

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: COUNTY FACILITIES

DATE: APRIL 28, 2015

COMMITTEE MEMBERS PRESENT:

SUPERVISORS GIRARD
WOOD
STROUGH
CONOVER
SEEBER

OTHERS PRESENT:

JEFFERY TENNYSON, SUPERINTENDENT OF THE DEPARTMENT OF PUBLIC WORKS
FRANK MOREHOUSE, SUPERINTENDENT OF BUILDINGS
ROSS DUBARRY, AIRPORT MANAGER
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ADMINISTRATOR
AMANDA ALLEN, DEPUTY CLERK OF THE BOARD
FRANK E. THOMAS, BUDGET OFFICER

COMMITTEE MEMBERS ABSENT:

SUPERVISORS WESTCOTT
MONROE

SUPERVISORS BROCK
MERLINO
TAYLOR
JON NORRIS, CLARK PATTERSON LEE
MATTHEW SMULLEN, CLARK PATTERSON LEE
HON. DAVID B. KROGMANN, SUPREME COURT JUDGE
JOANNE MANN, CHIEF CLERK, WARREN COUNTY SUPREME AND COUNTY COURTS
TATIANA COFFINGER, SUPREME COURT ATTORNEY
MERILE LATTERELL, WARREN COUNTY RESIDENT
DAVID STRAINER, 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 10:01 a.m.

Motion was made by Mr. Strough, seconded by Ms. Wood 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 Ross Dubarry, Airport Manager, 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. Dubarry requested a contract with C&S Companies in an amount not to exceed \$31,075 for Environmental Assessment Phase III of the Runway 1-19 Extension Project. He noted this was the same time sensitive scope of work which was discussed in detail at the previous Committee meeting and an outline of the scope of work was included in the agenda packet.

Motion was made by Mr. Conover, seconded by Mr. Strough and carried unanimously to approve the contract with C&S Companies as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the May 15, 2015 Board meeting.*

Mr. Dubarry noted there were no referrals or pending items concerning the Airport this month. Pertaining to the soil contamination at the construction site for the new stand alone restaurant, he reported the cleanup was progressing as planned with the final soil samples having been collected. He stated the building corners had been staked out that morning and a map was being prepared for the New York State Department of Environmental Conservation (NYSDEC) relative to the soil testing locations.

Mr. Dubarry informed that he had submitted a natural gas service request to National Grid for a natural gas distribution system at the Airport. He reminded the Committee members that a couple of grant applications had been submitted to the State for a natural gas distribution system and conversion project for all of the Airport buildings. He noted there were currently 13 buildings at the Airport and 2 proposed buildings which would be served by the natural gas distribution system. He advised they hoped that National Grid would extend the main gas line and distribution lines at their expense and if that was the case, he would return to the Committee with proposed updates to the Airport heating system to convert it from propane to natural gas.

Lastly, Mr. Dubarry announced the next County Facilities Committee meeting would be held at the Airport and would include a tour of the facilities, equipment and ongoing project sites. A brief discussion ensued during which it was determined that Amanda Allen, Deputy Clerk of the Board, would poll the Committee members to determine a date and time for the meeting which would work well with everyone's schedules due to the Memorial Day holiday.

This concluded the Airport portion of the Committee meeting and the Buildings & Grounds portion of the meeting commenced at 10:07 a.m.

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 contracts with the following vendors for contracted vending machine services at various Warren County facilities (WC 25-15) for one year terms commencing upon execution of the contracts:

- ▶ Fitzgerald Brothers Beverages, Inc. for beverage vending;
- ▶ Prestige Services, Inc. for snack and healthy snack vending; and
- ▶ 9 Miles East Farm, LLC for meal vending.

Motion was made by Ms. Wood, seconded by Mr. Strough and carried unanimously to approve the contracts with Fitzgerald Brothers Beverages, Inc., Prestige Services, Inc. and 9 Miles East Farm, LLC as outlined above. *Copies of the resolution request forms are on file with the minutes and the necessary resolutions were authorized for the May 15, 2015 Board meeting.*

Mr. Morehouse requested a contract with Winchip Overhead Door Company, Inc. at an hourly rate of \$80 for overhead door repair, replacement, installation and preventative maintenance (WC 15-15) for a term commencing May 1, 2015 and terminating April 30, 2016.

