

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: COUNTY FACILITIES

DATE: JUNE 30, 2009

COMMITTEE MEMBERS PRESENT:

SUPERVISORS THOMAS
O'CONNOR
CHAMPAGNE
GOODSPEED
PITKIN

COMMITTEE MEMBERS ABSENT:

SUPERVISORS VANNESS
GIRARD

OTHERS PRESENT:

WILLIAM LAMY, SUPERINTENDENT OF THE DEPARTMENT OF PUBLIC WORKS
FRANK MOREHOUSE, SUPERINTENDENT OF BUILDINGS
JEFFREY TENNYSON, DEPUTY SUPERINTENDENT OF ENGINEERING
PAUL DUSEK, COUNTY ATTORNEY
HAL PAYNE, COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES
JOAN SADY, CLERK OF THE BOARD
KEVIN GERAGHTY, BUDGET OFFICER
SUPERVISORS BELDEN
BENTLEY
TAYLOR
TESSIER
SHEILA WEAVER, COMMISSIONER OF THE DEPARTMENT OF SOCIAL SERVICES
ROB METTHE, DIRECTOR OF INFORMATION TECHNOLOGY
DEBORAH EGGLESTON, DISTRICT ATTORNEY'S OFFICE
LISA COUTU, OFFICE OF COMMUNITY SERVICES FOR WARREN AND WASHINGTON COUNTIES
BOB LANDRY, GLENS FALLS HOUSING AUTHORITY
CHARLENE DiRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

Mr. Thomas called the meeting of the County Facilities Committee to order at 1:10 p.m.

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

Mr. Morehouse updated the Committee on the Human Services Building (HSB) by saying that 75% of the sheetrock work had been completed; the terrazzo floors were ready to be installed; the heat ducts had been installed; the heat pumps were in the process of being installed; and the brick face was 70% completed. He advised that the project was ahead of schedule and under budget. He added that the building would need to remain empty for two weeks after completion before it could be occupied.

Mr. Thomas apprised that the Board of Elections and the Planning & Community Development Department would be moved to the third floor of the HSB in order to make additional space available to the Courts. Mr. Champagne asked if there was still space available on the third

floor of the HSB and Mr. Thomas replied affirmatively. Hal Payne, Commissioner of Administrative & Fiscal Services, informed the Committee that five employees of the Probation Department would be relocated to the third floor and would be intermingled with Adult Protective Services.

Mr. Thomas stated that during the process of researching the renovations for the chambers of Judge Muller, they had discovered that they could not remove the shelving in the Law Library, as it functioned as supports for the second floor. He said that they would need to hire an engineering firm to develop a plan for the renovations. Mr. Champagne questioned the need to expend additional funds on an engineer and Mr. Thomas reminded the Committee that there would be funds reimbursed to the County by the Office of Court Administration (OCA) to help defray the costs. Mr. Morehouse said that there had been funds available in the Courts budget for a few years with the understanding that if the work was completed the funds would be transferred to the Buildings & Grounds budget as revenue. He added that the OCA had advised that they would not commit additional funding this year because the budget was set. He said that there was \$10,000 to \$12,000 in the 2009 County budget which had been earmarked for engineering of the Law Library. He advised that to date \$11,000 had been spent on material and \$7,000 had been spent on labor. He added that the funds would be reimbursed by the OCA and would be allocated to the Buildings & Grounds budget for additional engineering if it was approved by the Committee.

Mr. Goodspeed asked if the Chambers for Judge Muller were determined or if the issue with the Law Library had affected the planned renovations and Mr. Morehouse replied that the Judge's Chambers and the space for the Commissioner of Jurors had been determined. Mr. Goodspeed apprised that in the next five years the County could expect to have a new Family Court Judge, with a Secretary and a Confidential Assistant and potentially a Hearing Officer and a staff person. He said that he felt that the court space was adequate for the time being. He added that the County should retain the existing office suites and reconfigure how the individual courtrooms were used. He voiced his opinion that he would be satisfied for now with what worked until the County was in a better financial situation and Mr. Pitkin agreed. Mr. Thomas apprised that he had met with Judge Krogmann, who had advised that the Supreme Court did not have enough space available.

