

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: COUNTY FACILITIES

DATE: JUNE 30, 2015

COMMITTEE MEMBERS PRESENT:

SUPERVISORS WOOD
MONROE
STROUGH
CONOVER
SEEBER

OTHERS PRESENT:

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
MARTIN AUFFREDOU, COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
FRANK E. THOMAS, BUDGET OFFICER

COMMITTEE MEMBERS ABSENT:

SUPERVISORS GIRARD
WESTCOTT

SUPERVISORS BEATY
BROCK
MCDEVITT
MERLINO
TAYLOR
MICHAEL SWAN, COUNTY TREASURER
CHARLENE DIRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

In the absence of the Committee Chairman, Mr. Girard, the Vice-Chair, Ms. Wood called the meeting of the County Facilities Committee to order at 10:30 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 with information for review, Mr. Morehouse updated the Committee members on the Municipal Center Security Project by informing that the door in front of the County Clerk's Offices had been recessed back. He said they were awaiting two pieces of glass in order to complete this portion of the project. He stated that FOB's had been issued to the majority of the employees and he anticipated all FOB's would be issued and activated by the end of this week or the middle of next week. He apprised of a software glitch which was currently being worked on that kept the elevator from being accessed by certain FOB's.

Jeffery Tennyson, Superintendent of the Department of Public Works (DPW), advised he had developed a draft signage plan for the Municipal Center Campus which was being reviewed by his sign crew who would develop and draft concept plans for the signage. He said he would review the signage plan with Paul Dusek, County Administrator, and Mr. Morehouse before requesting input from Department Heads and Supervisors. He stated it was important to ensure the signage would direct the public to the correct entrance before the remainder of the doors were secured. He indicated the FOB's for the members of the Board of Supervisors were ready to be issued.

Mr. Morehouse commented there would be very little impact if any employee FOB's were not activated when they began securing the doors because the Department of Motor Vehicles (DMV) entrance would be unlocked between the hours of 7:00 a.m. and 5:00 p.m. Chairman Geraghty advised it was important that the signage include Department names which were familiar to

members of the public, such as the Department of Social Services (DSS), as opposed to the Human Services Building (HSB). Mr. Tennyson reiterated that he would solicit input from the Department Heads and members of the Board and he noted the intent of the signage would be to direct members of the public to the appropriate parking lot without confusion. He anticipated having draft signage designs printed in color to distribute to the Department Heads and Supervisors for feedback. He said that he intended to use the typical parking signage for the public parking lots which was a blue sign featuring a circled "P" in white lettering. He indicated the signage around the ring road would be concise as it would only include the Departments which dealt with members of the public most often. He said he wanted to update the employee parking lot signage, as well. A brief discussion ensued.

Mr. Tennyson updated the Committee members on the status of the solar RFP (Request for Proposals) by informing that further information obtained from the proposers had been forwarded to the Working Group. He said the Working Group was close to reaching a consensus and he anticipated having a recommendation for the next round of Committee Meetings. Ms. Seeber inquired about information pertaining to emergency response matters concerning the solar panels. She said she had learned that the panels could get extremely hot and cause fires. Mr. Tennyson responded this matter had not been discussed but he felt it would be valuable to do so. He indicated he would contact Brian LaFlure, Director of the Office of Emergency Services/Fire Coordinator, in order to obtain more information about safety concerns pertaining to solar panels.

Regarding the Court Space Expansion Project, Mr. Tennyson advised the design development of the larger construction portion of the project was underway. He noted the Board of Supervisors had authorized the design work and the bonding for the project. He said that meetings were held on a regular basis with representatives from Clark Patterson Lee (CPL) in order to discuss the various construction disciplines, such as electrical, mechanical, architectural, etc. He mentioned the New York State Office of Court Administration (NYS OCA) Facilities Capital Review Board had not met to formally approve the construction plans but they had indicated they were supportive of them and that the County could proceed with construction.

Mr. Tennyson stated the focus of the project was currently on the temporary measures to accommodate the new Family Court Judge and their staff commencing January 1, 2016 until the Court Space Expansion Project was completed. He presented plans to renovate the existing Supreme Court Library space for use by the new Family Court Judge and their staff; *a copy of the draft plans are on file with the minutes.* He apprised the renovations would create a temporary Family Courtroom, Judges Chambers, office space for the staff and small conference rooms. Mr. Tennyson informed the existing Supreme Court Library contained a mezzanine and this would be demolished in order to complete the renovations. He informed the County was required to ensure the Supreme Court Library remained open; he said the Library would be inventoried by the NYS OCA with a possible reduction in the number of books. He mentioned the Supreme Court Library would be temporarily relocated to 1,200 square feet of vacant space in the HSB behind the location currently occupied by the Office for the Aging. He apprised that some minor modifications would be made to the space to create book shelves, accommodate the Law Librarian and designate space for a computer work station. He noted the NYS OCA had approved the temporary measures for the Supreme Court Law Library.