Motion was made by Ms. Wood, seconded by Mr. Conover and carried unanimously to approve the contract with Winchip Overhead Door Company, 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 May 15, 2015 Board meeting.*

Jeffery Tennyson, Superintendent of the Department of Public Works (DPW), stated the next item on the agenda pertained to approval of the revised concept design plans for the Court Space Expansion Project. He said the Board of Supervisors had last approved the conceptual plans at the end of 2014 and since then Clark Patterson Lee (CPL), local Court staff and the staff of the New York State Office of Court Administration (OCA) had met several times to refine the concept plans. He stated that OCA had generally approved the concept plans although there might be a few minor changes. He noted that Jon Norris and Matt Smullen, of CPL, were present to discuss the revised plans and review the changes which had been made compared to the previous plans. He said they anticipated the OCA Facilities Capital Review Board would meet in the next few weeks to provide

their formal approval of the concept plans and he requested the approval of the Board of Supervisors in order to proceed with the project.

Mr. Smullen stated the last action taken by the Board of Supervisors had been to approve the previous concept plans and authorize CPL to move forward with schematic designs. He commented the schematic design plans had been prepared and sent to the OCA for review by Edward Rodman, the OCA Architect. Comments had been received from Mr. Rodman in February, he continued, following which there had been a meeting of representatives from the County, the OCA and CPL in order to discuss the comments and address them accordingly. He mentioned the majority of the comments had been addressed by that working group and a response was sent to Mr. Rodman. Mr. Smullen apprised the most substantial comment had called for a significant reduction in the size of the courtrooms; he said the original plans had included 1,600 square foot courtrooms with six counsel tables, full ADA (Americans with Disabilities Act) compliant access and a back row of seating. He informed the OCA had suggested the square footage be reduced to less than 1,000 square feet in order to be inline with the other family courtrooms in the 4th Judicial District. He noted the current size of the proposed courtrooms was 960 square feet with three counsel tables and a pew at the back, as opposed to chairs. Mr. Tennyson asked Mr. Smullen to point out the area in question on the schematics and he proceeded to do so. Mr. Smullen commented that Family Courtroom 1 and Family Courtroom 2 were mirror images of each other. He noted the six counsel tables had been reduced to three and the courtrooms were ADA compliant because everything was on an even level with the exception of the judges bench which was accessed through a vestibule from outside of the courtroom. Mr. Norris apprised the vestibule created a better sound lock for the courtroom and he noted any type of outside noise during court proceedings was distracting. He said the door in the corridor was a push/pull door which would not make noise if someone entered during a court proceeding.

Mr. Girard mentioned that jury boxes had been included in the original design for these courtrooms and he asked why these had been removed. Mr. Norris said the original plans would have allowed for a multi-purpose courtroom which could be used for family or civil juried trials and it was thought that the jury boxes could also used for other purposes, such as drug court. He noted the requested square footage reduction eliminated the possibility of a multi-purpose courtroom. Mr. Strough asked the square footage of the existing family courtroom and Mr. Norris replied approximately 500 square feet. Mr. Tennyson pointed out there were a lot of areas in the existing court space which were not ADA or code compliant due to the time period when they were originally constructed. Mr. Norris noted that although the OCA had reduced the number of counsel tables from six to three, they had also increased the number of seats at the three tables.

Ms. Seeber asked if the removal of the jury boxes eliminated the possibility of sharing courtrooms. Judge Krogmann replied that he did not understand OCA's position on this matter and he acknowledged that reducing the size of the courtrooms and removing the jury boxes eliminated the possibility of a multi-purpose courtroom. He said he hoped the large courtroom, to be constructed in the area currently occupied by the existing family courtroom, would fill this void. He stated they had felt the multi-purpose courtroom was good planning for the future of the courts and he hoped they would never be in the position to say "we told you so". He explained they had relied on the experience of the Hon. J. Timothy Breen, Family Court Judge, in determining the size of the courtrooms; however, he continued, OCA regulations had required a reduction in size. Ms. Seeber asked if it would be possible to solicit the OCA Board to reconsider the reduction in size and Judge Krogmann responded these discussions had taken place and compromises had been made. He stated the concept plans were a vast improvement to the existing court space and were much more functional. Mr. Smullen apprised that the vestibules behind the judges benches and witness areas were included intentionally to allow future expansion of the courtrooms. A brief discussion ensued.

Ms. Seeber commented the current court space contained a children's play area and she asked if the concept plans permitted for this, as well. Mr. Norris replied affirmatively noting there was a children's waiting area with an exterior window and a separate toilet facility. Judge Krogmann pointed out that regardless of the size of the courtrooms, the concept plans addressed all of the security concerns for the courts which benefitted the staff, counsel and the public. Mr. Norris advised the concept plans had been reviewed by the New York State Commission of Corrections and they had provided input for the juvenile holding areas. Mr. Girard said Mr. Norris had indicated that his last discussion with Mr. Rodman had determined there were more meticulous items to address and he asked if this would be done going forward. Mr. Norris responded that Mr. Rodman was amenable to these comments being addressed during the design development phase and he noted these items mostly pertained to furnishings, particularly for the judges chambers. Ms. Seeber mentioned there was current legislation which would raise the age of criminal responsibility from 16 to 18 and she asked the impact of this change to the courts. Judge Krogmann stated that when the legislation was adopted there would be an increase in the number of family court cases. He said the revised concept plans were more efficient and sufficient than the existing court space which would be better for addressing the increase in family court cases.