Discussion ensued.

Mr. Payne noted that the Board of Elections would not be in a secured area and Mr. Morehouse responded that it was possible to go behind the elevator. Mr. Pitkin asked why the Departments would need to be relocated if the County decided not to renovate the Municipal Center to make room for the courts. Mr. Thomas stated that the courts needed additional space regardless of whether the space was renovated or not. Mr. Champagne questioned the need for an engineering study and noted that the County needed to utilize what they had until the financial situation improved. William Lamy, Superintendent of the Department of Public Works (DPW), apprised that the DPW had looked at structural issues. He noted that if the County had a plan they could research the possibility of Economic Stimulus Funding that might be available to implement the plan. Mr. Morehouse stated that due to the ADA (Americans with Disabilities Act), if too many renovations were done, more renovations would be necessary to accommodate the ADA law.

Mr. Thomas advised that the next item for discussion was the use of the old jail which had been proposed by Kate Hogan, District Attorney, at the last meeting. He said that Ms. Hogan had proposed that the old jail space could be used to house people who were receiving temporary housing benefits through Temporary Assistance for Needy Families (TANF). He added that Mr. VanNess was researching possible grant funding to complete the necessary renovations. Mr. Lamy said that Ms. Hogan had suggested that he contact Bob Landry, of the Glens Falls Housing Authority, who was at the meeting today.

Mr. Landry apprised that the City of Glens Fall had been trying to reduce the homeless situation and in the process they had visited some homeless shelters. He said that the majority of the shelters were renovated properties, as opposed to new structures. He advised that a shelter of more than 19 beds had more regulations. He stated that a shelter would require some management in order to operate and it was necessary to have a way to feed the people. He noted that availability of public transportation was important. Mr. Landry advised that there might be Economic Stimulus Funds available to cover the cost of renovations. He added that based on the layout of the old jail, it would be possible for Warren County to operate two separate facilities at 19 beds each, one for men and one for women.

Mr. Thomas said that the old jail was problematic because the ceilings were only 8 feet and there was only one entrance. Mr. Champagne voiced his opinion that housing the homeless at the old jail would eliminate the need to expend funds on hotel rooms. Mr. Landry stated that the homeless situation was not visibly obvious, as some of the temporarily homeless people found friends to stay with for short periods of time. He said that over the last few years the City of Glens Falls had housed 25 to 30 homeless people and families in individual rental units through vouchers issued by the Federal government through homeless initiatives. He advised that the Glens Falls Housing Authority was involved in supporting a homeless facility in Hudson Falls that was constructed as 19 apartments and had cost approximately \$2 million. He stated that once the County got into the business of operating a homeless shelter they would not be able to get out of it.

Paul Dusek, County Attorney, apprised that he had received a memo from Joan Sady, Clerk of the Board, requesting the County Attorney's Office to research zoning and compliance issues with regards to the old jail. He stated that zoning would not be a problem since it would be considered government use. He added that the County Building Code Enforcement Office would be responsible for overseeing that the building met the proper codes. He said that the County would also need to be in compliance with New York State Department of Health regulations. He continued that a SEQRA (State Environmental Quality Review Act) review and possibly a Social Services review would need to be completed. Mr. Taylor asked how many beds were rented in the hotels and Mr. Thomas responded 25 to 28 per week. Discussion ensued.

Mr. Thomas advised that the Committee should continue to research the options and make a recommendations in the coming months. Mr. Champagne asked how many people were housed at The Madden Hotel and Sheila Weaver, Commissioner of the Department of Social Services, responded that there were two or three per week. Mr. Pitkin questioned if a person could refuse housing and Ms. Weaver replied affirmatively and added that if they refused housing they would no longer be eligible for services. Mr. Landry said that in the communities that they had visited he did not recall any that had governmental involvement.

