. Morehouse replied affirmatively. Mr. Haskell said that he would highly recommend the authorization be given to allow attendance for the schooling as requested. Mr. Haskell asked how the course would be paid for and Judy Johnson, Fiscal Manager, responded that in the past Warren County had paid BOCES directly for the training courses attended by their employees.

Motion was made by Mr. O'Connor, seconded by Mr. F. Thomas and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the September Board meeting.

Mr. Remington distributed copies of a Request to Fill Vacant Position to each of the Committee members. He explained that Building Maintenance Worker #6 was retiring and it was his desire to fill the vacant position with a long time employee who was currently working in the position of Janitor #3. Mr. Remington noted that the Janitor #3 position was a Grade 4 position and Civil Service tested; he advised that in order to fill the position vacated by the promotion a Civil Service exam would have to be scheduled in order to develop a pool of eligible candidates. He said that after the results of the Civil Service Exam were received he would approach the Committee with a request to fill the Janitor #3 position. Mr. Remington apprised that the Janitor staff would not necessarily be short staffed because there was an employee of the DPW crew experiencing sight problems, and therefore was moved to a light duty position, pending correction of his

disability. He said that the DPW employee would continue to fulfill the duties of the Janitor position until either his eyesight issue was corrected or he retired at the end of 2006, whichever came first.

General discussion ensued.

Motion was made by Mr. O'Connor, seconded by Mr. F. Thomas and carried unanimously to approve the request as outlined above and refer same to the Personnel Committee. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Returning to the agenda, Mr. Morehouse advised that he had included an RFP request for a new contract with Schindler Elevator Corporation for elevator maintenance and repair. He added that Schindler Elevator Corporation had submitted the low bid of \$10,490 for a term commencing August 31, 2006 through August 31, 2008.

Motion was made by Mr. F. Thomas, seconded by Mr. O'Connor and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the September Board meeting.

Mr. Morehouse explained that he was also requesting a Transfer of Funds within the budget to cover the balance of the cost of the mezzanine approved for the Buildings and Grounds shop in a prior meeting. He said that because the cost of steel had risen since the project was approved and the funds were appropriated, they had fallen \$3,000 short and were unable to purchase materials for the stairs and railings. Mr. Haskell asked if there would be sufficient funds available to cover overtime costs if the request were approved and Mr. Morehouse replied affirmatively.

Motion was made by Mr. F. Thomas, seconded by Mr. O'Connor and carried unanimously to approve the request as presented and to refer same to the Finance Committee.

Mr. Morehouse addressed the final item of his agenda, the budget. He advised that the first portion of the budget was Code A.1620 (Buildings) which reflected a 2007 request of \$1,454,899 as opposed to the 2006 appropriation of \$1,439,575, an increase of \$15,324. Mr. Morehouse referenced the list of equipment to be purchased in the 2007 budget and advised that they were all items requested by his employees. He noted that the equipment list also reflected the purchase of racks to equip the van requested in an earlier DPW meeting. Mr. Haskell noted that several items listed were classified as 'replacement' and asked if those items were no longer usable; Mr. Morehouse replied they were not.

Mr. Morehouse stated that Code A.1620 400 (Contractual) had increased \$21,300 to account for the removal of the razor wire and fencing from the old portion of the jail. He said that once those were removed the area could be used for storage. Ms. Johnson noted that Code A.1620 417 had also increased slightly due to the fact that the new Sheriff's Building was not set up as a separate sewer district for Queensbury Sewer Tax purposes

and was billed with the Municipal Center. She said that it was Mrs. Parson's suggestion that, rather than have a separate parcel set up, the Sheriff's Building portion of the sewer tax should be included in the Buildings and Grounds budget and as such, the proposed budget was increased to cover the sewer tax for both buildings. Mr. Remington stated that the budget had also increased in the areas of electricity and natural gas due to rising costs.

Mr. Remington advised that Code A.1621 (Building #11, WIC (Women, Infants and Children's Program) Building) reflected a 2007 department request of \$62,898 as opposed to the 2006 appropriation of \$61,538, an increase of \$1,360. He said that the increase was directly related to rising energy costs.

Code A.1623 (Municipal Center Annex), Mr. Remington stated, reflected a 2007 budget request of \$275,275 as opposed to the 2006 appropriation of \$297,503.57 a decrease of \$22,228.57. He added that the energy costs for the building were actually down due to the co-generation facility.

Mr. O'Connor asked if the WIC Building would be included in the new Health and Human Services Building and Mr. Haskell indicated that it would. Mr. O'Connor asked if the old building was to be destroyed and Mr. Haskell replied that if the building did not interfere with the parking for the new building, the old one would be left for storage use.

Motion was made by Mr. F. Thomas, seconded by Mr. O'Connor and carried unanimously to approve the Buildings and Grounds Budget, authorize the Committee Chairman to sign them and submit same to the Budget Officer.

As there was no further business to be discussed by the County Facilities Committee, on motion made by Mr. F. Thomas and seconded by Mr. O'Connor, Mr. Haskell adjourned the meeting at 2:09 p.m.

Respectfully Submitted,
Amanda Allen, Legislative Office Specialist