

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: COUNTY FACILITIES

DATE: JUNE 23, 2020

COMMITTEE MEMBERS PRESENT:

SUPERVISORS: BEATY
CONOVER
DIAMOND
HOGAN
SEEBER

COMMITTEE MEMBERS ABSENT:

SUPERVISORS BRUNO
MAGOWAN

OTHERS PRESENT:

KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS
DON DEGRAW, AIRPORT MANAGER
FRANK MOREHOUSE, SUPERINTENDENT OF BUILDINGS
FRANK THOMAS, CHAIRMAN OF THE BOARD
RYAN MOORE, COUNTY ADMINISTRATOR
AMANDA ALLEN, CLERK OF THE BOARD
ROBERT TERWILLIGER, FIRST ASSISTANT COUNTY ATTORNEY
KEVIN B. GERAGHTY, BUDGET OFFICER
SUPERVISORS BRAYMER
DICKINSON
DRISCOLL
FRASIER
MERLINO
SIMPSON
STROUGH
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS
JEREMY SCRIME, SENIOR COMPUTER SYSTEMS ANALYST/PROGRAMMER
MICHAEL SWAN, WARREN COUNTY TREASURER

Please note, the following contains a summarization of the June 23, 2020 meeting of the County Facilities Committee; the meeting in its entirety can be viewed on the Warren County website using the following link: <https://warrencountyny.gov/gov/comm/Archive/2020/facilities/>

Note: As per Governor Cuomo's Executive Order 202.1: "Article 7 of the Public Officers Law, to the extent necessary to permit any public body to meet and take such actions authorized by the law without permitting in public in-person access to meetings and authorizing such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed". All of the Committee members in attendance participated via video or teleconference, except for Supervisor Diamond who was physically present.

Mr. Beaty called the meeting of the County Facilities Committee to order at 10:55 a.m.

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

Copies of the Airport and Buildings & Grounds agendas were distributed to those in attendance and those participating virtually accessed the agendas via the Warren County website; copies of the agendas are on file with the meeting minutes.

Privilege of the floor was extended to Don DeGraw, *Airport Manager*, who commenced the Airport agenda review with a request to authorize an agreement with C&L Mechanical Corp. in an amount not to exceed \$125,138 for plumbing contracting work in association with construction of the new Airport Snow Removal Equipment Building

and demolition of the old building. Mr. DeGraw pointed out that the cost of this work fully covered by an FAA (*Federal Aviation Administration*) grant. Mr. Beaty inquired if prevailing wages must be paid for this work and Mr. DeGraw replied affirmatively.

Motion was made by Mr. Conover, seconded by Ms. Hogan and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the July 17th Board Meeting. *A copy of the resolution request form is on file with the minutes.*

Next Mr. DeGraw presented the following requests:

- Page 6 - To authorize an agreement with Plank Construction Services in an amount not to exceed \$637,331.64 to provide general contractor services for construction of the new aircraft storage hangars; and
- Page 7 - To authorize an agreement with J. McBain, Inc. in an amount not to exceed \$160,895 for electrical contractor services in relation to construction of the new aircraft storage hangars.

Mr. Degraw indicated this project included the construction of an eight-bay structure, the cost of which would be completely funded by an FAA grant. Mr. Beaty inquired what the total number of hanger bays planned for construction at the Airport and Mr. DeGraw replied there would be twenty-four new bays in total. Ms. Seeber asked if there were already users identified for the new hangars and Mr. Degraw replied that there were.

Motion was made by Mr. Conover, seconded by Ms. Hogan and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the July 17th Board Meeting. *A copy of the resolution request form is on file with the minutes.*

Moving onto the Referral/Pending Items portion of the agenda, which pertained to solar panels, Mr. DeGraw indicated two parcels would be exempt from further review, but one or two of them would require an aeronautical study. He said when he received information from the FAA they could move forward. Mr. Beaty inquired what percentage of the Airport the FAA had approved for solar panels and Mr. DeGraw advised three parcels were provided to the FAA for consideration, but he did not know which parcels were approved or denied. He commented two of the three would potentially be approved, while the third would need a study completed. Mr. Diamond asked if the RFP (*Request for Proposals*) for installation of solar panels had been drafted and Mr. DeGraw replied in the negative.