Mr. Thomas stated that the Committee needed to decide whether to demolish or board up the Municipal Center Annex Building. He added that Clark Patterson Lee, the County's engineers, had listed many reasons why the building should be demolished. Mr. O'Connor said that the top floor of the Annex was unsafe and noted that the building had previously been used as a tuberculosis center. He advised that if the building was not demolished the County would be retaining a property that it did not need. Mr. Pitkin voiced his opinion that if it would cost \$1 million to demolish the building, the County had nothing to lose if it did the bare minimum to make the building usable. Mr. Thomas responded that the demolition of the Annex had been part of the original project for the construction of the HSB; however, he added, they had removed the cost of the demolition from the bond in order to keep costs to a minimum. He further added that the HSB was significantly under budget and it was possible to expend the remaining funds on the demolition of the Annex.

Mr. Pitkin advised that salvage costs were currently low and it could be advantageous to the County to postpone the demolition until salvage costs increased. Mr. Champagne said that he was in favor of renovation and added that the County could find someone willing to renovate the building at their own expense and lease the building from the County. Mr. O'Connor stated that although he was not requesting that the building be demolished immediately, he would not be in favor of an additional engineering study to determine the feasibility of renovating the building. Mr. Morehouse advised that there were structural issues with the building, such as the deterioration of the decks and the concrete and the roof was not up to code for the level of snow in this area. He stated that one reason to demolish the building now was that Bovis Lend Lease was already on site and Clark Patterson Lee had already engineered the building for demolition. It was the consensus of the Committee to board up the Municipal Center Annex Building until the County determined the future use of the building.

Mr. Thomas informed the Committee that an automobile had collided with the Warren County Municipal Center sign a couple weeks ago. Mr. Morehouse said that he would obtain quotes from three sign companies and he requested approval to accept the lowest bid. Mr. Thomas asked if the new sign would be similar to the previous one and Mr. Morehouse responded that he had requested that the companies present quotes for a sign similar to the current one, as well as for one that would be a little nicer and he had asked that the address of the Municipal Center be included on the sign. Mr. Payne noted that there was a request that the Tourism Department would like to add signage to the front of the property. Mr. Morehouse said they had the signs from the Tourism Department but they had not decided on the placement. Mr. Payne stated that a couple of the Supervisors had suggested the possibility of a sign that was representative of the Adirondacks. Mr. Morehouse said that there had been some question as to the amount that had been spent on flowers for the Municipal Center grounds. He added that in past years the County had spent in excess of \$3,000 per year on flowers and this year he had spent \$1,200 on flowers and one third of that had been spent on perennials, as opposed to annuals. He said that they had discussed eliminating the flowers in the two beds at the main entrance and replacing them with juniper, as the beds were difficult to maintain due to traffic. Mr. Pitkin asked if there was anything that could be done to improve the appearance of the sign until it was replaced and Mr. Morehouse responded that he could not touch the sign until the insurance company had completed their investigation. Mr. Payne informed Mr. Morehouse that Westmount Health Facility bought their annuals from the Board of Cooperative Educational Services (B.O.C.E.S) Horticulture Program. Mr. Morehouse stated that he would look into that in the future and noted that in the past he had been directed to spread the business around

Warren County.

Motion was made by Mr. Champagne, seconded by Mr. Pitkin and carried unanimously to authorize a contract with the lowest responsible bidder for replacement of the Municipal Center sign. *The necessary resolution was authorized for the July 17, 2009 Board meeting.*

Mr. Lamy requested to increase Capital Project No. H293.9550 280, County Center Electrical Panel Replacement, in the amount of \$20,000 with a source of funding to be transferred from Transfers-Capital Projects (A.9950.910).

Motion was made by Mr. Pitkin, seconded by Mr. Champagne and carried unanimously to increase Capital Project No. H293.9550 280, County Center Electrical Panel Replacement, in the amount of \$20,000 as outlined above and to refer same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Mr. Payne explained that as the HSB project was progressing, the County had requested that Clark Patterson Lee complete work that was outside of the scope of the project agreement. He requested authorization to submit payment to Clark Patterson Lee in the amount of \$89,628.80, for additional work completed, to be expended from Capital Project No. H263.9550 280, Design and Construction for the HSB. He added that all of the work was completed at the request of the County.