Mr. Tennyson advised the renovation plans for the temporary Family Court space would be completed in a way which would be conducive with the future renovation plans to convert the space for use by the District Attorney's (DA's) Office. He commented most of the walls that would be constructed for the temporary Family Court space would remain in place when it was converted for

use by the DA's Office. He said he had asked CPL to use materials which could be re-used in the final project specifications, such as the interior doors. Mr. Conover asked if there was an overlay available to display the difference in the floor plans between the temporary Family Court space and the future DA Office space and Mr. Tennyson replied affirmatively noting he did not have those plans with him.

Mr. Tennyson apprised he had spoken with the County's Bond Counsel who informed that the bond could not be utilized towards the temporary measures. He said he would look at the expenses already incurred to determine which ones could be paid for out of the bond in order to re-allocate those funds towards the temporary measures. He informed that the existing Supreme Law Library space had undergone a hazardous materials survey which had received a negative report. He commented that some hazard mitigation had been anticipated and the negative report meant a savings of time and expense in that area. He indicated that 80% to 90% of the renovations for the temporary Family Court space would be completed by Buildings & Grounds staff members during the months of October through December. He said it would be necessary to contract out tasks, such as the demolition of the mezzanine, removal of the steel shelving and some areas of the Judges Chambers. He pointed out that a partition wall would be constructed in the hallway outside of the existing Supreme Court Library in order to incorporate the temporary Family Court space into the secured areas of the existing Court space. He noted a Family Court waiting room would be created in the hallway inside this newly secured area. A brief discussion ensued.

Mr. Tennyson requested authorization for CPL to proceed with Task 4A, Development of Temporary Family Courtroom Plans and Specifications, in an amount not to exceed \$30,000 and to refer same to the Finance Committee to determine a source of funding. He noted this task was outside of the scope of work of the current tasks undertaken by CPL and he added a Letter of Authorization for CPL was included in the agenda packet. He commented CPL would complete the work at their existing hourly rate per their contract with the County for periodic professional multi-discipline engineering services (WC 75-14). He reiterated that he needed to clarify with the County's Bond Counsel which of the existing expenses could be paid for with the bond so those funds could be re-allocated towards the temporary measures. He said the intent was to limit, to the extent possible, the amount of funds expended on the temporary measures.

Motion was made by Mr. Monroe and seconded by Mr. Strough to authorize Clark Patterson Lee to proceed with Task 4A, Development of Temporary Family Courtroom Plans and Specifications, in amount not to exceed \$30,000 and to refer same to the Finance Committee to determine a source of funding.

Mr. Monroe asked if the conference rooms depicted in the draft plans for the temporary Family Court Space were for attorney/client meetings and Mr. Tennyson replied affirmatively. Mr. Monroe expressed the importance of these rooms being sound proof and Mr. Tennyson agreed and informed that CPL had obtained a list of standards from the NYS OCA which would be followed during the renovations. Mr. Conover commented the plans seemed to have a section of the Judges Chambers which he referred to as "dead space" and he suggested this area would be better used as a closet. Mr. Brock asked if there was a cost estimate for specific items, such as sound proofing and Mr. Tennyson replied in the negative noting he would request a rough estimate of costs from CPL for the next Committee Meeting.

Ms. Wood called the question and the motion was carried unanimously to authorize Clark Patterson Lee to proceed with Task 4A, Development of Temporary Family Courtroom Plans and Specifications, in amount not to exceed \$30,000 and to refer same to the Finance Committee to determine a source of funding. *A copy of the resolution request form is on file with the minutes.*

Ms. Wood said Mr. Dusek had one more matter pertaining to electricity rates to be discussed. Mr. Dusek reminded the Committee members that the County purchased electricity through the Municipal Electric & Gas Alliance (MEGA) and the current contract was good through January of 2016. He noted that MEGA bid out for electrical and gas supply on a regular basis and a number of municipalities participated in the MEGA program. He advised he had been keeping an eye on the electrical rates being offered in order to lock Warren County in to good rates for the next contract. In discussions with representatives from MEGA, he continued, he had determined that electrical rates were currently at an all time low. He apologized for being unable to disseminate this information prior to the meeting but he wanted to ensure that the County did not miss this opportunity to lock in low electrical rates.

