

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: COUNTY FACILITIES

DATE: OCTOBER 26, 2010

COMMITTEE MEMBERS PRESENT:

SUPERVISORS THOMAS
VANNESS
GIRARD
BELDEN
MCCOY

OTHERS PRESENT:

JEFF TENNYSON, SUPERINTENDENT OF PUBLIC WORKS
FRANK MOREHOUSE, SUPERINTENDENT OF BUILDINGS
FREDERICK MONROE, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ATTORNEY/ADMINISTRATOR
JOAN SADY, CLERK OF THE BOARD
KEVIN GERAGHTY, BUDGET OFFICER

COMMITTEE MEMBERS ABSENT:

SUPERVISOR CHAMPAGNE
VACANT - TOWN OF THURMAN

SUPERVISORS TAYLOR
LOEB
MERLINO
CONOVER
KEVIN HAJOS, DEPUTY SUPERINTENDENT OF PUBLIC WORKS
DON DEGRAW, AIRPORT MANAGER
JULIE PACYNA, PURCHASING AGENT
DON LEHMAN, *THE POST STAR*
THOM RANDALL, *ADIRONDACK JOURNAL*
JOANNE COLLINS, LEGISLATIVE OFFICE SPECIALIST

Mr. Thomas called the meeting of the County Facilities Committee to order at 9:32 a.m.

Motion was made by Mr. Belden, seconded by Mr. VanNess and carried unanimously to approve the minutes of the August 20, 2010 Committee meeting, subject to correction by the Clerk of the Board.

Frank Morehouse, Superintendent of Buildings, distributed copies of the agenda to the Committee members, a copy of which is on file with the minutes.

Jeff Tennyson, Superintendent of Public Works, introduced Kevin Hajos, Deputy Superintendent of Public Works, to the Committee. Mr. VanNess commended Mr. Hajos for the Exit 18 corridor project work.

Mr. Morehouse announced that the demolition of Annex Building #10 was nearly complete. He said that debris removal and backfill activities would ensue, as well as the need for compaction and environmental testing. Mr. Tennyson noted that the fuel tank in the basement had been removed without complications or negative findings and the Engineering Department would follow-up with the New York State Department of Environmental Conservation (NYS DEC) on the Closure Report, but, he said, he did not anticipate any issues. Completion of the NYS DEC Closure Report by County staff, he stated, would save an expense of \$20,000.

Addressing new business, Mr. Morehouse presented a request for a contract with Evergreen Testing & Environmental Services, for environmental testing of Annex Building #10, for the period commencing October 18, 2010 and terminating December 31, 2010, for a total amount of \$1,106.

Motion was made by Mr. Girard, seconded by Mr. McCoy and carried unanimously to approve the request for a new contract with Evergreen Testing & Environmental Services as outlined above and the necessary resolution was authorized for the November 19, 2010 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Regarding software support and system services for the Human Services Building (HSB), Mr. Morehouse presented requests for three contracts with Fire Security & Sound Systems, Inc., as follows:

- ◆ Card access support, for the period commencing November 1, 2010 and terminating October 31, 2011, for a total amount of \$1,100;
- ◆ Closed circuit television camera (CCTV) system, for the period commencing November 1, 2010 and terminating October 31, 2011, for a total amount of \$1,200; and
- ◆ Inspection, cleaning and service of the fire alarm system, for the period commencing November 1, 2010 and terminating October 31, 2011, for a total amount of \$1,840.

Motion was made by Mr. VanNess, seconded by Mr. McCoy and carried unanimously to approve the three requests for contracts with Fire Security & Sound Systems, Inc., as outlined above and the necessary resolutions were authorized for the November 19, 2010 Board meeting. *Copies of the resolution request forms are on file with the minutes.*

Mr. Morehouse informed that in the process of establishing an emergency action plan for the HSB, it had become apparent that the Municipal Center Building was in need of a Public Address (PA) system and Brian LaFlure, Director of the Office of Emergency Services, had offered to design the system to be installed by County staff. He stated the system was estimated at \$7,264 which was not included in the budget.

Mr. Morehouse presented a request for a Contingent Fund transfer to Code A.1620 250, Buildings/Technical Equipment, in the amount of \$7,264, to purchase the equipment necessary to upgrade the Public Address system in the Municipal Center.

Additionally, Mr. Morehouse stated it was necessary to upgrade the 1962 vintage fire alarms in the Municipal Center by adding a system of separate horns which would be triggered by the existing system to deliver a continuous sound. The proposed horn and strobe, he stated, would deliver a clear message for both staff and public safety. Paul Dusek, County Attorney/Administrator, expressed his concern regarding the current alarm system in the Municipal Center which delivered an intermittent sound, thereby causing uncertainty in terms of evacuation. In the best interest of public safety, Mr. Dusek expounded that the installation of a PA system would bring the Municipal Center into consistency with the new building.

Motion was made by Mr. Belden, seconded by Mr. Girard and carried unanimously to approve the request to upgrade the Public Address system in the Municipal Center at a cost of \$7,264 and refer same to the Finance Committee to determine a source of funding. *A copy of the request for Transfer of Funds is on file with the minutes.*

Mr. Geraghty recognized the abilities of the skilled County staff who would install the system,

resulting in significant cost savings to the County.

