

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: COUNTY FACILITIES

DATE: DECEMBER 17, 2010

COMMITTEE MEMBERS PRESENT:

SUPERVISORS THOMAS
VANNESS
CHAMPAGNE
GIRARD
BELDEN
MCCOY
WOOD

OTHERS PRESENT:

JEFFERY TENNYSON, SUPERINTENDENT OF THE DEPARTMENT 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
SUPERVISORS CONOVER
KENNY
LOEB
MCDEVITT
STEC
STRAINER
TAYLOR
GORDON WOODWORTH, *THE CHRONICLE*
CHARLENE DIRESTA, SR. LEGISLATIVE OFFICE SPECIALIST
PLEASE SEE ATTACHED SIGN-IN SHEET FOR ALL OTHERS PRESENT

Mr. Thomas called the meeting of the County Facilities Committee to order at 9:01 a.m.

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

Privilege of the floor was extended to Frank Morehouse, Superintendent of Buildings, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Mr. Morehouse requested to amend Resolution No. 742 of 2010 to include the Board of Elections (BOE) among the list of County Departments approved for renovations and relocations; to relocate the Offices of the BOE to the Human Services Building (HSB); and to relocate the Offices of the Civil Service and Human Resources Departments to the Offices currently housing the BOE.

Mr. Morehouse noted the BOE had not been included in the list of Departments which had been approved for relocation or renovation by Resolution No. 742 of 2010. He advised that following the election, the BOE had requested relocation to the HSB as it was determined that it was inconvenient to have their Offices in a separate building than the voting machines. Mr. Morehouse stated that the relocation made sense from a maintenance standpoint and he noted the Buildings & Grounds staff were currently moving boxes of ballots between the two buildings on a daily basis.

Mr. Morehouse announced the IT (Information Technology) Department had been relocated to the HSB the previous week. If the relocation of the BOE was approved, he continued, their Offices would be relocated next which would allow the Civil Service and Human Resources Departments to be relocated to the Offices vacated by the BOE in the Municipal Center. He added renovations would be completed on the Office vacated by the Civil Service Department which would allow the WIC (Women, Infants and Children) Offices to be relocated to the site thereby; allowing the WIC Building to be closed, realizing a savings in heating costs.

Mr. Morehouse apprised the relocation of the BOE Offices would require minor renovations entailing construction of full walls where half walls currently existed. He continued by saying the HVAC (heating, ventilation and air conditioning) systems would need to be reconfigured as currently the space was a large open area heated by one heat pump which would be insufficient once the area was divided into separate offices. He stated it might become necessary to request the services of CPL (Clark Patterson Lee) to assist with the reconfiguration of the sprinkler and fire systems as they were beyond the scope of the expertise of the Buildings & Grounds staff.

Motion was made by Mr. Belden and seconded by Mr. VanNess to amend Resolution No. 742 of 2010 to include the BOE among the list of County Departments approved for renovations and relocations; to relocate the Offices of the BOE to the HSB; and to relocate the Offices of Civil Service and Human Resources to the area currently occupied by BOE.

Discussion ensued.

Mr. Loeb inquired as to how the relocation of the BOE Offices would affect public access and Mr. Morehouse responded it was necessary for the public to enter through the magnetometer and new signage would be required; however, he continued, the security guards would be able to direct the public to the correct offices. Mr. Morehouse stated voting for elections would continue to be held in Conference Room 6-103 of the Municipal Center for the time being; however, he added, eventually the Conference Room on the first floor of the HSB should be considered as a polling place.

Jeffery Tennyson, Superintendent of the DPW (Department of Public Works), noted the Buildings & Grounds staff had developed a new floor plan which was adequate to house the BOE Offices and the Purchasing Department. He advised that even though the majority of the renovations would be completed in-house, there would be significant costs for building materials which had not been budgeted. He said the cost of one door was \$800 and five doors were required for the renovations. He estimated the current costs at approximately \$12,000 in building materials and restated that the HVAC systems would require reconfiguration.

Mr. Champagne asked if the BOE could relocate without renovations and Mr. Morehouse replied the main reason for the renovations was for security purposes. Mr. Morehouse said the BOE had indicated that if it was not possible to renovate the space as per their requirements then they would prefer to remain in their current location. Paul Dusek, County Attorney/Administrator, said that considerable time had been spent evaluating the relocations and while there would be some costs, the relocations would be permanent and would be beneficial to all the departments in question. He noted the space had actually been designed with the intent of housing the Offices of the BOE with locked doors intended for Republican and Democrat access. He advised the space was best utilized as the Offices for the BOE and it would not be an appropriate location for the Offices of Civil Service and Human Resources. Mr. Dusek continued by saying that the relocation of the BOE Offices would make space available for the relocation of the Civil Service and Human Resources Departments within the Municipal Center.

Mr. Belden questioned the estimated total costs of building materials for the relocations and Mr. Tennyson replied approximately \$12,000 for building materials and reconfiguration of the HVAC systems. Mr. Tennyson said an additional \$10,000 to \$15,000 should be budgeted for the services of CPL for assistance with the sprinkler and fire systems. He anticipated the total costs to be approximately \$25,000. He advised currently there was one heating pump for the open area which would be divided into six offices requiring the installation of additional heating pumps. Mr. Tennyson

inquired if it was possible to obtain the necessary funds from those remaining in the HSB building project and Mr. Dusek replied in the negative noting those funds were for initial construction only. Mr. Dusek said the necessary funds could be transferred from Contingent Fund and he noted there would be some savings realized by completing the renovations in-house. He added there would have been some expenses incurred with the renovations necessary to relocate the Purchasing, Civil Service and Human Resources Departments regardless and the only additional costs were from the relocation of the Offices of the BOE. He opined it was worth the expense to relocate the departments to a space that was appropriate to their needs.

Mr. McCoy asked why the space was not constructed to meet the needs of the BOE Offices if the original intent had been to relocate their Offices to the area. Mr. Morehouse clarified that the original plans for the HSB did not include the Offices of the BOE and added once it was decided that the Department of Labor Offices would not be relocated to the HSB, a relocation of the BOE was considered.

Following further discussion, Mr. Thomas called the question and the motion was carried unanimously to amend Resolution No. 742 of 2010 to include the BOE among the list of County Departments approved for renovation and relocation; to relocate the Offices of the BOE to the HSB; and to relocate the Offices of the Civil Service and Human Resources to the area currently occupied by the BOE. *The necessary resolution was authorized for the December 17, 2010 Board meeting.*

Mr. Morehouse reminded the Committee that a Post Committee Resolution Request form had been executed awarding the contract for Routine Pumping, Cleaning and Disposal for Septic Systems to Stone Industries, LLC. and would be presented at the December 17, 2010 Board meeting.

As there was no further business to come before the County Facilities Committee, on motion made by Mr. Belden and seconded by Mr. Champagne, Mr. Thomas adjourned the meeting at 9:23 a.m.

Respectfully submitted,
Charlene DiResta, Sr. Legislative Office Specialist