

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: COUNTY FACILITIES

DATE: MARCH 3, 2015

COMMITTEE MEMBERS PRESENT: OTHERS PRESENT:

SUPERVISORS GIRARD
WOOD
MONROE
STROUGH
CONOVER
SEEBER

JEFFERY TENNYSON, SUPERINTENDENT OF THE DEPARTMENT OF PUBLIC WORKS
FRANK MOREHOUSE, SUPERINTENDENT OF BUILDINGS
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ADMINISTRATOR
JOAN SADY, CLERK OF THE BOARD
FRANK E. THOMAS, BUDGET OFFICER
SUPERVISORS BROCK

COMMITTEE MEMBER ABSENT:

SUPERVISOR WESTCOTT

MERLINO
TAYLOR
TRAVIS WHITEHEAD, TOWN OF QUEENSBURY RESIDENT
DON LEHMAN, *THE POST STAR*
CHARLENE DIRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

Mr. Girard called the meeting of the County Facilities Committee to order at 10:19 a.m.

Motion was made by Mr. Conover, seconded by Mr. Monroe 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 packet to the Committee members; *a copy of the agenda packet is on file with the minutes.*

Commencing the agenda review, Mr. Morehouse requested to award the bid and authorize a contract with Gross Electric, Inc. for Periodic Electrical Repair, Installation and Upgrade Services (WC 7-15) commencing upon execution of the contract and terminating on December 31, 2015 with the option to renew for two additional one-year terms. He noted this contract was not utilized often but from time to time a large electrical repair project was necessary and it was beneficial to have this contract in place in the event it was needed.

Motion was made by Mr. Conover, seconded by Mr. Strough and carried unanimously to award the bid and authorize the contract as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the March 20, 2015 Board meeting.*

Regarding the pending item, Jeffery Tennyson, Superintendent of the Department of Public Works (DPW), provided an update on the solar power conversion of the Cornell Cooperative Extension and Countryside Adult Home Building. He informed they had contacted the respondents to the RFP (Request for Proposals) regarding additional information and clarification on their proposals. He said the next step would be to schedule interviews with the respondents and he hoped to have a recommendation for the Committee at the next meeting. Mr. Girard pointed out that Mr. Westcott had requested involvement in the process and he asked if the selected company would be interviewed by the Committee. Mr. Tennyson replied the RFP's were very detailed and he anticipated the interviews would be lengthy. He said the interviews would be conducted by a working group with the assistance of the Solar Designer from Clark Patterson Lee (CPL). He commented that Mr. Westcott had requested copies of the proposals which had been provided to him. He noted the interview process should provide some clarity on the proposals and he would return to the

Committee with that information and a recommendation. Travis Whitehead, Town of Queensbury resident, asked if the information on the proposals would be available prior to the Committee meeting and Mr. Tennyson replied affirmatively, adding that as soon as the information was available he would send it to the Committee members for review. Mr. Tennyson noted the interviews had not yet been scheduled; however, he continued, if the recommendation was ready for the next Committee meeting it would be presented and if not the matter would be postponed until the following meeting. Mr. Girard commented it was preferable that the solar panels be installed over the summer in order to be in place by next winter.

Concerning the Court Space Expansion Project update, Mr. Tennyson apprised of recent discussions with the Judges and Architect from the New York State Office of Court Administration (NYS OFA) regarding their final written comments on the concept plans and schematics developed by CPL. He noted there were a few more details to work out and he hoped the questions and concerns between the local Courts and the NYS OCA would be resolved within the next couple of weeks. He informed there would be a NYS OCA Board review in March and when the plans were approved, he would return to the Committee with a request to authorize the final design work and determine a source of funding. Mr. Conover asked if an estimate on construction costs and the phase time line would be available at that meeting, as well and Mr. Tennyson replied affirmatively.

Pertaining to the Municipal Center Security Project update, Mr. Morehouse indicated that quotes had been received to relocate the glass doors further back into the County Clerk's Office and a contract would be forthcoming. He advised he had emailed all of the Department Heads requesting their input as to which employees would have FOB access to the Municipal Center and during which hours the access would be granted. He said he had also requested a list of which employees had already been issued FOB's and which ones would require one to be issued. He stated they were working with the Information Technology (IT) Department to develop a database. He informed that if a FOB had already been issued, it was merely a matter of activating it for the Municipal Center. He apprised if an employee did not already have a FOB, they would need to go to the Buildings & Grounds Office to obtain one. He commented the FOB System was anticipated to be in place within the next couple of weeks. He said once everyone had been issued FOB's and testing was completed, the basement lock down would be initiated. Concerning the security cameras, Mr. Morehouse indicated they had all been installed and were operational. Mr. Girard asked which entities were able to view the security camera feeds and Mr. Morehouse replied the Security Guards and the IT Department. Ms. Seeber asked if the security cameras were a live feed or if they recorded and Mr. Morehouse replied that the hard drive was capable of holding 30 days of the digital recordings. Mr. Morehouse explained it was possible to allow for a longer recording period but this would reduce the resolution and quality of the video. Mr. Tennyson stated the security camera monitors were located at the security desk outside of the County Clerk's Office if anyone wanted to view the system.