Mr. Dusek distributed two handouts to the Committee members pertaining to current and historic electricity rates; *copies of the handouts are on file with the minutes*. He mentioned Warren County had joined MEGA a number of years prior and used them as the supplier for both gas and electricity. He explained that the gas and electric suppliers were bid out under the Genesee County bids and other municipalities "piggybacked" onto their contract. He mentioned MEGA was open to any municipality and he recommended each Town look into the possibility of joining.

Referring to the handout entitled "NY Market Dashboard - June 29, 2015", Mr. Dusek indicated this documentation was provided by MEGA as a result of his request for historic average electrical rates. Concerning the chart in the bottom right corner of the document, he advised this showed that the current electrical rates were the lowest they had been since 2012 and he said he felt the rates were low in 2012 due to a mild winter. He noted the documentation was provided to MEGA by Constellation Energy Services of New York, Inc. as the preferred electrical supplier.

Pertaining to the handout entitled "Electricity (excluding Westmount)", Mr. Dusek advised that Warren County's current electricity rate through January 22, 2016 was \$.08747 per kWh (kilowatt hour). He commented the handout detailed the proposed electrical rates being offered by Constellation Energy Services of New York, Inc. based on the length of the contract which ranged from \$.07155 per kWh for a 12 month contract to \$.07135 per kWh for a 33 month contract. He commented that these electrical rates would result in an estimated savings of \$80,000 in the 2016 County Budget. He informed that all of these electrical rates would be fixed rates and historically Warren County had always contracted for electrical supply with fixed rates. He pointed out the rates listed were supplied to him on June 29, 2015 and since the rates changed slightly every day, it was probable that there would be a slight rate change when the contract was executed. He said he had asked if there would be a significant change between now and the July 17, 2015 Board Meeting and he had been informed there was no guarantee that the change in rates would not be significant within the three week time period. Mr. Dusek recommended that the Committee ratify the actions of the Chairman of the Board of Supervisors in executing an agreement with Constellation Energy Services of New York, Inc., as the preferred supplier from electricity through MEGA. He noted this would allow the County to lock in the current low electrical rates being offered by Constellation and he reiterated that he anticipated a savings of approximately \$80,000 in the 2016 County Budget.

Mr. Strough stated the rates were good and if the County could lock in these rates for a 33 month period, they should do so. Ms. Wood said the Town of Thurman had recently executed a contract with Constellation Energy Services of New York, Inc. in order to lock in to the low rate. Mr. Monroe asked if there were any minimum usage requirements and he questioned the affect if the County moved toward a solar power conversion. Mr. Dusek responded he had checked on this issue and had been informed that conversion to solar power did not change the electricity usage as the County would simply be selling the solar generated power back to the grid. Mr. Strough apprised this

contract would place the County in a good bargaining position with the solar power companies because they would already have a low rate which the solar companies would need to beat in order to make their contract attractive.

Ms. Seeber asked if the approximate \$80,000 in savings to the 2016 County Budget was guaranteed and Mr. Dusek responded that the amount of savings would be based on the amount of usage. He explained that the cost of electricity last year was \$449,000 according to the County Auditor and a figure of \$464,000 had been derived based on some of the months being averaged out. He added the new rate was anticipated to cost \$376,000 and no matter how he tried to calculate the numbers, the results were approximately \$80,000 in savings in the 2016 County Budget. He commented that if less electricity was used, the savings would not be as great. A brief discussion ensued during which Ms. Seeber indicated that she did not have enough knowledge of the subject to make an informed decision at this time.

Motion was made by Mr. Monroe, seconded by Mr. Strough and carried by majority vote, with Ms. Seeber voting in opposition, to ratify the actions of the Chairman of the Board of Supervisors in executing an agreement with Constellation Energy Services of New York, Inc., as the preferred supplier from electricity through the Municipal Electric & Gas Alliance (MEGA) for a 33-month term commencing on the first meter reading occurring on or after January 1, 2016 and continuing until the last meter reading on or before October 22, 2018. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the July 17, 2015 Board 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, Ms. Wood adjourned the meeting at 11:17 a.m.

Respectfully submitted,
Charlene DiResta, Sr. Legislative Office Specialist