Mr. Girard asked about the temporary accommodations and how the OCA would be involved in the approval of same. Mr. Smullen explained that the Narrative for the OCA Facilities Capital Review Board was included in the agenda packet and addressed some of the temporary accommodations. He said their understanding was that with Mr. Rodman's approval, the Facilities Capital Review Board should approve the concept plans without further delay. Judge Krogmann advised the meeting of the Facilities Capital Review Board should be scheduled within the next couple of days and Mr. Smullen commented that once the concept plans were approved they would proceed with the design development phase and construction documents phase. Mr. Smullen said they projected each of those phases would take a couple of months to complete.

Mr. Conover asked for a brief explanation of the Mezzanine Plan and Mr. Norris explained the first floor below the mezzanine was planned for multi-purpose functions and would be utilized by the District Attorney's Office and the courts. Mr. Norris noted that District Attorney reception and conference rooms were incorporated to respond to the grand jury. He commented that although the plans seemed to show the mezzanine in the middle of the courtyard, they were in fact a second floor above the area outlined by a dashed line on the schematics marked as "MC - A-201-B". Mr. Conover asked if there were any major changes to this plan and Mr. Norris replied the OCA had minimized the mechanization of handicapped accessibility; he noted the original plans had included handicapped lifts which were replaced with ramps. He commented there had been discussions pertaining to the courtroom for the Hon. Robert J. Muller, Warren County Supreme Court Judge, as well as the offices for the law clerks and the secretary. He said that closet sizes had changed as the original plans included rectangular closets and the OCA wanted closets which were more square shaped. He pointed out that the footprint, or total square footage of the project had not changed as the changes mostly pertained to the size of certain rooms within the existing footprint.

Mr. Conover asked if this project would be used as an opportunity to fix the concrete entryway which was in need of repair and Mr. Tennyson replied that was not currently included in the project. Ms. Seeber asked if the comments from the OCA were suggestions or mandates. Judge Krogmann stated that the County and local courts had a lot of input on the concept plans but the OCA had the final approval. Mr. Girard apprised the impression had been that Warren County was being used as a template for the other 15 districts to follow. He noted the approval process had been lengthy and CPL had handled the requested changes without any issues. Mr. Strough asked for an explanation of the construction phases and Mr. Smullen replied that Phase 1 would be the construction of the addition for the Family Court space and Phase 2 was the conversion and structural modification of the existing Family Court space. He commented that Phases 1 and 2 would be combined into one

bid package. Mr. Conover suggested the repair of the concrete walkway be included in the project since construction would be taking place at the same time. He opined it made little sense to construct an addition and reconstruct the existing court space if the walkway was in disrepair. Mr. Tennyson said the walkway had been reviewed in the earlier concepts but the preferred concept did not include any changes to the central flag area. He agreed this was an opportunity to look at the possibility of fixing the walkway during the construction process. Mr. Smullen pointed out there would be changes to the parking for the entire facility since security for the Municipal Center was in the process of being changed. Mr. Tennyson commented the existing court parking area on the north side of the building would be occupied by the new structure and there had been discussions about expanding the parking to east and west sides of the building. He added that these changes to the parking lot would need to be included in the project. A brief discussion ensued.

Paul Dusek, County Administrator, commented that the front entrance walkway mentioned by Mr. Conover was not currently included in the project. He added this item could not be included in the Court Space Expansion Project because the County would receive 1/3 off of the interest rates for the bonding of the project. He asked if CPL could provide a separate proposal to complete the repair of the walkway. He mentioned the project could be timed so that it was released as an alternate bid for respondents to the court project. He commented that if the project was established as an alternate bid the County could decide to forgo it if the cost was prohibitive. Mr. Smullen responded the alternate bid idea was a good one and he noted he would discuss the details with Mr. Tennyson.

Ms. Wood stated that the County requested Department Heads to make long term plans and multi-purpose where possible. She said the original concept plans met the current needs of the court system and planned for the future needs. She opined it was very backwards for the OCA to take the stand that it was more important for the courts to resemble courts in other Counties than to plan for the future needs. She commented she would support the project but she felt planning for the future needs was more important than consistency in floor plans and Judge Krogmann agreed.