Motion was made by Mr. Champagne, seconded by Mr. Pitkin and carried unanimously to authorize payment to Clark Patterson Lee in the amount of \$89,628.80, for additional work completed, to be expended from of Capital Project No. H263.9550 280, Design and Construction for the HSB. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the July 17, 2009 Board meeting.*

Mr. Lamy said that he had requested that the budgeting for MILOR (Maintenance in Lieu of Rent) be added to the agenda. He stated that they needed to include the estimated operating costs for the HSB in the 2010 budget. Mr. Morehouse advised that MILOR was billed based on the previous year; therefore, he added, he would need to estimate the operating costs for the building and adjust the actual costs in the 2011 budget. He said that he had spoken to Rob Lynch, Deputy Treasurer, and determined that they would add a new budget line and keep the Municipal Center Annex separate. He apprised that MILOR was based on actual expenditures, which would make it look like there was a decrease in the rate per square foot of the building in the 2010 budget. Mr. O'Connor asked if MILOR was a set rate per square foot and Mr. Morehouse replied that the rate per square foot would be different every year.

Discussion ensued.

Mr. Payne apprised that the Public Safety Building had been struck by lightning on Thursday, June 25, 2009 and although the news had been reported in *The Post Star*, no one from the Buildings & Grounds Department, the Office of Administrative & Fiscal Services or the Board of Supervisors had been informed. He voiced his opinion that it was important to have a procedure for reporting such incidents that included informing the County Facilities Committee. Mr. Champagne stated that years ago the Supervisors had decided that the Public Safety Building would act as a separate entity with minimal supervision; however, he added, a line

of communication needed to be established. Mr. Payne asked if he should send a memo to the Sheriff requesting that the County Facilities Committee, especially the Chairman, be kept informed of all issues that arose concerning the building and grounds. Mr. O'Connor noted that Brian LaFlure, Director of Emergency Services/Fire Coordinator, was responsible for the building. Mr. Champagne suggested that Mr. LaFlure should attend the County Facilities Committee meetings. Mr. Lamy questioned if Mr. Champagne meant that Mr. LaFlure should attend the meetings only when he had an issue to bring to the Committee. Mr. Champagne responded by saying that Mr. LaFlure needed to be the connection between the Public Safety Building and Mr. Morehouse. Mr. O'Connor voiced his opinion that the Board had made a mistake when they had decided to appoint a full-time employee as the Fire Coordinator.

Rob Metthe, Director of the Information Technology (IT) Department, asked if there were any plans for IT in the HSB. Mr. Thomas responded that IT had space on the second floor of the new building and part of the Department would be relocated. Mr. Metthe stated that he had heard the whole IT Department would relocate to the HSB and would forfeit their space in the Municipal Center. He said that there had been a plan in place for three years and the IT Office in the HSB had been designed to handle the needs in the most efficient manner. He asked if the County Facilities Committee was planning to change the original plan, which was to have a few employees from IT relocate to the HSB and the rest of the Department remain at the Municipal Center. Mr. Payne apprised that if that plan were followed, the HSB would house 165 employees, with one IT employee and the Municipal Center housed 185 employees, with 6 IT employees. Mr. Metthe asked if the long standing plan would be changed. Mr. Payne explained that the HSB had four cubicles set aside for the IT Department. Mr. Pitkin stated that the two buildings had approximately the same amount of employees and it did not make sense to have the majority of the employees in one building. Mr. Payne said that the plan had changed when they determined that the Department of Labor would not move to the HSB. At that time, he continued, they had decided to relocate the Board of Elections, Planning & Community Development and part of the Probation Department. Based on that, he added that the IT needs of the Municipal Center would decrease and the needs of the HSB would increase. Mr. Metthe advised that separating the IT Department in such a way would ruin the effectiveness of the Department. He requested that he be involved in any future discussions pertaining to the relocation of the IT Department. Mr. Champagne agreed that Mr. Metthe should be included in the discussions.

Discussion ensued.

Mr. Thomas noted that there would be a tour of the HSB following the July 17, 2009 Board of Supervisors meeting.

As there was no further business to come before the County Facilities Committee, on motion made by Mr. Champagne and seconded by Mr. Pitkin, Mr. Thomas adjourned the meeting at 2:30 p.m.

Respectfully submitted,
Charlene DiResta, Sr. Legislative Office Specialist