Privilege of the floor was extended to Kevin Hajos, *Superintendent of Public Works*, who commenced review of the Buildings & Grounds agenda with a request to amend the Departmental Table of Organization and Salary Schedule to create and fill the position of Custodian, *Grade 6, Base Annual Salary \$31,824*, as well as to delete the position of Building Maintenance Worker II, *Grade 12, Base Annual Salary \$49,959*, effective July 1, 2020. He indicated the Custodian would serve as a daytime cleaner to address concerns related to the COVID-19 pandemic. Mr. Conover apprised the position was necessary and important; Ms. Seeber agreed the position was critical, adding the custodial staff were essential workers keeping County employees safe and healthy. Ms. Braymer indicated she was in favor of the position, but noted that given the request, and similar requests approved at other Committee meetings to fill vacant positions, it did not appear the County was in a hiring freeze as they were supposed to be. Ryan Moore, *County Administrator*, explained there was currently a freeze on hiring for County positions, but this did not extend to those that saved the County money, were grant funded, or were essential to public health.

Motion was made by Mr. Conover, seconded by Ms. Hogan and carried unanimously to approve the aforementioned request and refer same to the Personal & Administration Committee. *A copy of the resolution request and the Notice to fill Vacant Position forms are on file with the minutes.*

Next, Mr. Hajos presented a request for a transfer of funds from Budget Code A.1624 110, *HHS Bldg, Salaries - Regular*, to Budget Code A.1624 130, *HHS Bldg, Salaried - Part Time*, in the amount of \$8,750. He advised the purpose of the transfer was to move funds that remained as a result of a vacant position which he wanted to set aside for use in the winter months. Frank Morehouse, *Superintendent of Buildings*, notified the Courts and the Department of Social Services requested extra cleaning that could be reimbursed. Mr. Hajos advised the reimbursement would come from FEMA (*Federal Emergency Management Agency*), and noted that in light of the COVID-19 pandemic, they could possibly receive 75% reimbursement from FEMA for the Custodian position.

Motion was made by Mr. Conover, seconded by Ms. Hogan and carried unanimously to approve the request as outlined above and to refer same to the Finance Committee. *A copy of the request for Transfer of Funds is on file with the minutes.*

Proceeding with the agenda review, Mr. Hajos addressed the Referral/Pending Items section, as follows:

- 1) Mr. Hajos noted, that as per the direction of the Committee at a prior meeting, discussion and plans for changes to the concrete area in front of the Municipal Building would be put on hold until after the COVID-19 Pandemic ended.
- 2) Mr. Hajos reminded the Committee that during a prior meeting a discussion had occurred relative to removing asbestos from the old Jail, following which Mr. Beaty indicated he would meet with Mr. Magowan to further discuss his idea for developing a working group to gather more information. Mr. Beaty informed this item was on hold for the time being and Mr. Magowan would provide an update at a future meeting.
- 3) Mr. Hajos reported that with Mr. Magowan's assistance, his staff was creating hand sanitizing stations using the gallon jugs of hand sanitizer provided by the State. He apprised six stations were built and would be installed at the Charles R. Wood Park and along the Warren County Bike Path; he indicated they no longer had refills for the automatic stations so mechanical stations would be placed throughout the County Buildings, as well. He remarked individual bottles of sanitizer were given to employees and gallon bottles were provided to departments for refilling them. Mr. Moore apprised a large shipment of hand sanitizer had been received from the State and he noted that if any departments needed some they should contact him or Tammie DeLorenzo, *Assistant to the County Administrator*. Mr. Beaty thanked Messrs. Hajos and Morehouse for their work building the hand sanitizer stations and distributing them throughout the County.

Mr. Beaty inquired if there were any online comments and Don Lehman, *Director of Public Affairs*, replied in the negative.

Mr. Hajos advised the Buildings & Grounds employees had been busy making and distributing plexiglass shields where needed throughout County buildings, while the DPW Sign Shop employees had been busy making wall/window signs and floor decals. He said all of the plexiglass shields had been installed, as well as most of the signs/decals needed for the Municipal Center Building, and they were now working on installing them in the Human Services Building.

Finally, Mr. Hajos provided an update on the new Office of Emergency Services garage which was under construction, noting that the roof and walls would soon be installed. Mr. Morehouse interjected he was very pleased with the company doing the construction.

There being no further County Facilities business to discuss, on motion made by Ms. Hogan, seconded by Mr. Conover and carried unanimously, Mr. Beaty adjourned the meeting at 11:24 a.m.

Respectfully submitted,
Amanda Allen, Clerk of the Board
As transcribed by Molly Ganotes-Gleason, Legislative Office Specialist