Mr. Conover asked if there would be interior doors, as well as exterior doors at the Department of Motor Vehicles (DMV) Entrance to allow members of the public to come in out of the weather. Mr. Morehouse responded this was the intention behind relocating the glass doors further back into the County Clerk's Office. He added at some point in the future the area in front of the County Clerk's Office could be converted into a small waiting area. He indicated the original plan had been to lock the second set of interior doors just beyond the current location of the Security Guard desk and to have employees escort the visitors to the appropriate offices. Mr. Conover said he did not feel the cost of constructing the waiting area now would be excessive as it would just be a matter of materials. Mr. Tennyson informed that as part of the signage plan for this project, signs would be placed on all of the doors to inform the public which doors were accessible. A brief discussion ensued.

Ms. Seeber said it was important to point out that a savings had been realized as a result of replacing an older magnetometer and she requested further details be presented to the Committee members. Mr. Morehouse explained the Courts had purchased a new magnetometer and part of the purchase included the removal of an old magnetometer. Since the company had no preference as to which magnetometer was returned, he continued, the older Court magnetometer was relocated to the Probation Department entrance and the antiquated magnetometer previously used there was returned. Ms. Seeber commented this had allowed the Probation Department entrance to have an upgraded magnetometer without incurring the cost and she thanked Brian LaFlure, Director of the Office of Emergency Services, and his office for their assistance in this matter. Mr. Morehouse credited the Court Officers for determining this option was a possibility. Ms. Seeber asked if a thank you letter could be sent to the Court Officers for their suggestion which saved the County money and allowed for an upgrade to the magnetometer at the Probation Department entrance and Paul Dusek, County Administrator, replied affirmatively.

This concluded the Buildings & Grounds portion of the Committee meeting and the Airport portion of the meeting commenced at 10:32 a.m.

Privilege of the floor was extended to Mr. Tennyson, who distributed copies of the agenda packet to the Committee members; *a copy of the agenda packet is on file with the minutes.* He informed that Ross Dubarry, Airport Manager, had been unable to attend the Committee meeting due to his attendance at the 2015 Airports Conference in Hershey, Pennsylvania.

Commencing the agenda review, Mr. Tennyson requested an agreement with the Adirondack Hot Air Balloon Festival for use of the Floyd Bennett Memorial Airport for the event to be held on September 18-20, 2015 in a form approved by the County Attorney, with the necessary use permit and insurance coverage. He advised he had been in contact with Mark Donahue, promoter of the Adirondack Hot Air Balloon Festival, and they were not anticipating any significant changes this year.

Motion was made by Ms. Wood, seconded by Mr. Monroe and carried unanimously to authorize an agreement with the Adirondack Hot Air Balloon Festival as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the March 20, 2015 Board meeting.*

Mr. Tennyson requested authorization to establish the annually recurring premium parking procedures and rate of \$15 per weekend for the Adirondack Hot Air Balloon Festival to continue at the same rate annually unless modified by further resolution. He explained the premium parking passes had been implemented a few years prior and several variations had been attempted, such as a discount for people who purchased the parking pass early. He commented the discounted parking passes had not been successful and he recommended returning to a \$15 per weekend fee for the premium parking pass. He explained the premium parking pass was for parking on the lawn area between the Terminal Building and Queensbury Avenue. He pointed out the request was for the rate of \$15 for the weekend to remain in effect for subsequent years unless modified by further resolution.

Motion was made by Ms. Wood and seconded by Mr. Strough to authorize the Superintendent of the DPW to establish the annually recurring premium parking procedures and rate as outlined above.

Ms. Seeber asked for further explanation on the parking during the Adirondack Hot Air Balloon Festival. Mr. Tennyson explained that during the Adirondack Hot Air Balloon Festival there was vendor parking available between the jet hangars which was intended for anyone working on behalf

of the Festival and vendor parking permits were issued free of charge. He said airfield parking passes were provided for the Balloonists and their crews. He stated buss parking passes were available for any group tours and the parking for the busses was on the taxiway. The premium parking passes, he reiterated were for parking on the front lawn area between the Terminal Building and Queensbury Avenue and the revenue generated from parking was used to offset overtime costs incurred during the Festival. He mentioned there had been positive responses from people who purchased the premium parking passes in the past and understood the value of them. He noted one of the benefits of the premium parking passes was the ability to avoid the traffic caused by people who parked for free along the roads or main runway. He commented a map and suggested route were included with the sale of the premium parking passes. A brief discussion ensued following which Mr. Tennyson informed that premium parking passes could be purchased at the County Treasurer's Office, the Queensbury Town Clerk's Office, the Glens Falls City Clerk's Office, via a link on the County website or on Ebay up until the day of the event.

