

**WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: COUNTY FACILITIES**

**DATE: OCTOBER 27, 2009**

---

---

**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS THOMAS  
O'CONNOR  
CHAMPAGNE  
VANNESS  
GIRARD  
GOODSPEED  
PITKIN

**OTHERS PRESENT:**

WILLIAM LAMY, SUPERINTENDENT OF THE DEPARTMENT OF PUBLIC WORKS  
FRANK MOREHOUSE, SUPERINTENDENT OF BUILDINGS  
FREDERICK MONROE, CHAIRMAN OF THE BOARD  
PAUL DUSEK, COUNTY ATTORNEY  
HAL PAYNE, COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES  
JOANN MCKINSTRY, DEPUTY COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES  
JOAN SADY, CLERK OF THE BOARD  
KEVIN GERAGHTY, BUDGET OFFICER  
SUPERVISOR STRAINER  
SUPERVISOR TAYLOR  
SUPERVISOR TESSIER  
PATRICIA AUER, DIRECTOR, PUBLIC HEALTH  
JEFFERY TENNYSON, DEPUTY SUPERINTENDENT OF ENGINEERING  
PATRICIA TATICH, DIRECTOR, PLANNING & COMMUNITY DEVELOPMENT  
JULIE PACYNA, PURCHASING AGENT  
DON LEHMAN, *THE POST STAR*  
CHARLENE DiRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

---

---

Mr. Thomas called the meeting of the County Facilities Committee to order at 10:30 a.m.

Motion was made by Mr. VanNess, 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.*

Commencing with the agenda review, Mr. Morehouse said that the first item was to update the Committee on the status of the Human Services Building (HSB). He reported that the furniture should be delivered in approximately two weeks. He added that the first move would be on December 3, 2009 and the second move would be one week later. He advised that they were on schedule for occupying the building by mid December. Mr. Thomas noted that the move-in dates were scheduled for December 3, 10 and 17, 2009.

Mr. Morehouse requested authorization to award the contract to the lowest responsible bidder for a moving company to relocate the Department of Social Services (DSS) staff to the HSB. He said that the Request for Proposal would be released on November 7, 2009 and the bids would be opened on November 17, 2009.

Motion was made by Mr. Champagne, seconded by Mr. O'Connor and carried unanimously to award the contract to the lowest responsible bidder, as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the November 20, 2009 Board meeting.*

Mr. Morehouse apprised that the heat had been turned on in the HSB and the carpeting, painting, tile and terrazzo flooring had all been completed.

Mr. Morehouse reported that the main electrical switch had been changed on a weekend a couple of weeks prior. He added that the change out had gone well and it was now a much safer setup. He advised that they had saved the breakers that could have a possible use in the future. William Lamy, Superintendent of the Department of Public Works (DPW), noted that the replacement of the electric switch had been the completion of the project to repair damage from the 2007 electrical fire in the Municipal Center. Mr. Thomas asked if insurance had covered any of the repair costs and Paul Dusek, County Attorney, responded that the insurance had covered the fire incident but not maintenance items.

Mr. Lamy explained that the generator at the Warrensburg DPW Shop was an insufficient size to exchange it with the generator which had been planned for the HSB. He said that since the generator that was planned for the HSB was also an insufficient size, they would need to address additional backup generator options at some point. He added that for now they would leave the original plan in place and not swap generators. Mr. Thomas asked if the generator that was planned for the HSB was the one from the DSS Building and Mr. Lamy replied affirmatively.

Mr. Thomas requested an update on the court renovations. Mr. Morehouse responded that all the renovations that had been requested in order to relocate Judge Muller's Office were completed. He explained that all of the books had been removed from the library in anticipation of necessary renovations; however, he added, since it was determined that the renovations to the library were not needed at this time, the Library had been returned to its original condition. He advised that they were still in the process of renovating a small room off from the Family Court. He added that other than routine maintenance, the renovations had been completed. Mr. Thomas asked if all the work had been completed in-house and Mr. Morehouse replied affirmatively. Chairman Monroe asked if there was a renovation plan in place after the Planning & Community Development Department relocated to the HSB. Mr. Morehouse responded that the courts could move in to the offices the way that they were depending on their desired use for the space. Mr. VanNess noted that they would need to secure the corridor and one door. Mr. Morehouse interjected that they would need to add a secure door and possibly a guard station. He added that the guard station could be constructed in-house and a secure door would cost approximately \$1,000.

Mr. Thomas noted that the next item for discussion was the heat in the Municipal Center. Mr. Morehouse explained that the second page of the agenda packet listed the set points for each heat pump and showed that the daytime heating set point was 68 degrees and the daytime cooling set point was 80 degrees. He said that there was a small leeway on the temperature, so that a room would decrease to 67 degrees before the heat came on and increase up to 69 degrees before it turned off. He explained that the last three pages of the agenda packet were the temperature readings for each heat pump as of 7:00 a.m. that morning.