Motion was made by Mr. Conover, seconded by Ms. Seeber and carried unanimously to approve the revised concept plans for the Court Space Expansion Project as presented. *The necessary resolution was authorized for the May 15, 2015 Board meeting.*

Mr. Tennyson advised that pages 20-25 of the agenda packet reflected an outline of Tasks 4 through 8 for CPL in accordance with their contract for periodic professional multidiscipline engineering services (WC 75-14). He noted the Finance Committee would discuss the bonding of the revised concept plans for the Court Space Expansion Project at the May 6, 2015 meeting. He requested Committee consensus on Tasks 4 through 8 to allow CPL to commence the work once a source of funding was determined by the Finance Committee. Mr. Conover asked if the cost incurred to date and the costs approved at this meeting relative to the Court Space Expansion Project would be eligible to be included in the bonding and Mr. Dusek replied affirmatively. A brief discussion ensued.

Mr. Strough asked if the addition and renovations would include the installation of LED (light emitting diode) lighting and Mr. Smullen replied they were looking into this option but he advised they were trying to control costs wherever possible and remain within budget. Mr. Smullen commented that if they were able to include LED lighting and remain within budget they would do so. Mr. Strough mentioned the possibility that NYSERDA (New York State Energy Research and Development Authority) might be able to help fund the cost of LED lighting. Mr. Norris commented they had discussed LED lighting at one of the project meetings and CPL was looking into the possibility. Mr. Morehouse said an LED lighting survey was currently being conducted on the entire Municipal Center building. Mr. Strough asked the intended method of heating the court space and he questioned if geothermal heating had been considered. Mr. Smullen commented they had looked at geothermal heating during the construction of the Human Services Building (HSB) and it was

determined that this would not be cost effective. Mr. Strough asked if the intent would be to have natural gas and traditional heating systems and Mr. Norris responded there would be a mechanical rooftop unit to serve Phases 1 and 2 and concerns would be addressed with radiant panels.

Following further discussion on the matter, motion was made by Ms. Wood, seconded by Mr. Strough and carried unanimously to authorize Clark Patterson Lee to complete Tasks 4 through 8 pertaining to architectural and engineering consultant services for the Court Space Expansion Project (in accordance with WC 75-14 - Periodic Professional Multidiscipline Engineering Services in Connection with the Warren County Department of Public Works). *The necessary resolution was authorized for the May 15, 2015 Board meeting.*

Pertaining to the pending item concerning the RFP (Request for Proposals) for solar power conversion of Cornell Cooperative Extension and other County facilities, Mr. Tennyson informed that the review of the proposals was moving forward but he did not have a recommendation yet; he anticipated having a recommendation for the next Committee meeting. Mr. Girard asked how many proposals had been received and Mr. Tennyson replied they had received 6 proposals which had been narrowed down to 3 companies. Mr. Tennyson advised that 2 of the companies had been interviewed and the third company would be interviewed in the next couple of weeks. He noted the focus of the RFP for solar conversion had been for Cornell Cooperative Extension and Countryside Adult Home and this had been a good learning process. He commented they were looking at the possibility of a broader RFP for other County facilities, such as the Airport, Municipal Center, etc. Mr. Conover mentioned the possibility of solar conversion as a shared service with other municipalities. Mr. Tennyson responded this had been considered but it was necessary for the meters to be placed under a single entity; however, he agreed there was the possibility of determining a way to have shared services for solar power. Mr. Girard said the process had been interesting and he hoped to formulate a template for other facilities in the future. Mr. Tennyson advised that after the interview with the third company, they would come to a recommendation to be presented to the Committee.

Lastly, Mr. Morehouse informed that the air conditioner in the server room of the HSB had gone down yesterday. He mentioned the part to repair the air conditioning unit would be received the next day but the issue had made him realize that a backup system should be put into place. He commented a portable air conditioner was currently being used as this was a very hot room with a large amount of equipment. He stated he wanted to explore some backup options for the air conditioning unit for the server room of the HSB. He suggested that he complete some research and return to the Committee next month with recommendations and pricing. He mentioned a larger portable air conditioner might be a good option although there were drainage and venting issues with this type of equipment. He said they had discussed the possibility of a rooftop unit similar to the one used in the server room of the Municipal Center but this would require running the compressor cable through the third floor of the HSB. Mr. Morehouse stated he would discuss the matter with the HVAC (heating, ventilation and air conditioning) technician and he would have more information at the next meeting. It was the consensus of the Committee that Mr. Morehouse should complete further research on a backup air conditioning unit for the server room of the HSB and report back at the next meeting.

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 11:15 a.m.

Respectfully submitted,
Charlene DiResta, Sr. Legislative Office Specialist