Mr. Girard called the question and the motion was carried unanimously to authorize the Superintendent of the DPW to establish the annually recurring premium parking procedures and rate as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the March 20, 2015 Board meeting.*

Mr. Tennyson requested to increase Capital Project No. H306.9550 280, Land/Acquisition Easement - Forest Enterprises Parcel, in the amount of \$38,000 and an appropriation of funds in the amount of \$38,000 from the Reserve-Airport Repair and Projects (A.892.00) to Transfers-Capital Projects (A.9950 910) to cover the cost of Phase III of the project until the FAA (Federal Aviation Administration) reimbursement of grant funds was received. He said he was unsure if he had submitted the correct paperwork; however, he explained the intent was to transfer \$38,000 out of the Reserve fund and into Capital Project No. H306.9550 280. He pointed out a copy of Resolution No. 221 of 2013, which authorized an agreement with C & S Engineers, Inc. for Phase III of the project in the amount of \$38,000, had been included in the agenda packet. He explained the funds had not been previously transferred into the Capital Project although the work had been underway. He indicated the project was now at the point where they were ready to close on the land acquisition and it was necessary to account for the full project funding. He noted the \$38,000 had not been added into the existing FAA grant yet, but it would be. He added it was necessary to proceed now and the grant would be supplemented as the project was closed out.

Motion was made by Mr. Conover and seconded by Mr. Strough to approve the request to increase the Capital Project and appropriate the funds as outlined above and to forward same to the Finance Committee.

Mr. Conover asked for clarification purposes if Resolution No. 221 of 2013 stated where the funds would be expended from (Capital Project No. H306.9550 280) and the request was to transfer the necessary funds to cover the expense and Mr. Tennyson replied affirmatively. Mr. Tennyson pointed out an increase to the Capital Project had not been requested when Resolution No. 221 of 2013 was approved and therefore it was necessary to do so now. Mr. Whitehead asked when the purchase price of the parcel would be known and Mr. Tennyson responded he believed the acquisition price remained at \$327,000.

Mr. Girard called the question and the motion was carried unanimously to approve the request to increase the Capital Project and appropriate the funds as outlined above and to forward same to the Finance Committee. *Copies of the resolution request forms are on file with the minutes.*

Mr. Tennyson requested to award the bid and authorize a contract with T.P. Monahan, Inc. for an estimated amount of \$32,500 for Floyd Bennett Memorial Airport Roof Installation at Two Locations (WC 2-15) to replace the roof on the Airport Maintenance Equipment Storage Building and Tower Cab for a term commencing upon execution of the contract and terminating May 31, 2015. He advised the entire electrical distribution for the Airport was located in the Airport Maintenance Equipment Storage Building which was a heated building that was also used for the storage of snow and ice equipment. He indicated multiple buildings were to be rehabilitated at the Airport and this building would be completed this summer. He commented the funding for this contract was budgeted.

Motion was made by Mr. Strough, seconded by Mr. Conover and carried unanimously to award the bid and authorize the contract with T.P. Monahan, Inc. as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the March 20, 2015 Board meeting.*

Mr. Tennyson informed there were no referrals or pending items. Pertaining to the Environmental Assessment Runway 1 Extension Project update, he commented the project had been paused to develop a scope for additional field work to occur during the summer or as soon as funding was available. He said the Environmental Assessment was essentially on hold. He indicated they were consulting with the New York State Department of Environmental Conservation (NYSDEC), the FAA and the Army Corps of Engineers regarding some additional field work and Environmental Assessments that would be incorporated into the final draft document.

Concerning the soil contamination update at the new Airport Stand Alone Restaurant construction site, Mr. Tennyson stated a contract was in place for an environmental contractor to assist with the clean up but the project had been placed on hold due to the weather. He said the weather was anticipated to be warmer towards the end of March when he expected the project would proceed and he would report further at the next Committee meeting. Chairman Geraghty asked if the source of the contamination had been determined and Mr. Tennyson responded they believed the source was the original fuel farm which had been de-commissioned in the early 1990's. Mr. Tennyson explained there had been a spill open in that area during that time which had been later closed but the contamination had re-surfaced. Mr. Girard asked if the contractor would wait until the frost was out of the ground to proceed and Mr. Tennyson replied they could proceed to some degree with frost in the ground but it slowed the work down. Mr. Tennyson explained that samples would need to be taken and then warmed before they could be tested by the equipment. A brief discussion ensued.

Mr. Whitehead recalled a discussion in which it had been indicated that trees would be removed in the wetlands while the ground was still frozen using County workforces. He asked if this was still the intent and Mr. Tennyson replied affirmatively.

As there was no further business to come before the County Facilities Committee, on motion made by Mr. Conover and seconded by Mr. Strough, Mr. Girard adjourned the meeting at 10:47 a.m.

Respectfully submitted,
Charlene DiResta, Sr. Legislative Office Specialist