Mr. Strainer entered the meeting at 10:39 a.m.

Mr. Pitkin suggested that the heat pump in the old jail be shut down and Mr. Morehouse responded that the heat in the old jail was currently off. Mr. Thomas explained that the heat needed to be on in the basement for some of the Sheriff's emergency rooms and for the voting machines and hazmat (hazardous materials) equipment. Mr. Morehouse noted that there were bathrooms and water issues in the garage area to be considered, as well. He added that the main sewer line ran from upstairs in the old 911 Communications Room, the current location of the Office of Emergency Services, down into the crawl space. He explained that if they shut the heat off they would have a three inch main sewer pipe that ran through an unheated space. He said that they would need to come in on a weekend, shut the water for the Building off and cut in a ball valve on both the hot and cold water pipes. He added that they might lose a few bathroom and kitchen areas if they did that, but could hopefully reroute the water from elsewhere.

Brief discussion ensued pertaining to heating the old jail.

Mr. Morehouse stated that there was an issue with personal space heaters being used in the Municipal Center, which did not allow the heating system to work properly. He added that there were currently over 40 space heaters being used in various locations throughout the Building. Mr. Pitkin voiced his opinion that the amount of clutter in the Public Health Office left no room for the air to circulate. Mr. VanNess noted that it was costly to operate the electric space heaters. Mr. Morehouse said that the use of space heaters shut down the thermostats which were sensitive. He added that they have had to relocate computer towers which were generating too much heat next to a thermostat. Mr. Champagne said that personal space heaters were a fire hazard and suggested a resolution that stated the use of such would not be allowed in the Municipal Center. Mr. Morehouse noted that there were occasions when Buildings & Grounds would need to use space heaters on an emergency basis.

Patricia Auer, Director of the Public Health Department, apprised that the Health Services Committee had discussed the fact that the Public Health Offices had been cold over the last couple of weeks. She added that the Offices had many window areas and with the marble window sills, the Offices got cold in the winter months. She acknowledged that a lot of the space heaters were being utilized within the Public Health Offices; however, she added, her staff had taken home all personal space heaters the previous week. She advised that she found it difficult to tell her staff that they must be cold while at work. She added that if it was chilly now, it would be worse as the winter progressed. She explained that when the Buildings & Grounds staff tested the temperature on the heat pumps, it registered 68 degrees. The temperature on the floor and along the walls, she continued, was much colder. She voiced her concern with increased use of employee sick time due to the temperature. She added that the water temperature was also an issue. She noted that since the public visited the Offices, she did not want her employees sitting at their desks with blankets.

Mr. Pitkin suggested that the temperature be measured at approximately two feet off the floor and Mr. Morehouse replied that they had done so in the past. Mr. Morehouse explained that they first tested the temperature at the heat pump to ensure that it was heating to the correct temperature. He said that if a person's desk was next to a marble window sill the temperature would never achieve 68 degrees. Mr. VanNess recommended addressing the concerns with

Siemens Building Technologies, Inc. to see what their solution would be. Mr. Morehouse stated that if they wanted to maintain 68 degrees as the average temperature, they would need to set the thermostats at 70 or 72 degrees.

Discussion ensued.

Mr. Girard asked if an increase in the temperature set point would violate the contract with Siemens Building Technologies, Inc. and Mr. Morehouse responded that the temperature could be set as high as 74 degrees and still remain within the requirements of the contract. He added that Siemens Building Technologies, Inc. had increased the temperature last year following complaints that employees were cold when the temperature was set at 70 degrees. He advised that the problem was not with the entire building and added that the Public Health Offices were in a cold part of the Building due to the amount of windows. He said that there were offices that requested that the heat be decreased. He apprised that last winter they had adjusted the heat as needed for each office. Mr. VanNess suggested that as long as it was within the confines of the contract, the heat in the Public Health Office should be increased. Mr. Morehouse explained that the Finance and Budget Committees had requested that the temperature be lowered to 68 degrees in order to save money. Hal Payne, Commissioner of Administrative & Fiscal Services, said that Siemens Building Technologies, Inc. was analyzing the cost savings for each degree that the temperature was lowered or raised. Chairman Monroe said that the Geothermal System was an efficient heating system and electric heaters were inefficient. Mr. Morehouse reported that the Geothermal System was only used for cooling the Building and boilers were used for heating. Mr. VanNess suggested ceiling fans to get the heat, which came out of ceiling vents, down to the floor. Mr. Thomas noted that the insulation in the Building was not the best, as the Building was constructed in 1962. Mr. Pitkin suggested that Siemens Building Technologies, Inc. research the possibility of window treatments and ceiling fans to make the heating system more efficient. Mr. Morehouse advised that the windows had been replaced in 1992 and were triple pane glass. As far as the marble window sills, he added, there was no break in the marble between the outside and the inside, which made the marble cold to the touch in the winter.