Mr. Morehouse presented a request to amend Resolution No. 554 of 2010 to increase the expenditure for lockable mailboxes for the Mail Room to \$1,243. He explained that \$600 had been approved for the expense and subsequent to the commencement of the project, it was determined that larger mailboxes would be required, as well as some additional mailboxes. He noted that the \$1,243 was included in the Buildings & Grounds budget.

Motion was made by Mr. Belden, seconded by Mr. McCoy and carried unanimously to approve the request to amend Resolution No. 554 of 2010 to reflect a total amount of \$1,243 for lockable mailboxes as outlined above, and the necessary resolution was authorized for the November 19, 2010 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Mr. Dusek reminded the Committee that the reconfiguration plan was part of a consolidation and cost savings initiative which included combining the mail room and print shop; closing the stock room; and contracting with Mailings Made Easy, Inc., for postage and mail services.

Mr. Morehouse summarized Agenda Item 3C, the Proposed Changes for Space Utilization for the Municipal Center. Mr. Morehouse suggested that the new County Attorney and staff would relocate to the former Planning & Community Development Office on the first floor and the District Attorney (DA) staff currently using that space would move to the Information Technology (IT) training room. He noted that a new Board of Supervisors Committee Room would be created on the second floor, thereby moving the Chairman of the Board's Office to the present location of the County Attorney, which would also accommodate the Budget Officer and a conference room; and he added that the Purchasing Department would relocate to the HSB. Mr. Morehouse explained that the goal was to create professional Committee meeting rooms and conference space where two or more meetings could take place simultaneously. He stated that Purchasing, Personnel, Human Resources (HR) and IT would move to the HSB with the IT server room and one help desk office remaining in the Municipal Center. The new space created on the first floor, he apprised, would be occupied by the Public Health Department and the Women, Infant and Children (WIC) Program Offices, with the HR Office to be used for conference space and an Auditor's room. He further noted that the current WIC site would be closed and evaluated for demolition, resulting in cost savings. Mr. Dusek added that the consolidation of offices would also result in cost savings for janitorial services.

Regarding space for the Courts, Mr. Morehouse expounded that the Courts' need for additional space has been under discussion for five or six years and he recommended that the former Sheriff's wing, which had the necessary security features, be considered for occupancy by the Probation Department which would include renovation of the former garage as a central file room, and renovation of the former jail kitchen which had not required abatement work.

Pertaining to the second floor renovations in the Municipal Center, Mr. Morehouse stated that carpet and paint requirements could be completed by County staff and major renovations, such as doors and Heating Ventilation and Air Conditioning (HVAC) systems were not included in the budget, and would likely not be necessary.

Mr. Morehouse noted that some adjustments to partitioned and full walls might be necessary

in the HSB which required evaluation of the HVAC system. Mr. Tennyson cautioned that changes in partitions and walls could impact fire alarm sensor and sprinkler system integrity, thereby requiring modifications.

The commencement of the Office reconfiguration and renovation initiative, Mr. Morehouse reported, would begin with the completion of the County Attorney's Office on the first floor. Mr. VanNess recommended that Mr. Morehouse and Mr. Tennyson be given the authority to manage the Space Utilization project and make the necessary decisions regarding the renovations and logistics for the changes.

Motion was made by Mr. VanNess and seconded by Mr. Girard to approve the proposed changes for Space Utilization to include the relocation of the Personnel, Human Resources, Purchasing and IT Departments to the HSB as outlined above and the necessary resolution was authorized for the November 19, 2010 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Mr. Girard requested that a report be created to include a detail of the cost savings resulting from the reconfiguration plan. Mr. Loeb asked if all offices had been made aware of the changes, in order to insure staff productivity. Mr. VanNess conveyed the necessity of decisions to move the effort forward. Mr. Girard stated his support for the changes and asserted that considerable time and thought had been given to the proposed plan. He cited the County's use of other off-site offices for which significant data had been collected to insure safe, sufficient, secure and cost effective work spaces which required complex technological efforts prior to relocation. Chairman Monroe asserted it was the responsibility of the Supervisors to formulate a plan for the most efficient use of space for the greater good of the County. Furthermore, he said, the former Sheriff's wing was currently underutilized, additional committee space was needed, and the Public Health Department would benefit significantly from the consolidation of operational space. Mr. Thomas stated that the Committee would work hard to accommodate County staff and meet the needs of the Departments. Mr. McCoy conveyed his support for the changes; however, he said, he would not have supported the changes if they were being implemented solely as a result of public criticism of empty space in the HSB. Mr. VanNess reiterated that the Board of Supervisors had been aware of the Courts need for expansion which included security measures. Mr. Girard declared that a tour of the Courts had confirmed the critical need for space therein.

Mr. Thomas called the question and the motion was carried unanimously to approve the proposed changes for Space Utilization as outlined above and the necessary resolution was authorized for the November 19, 2010 Board meeting. *A copy of the resolution request form is on file with the minutes.*

As there was no further business to come before the County Facilities Committee, on motion made by Mr. Belden and seconded by Mr. McCoy, Mr. Thomas adjourned the meeting at 10:04 a.m.

Respectfully submitted,
Joanne Collins, Legislative Office Specialist