Mr. Goodspeed stated that something needed to be done to offer immediate assistance to the Public Health Office. Mr. Champagne recommended that a representative from Siemens Building Technologies, Inc. be requested to attend a County Facilities Committee meeting, which could be held in two weeks. Mr. Morehouse reiterated that the determination that the temperature be set at 68 degrees had come from a Committee meeting and not Siemens Building Technologies, Inc. He added that Siemens Building Technologies, Inc. had set the majority of the Building at 72 degrees last winter. Mr. Payne reported that Mr. Morehouse could control any heat pump from his computer and could increase the temperature within a couple of hours. Mr. VanNess suggested that the heat in the Public Health Offices be increased to a comfortable level. Mr. Morehouse suggested that the heat for the entire building be increased and each office be set to whatever temperature it was at last winter.

Motion was made by Mr. VanNess, seconded by Mr. Goodspeed and carried unanimously to set the temperature for each office in the Municipal Center to the setting used last winter and make adjustments as necessary and mandating that no personal space heaters be used within the Municipal Center without the approval of the Superintendent of Buildings. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized*

*for the November 20, 2009 Board meeting.*

Ms. Auer exited the meeting at 11:00 a.m.

Mr. Morehouse said that the trash compactor that was out by the loading dock was in need of replacement. He explained that it had been welded and the ram had been repaired. He added that the ram could shut on someone and was a safety hazard. He stated that he would like to order a new trash compactor out of the Human Services Building Capital Project, since it would be used for the HSB, as well. He said that the new trash compactor would eliminate the need for a contract with Waste Management. He advised that it would be a 40 yard dumpster, which would hold more waste and could be emptied less often. Mr. Pitkin asked if there would be an issue with the transfer station and Mr. Morehouse replied in the negative, as the County currently hauled loads to the transfer station.

Motion was made by Mr. VanNess, seconded by Mr. Girard and carried unanimously to authorize the purchase of a dumpster/trash compactor with the source of funding to be the Human Services Building Capital Project. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the November 20, 2009 Board meeting.*

Mr. Thomas apprised that Clark Patterson Lee would have the necessary documents in place to go out to bid for the removal of the DSS Building by January 1, 2010. He said that the Request for Proposal would request two separate bids; one to remove the building and the cellar and one to leave the cellar in place and fill it in with rubble from the building. He advised that the cost for removal of the DSS Building was included in the Human Services Building Capital Project.

Chairman Monroe stated that the County Attorney had spoken to him about the possibility of exchanging offices with the Clerk of the Board. Mr. Dusek explained that he had discussions with the Commissioner of the DSS pertaining to the supervision of the two DSS Attorneys and one Legal Secretary. The decision had been made, he continued, to reassign the two attorneys and the legal secretary under the supervision of the County Attorney. He said that it would give them the benefit of utilizing the support staff of the County Attorney's Office to assist with excessive court appearances in Family Court. He advised that the supervision of the DSS Attorneys and the Legal Secretary would require additional office space. He apprised that he had discussed various options with Mr. Payne, including the use of the current Purchasing Office or the rear portion of the Clerk of the Board's Office. He stated that in an attorneys office the best way to utilize support staff was to have direct interaction with them. He added that one point of entry to the office was preferable to multiple office spaces. He said that in the County Attorney's Office there was a tendency to pool the workload so that it could be completed by any of the employees. He explained that if the DSS Attorneys and the Legal Secretary were located in a different office, there would be no direct supervision and it would be difficult for them to interact with his support staff. He apprised that since the County Attorney's Office would increase to nine employees and the Clerk of the Board's Office would decrease to six employees, he felt it was appropriate that they should exchange offices. He said that he knew that the move would be a disruption to both Offices but he could not think of another viable solution.

Mr. VanNess said that in the Sheriff's Office, the Sheriff and the Undersheriff had always been separated from the staff. He voiced his opinion that the employees should be able to do their job without direct supervision. He suggested that the County Attorney and First Assistant County Attorney relocate to the rear portion of the Clerk of the Board's Office, from which they would be able to supervise their staff across the hall. He said that the current location of the Administrative Office was conducive with the function of the Clerk of the Board Office as they could enter or exit the Board Room during a meeting without interruption.

Mr. Pitkin asked Joan Sady, Clerk of the Board, for her opinion on the suggestion. Mrs. Sady responded that she felt it was a mistake to relocate the Office of the Clerk of the Board across the hall, mostly due to the records which were maintained in the vault of the Office. She added that the relocation would critically impair the day-to-day operations of the Office, as access to the vault and its contents were essential to the Department. She added that the credenza in the front Office was used by all of the employees and the last time it was moved, the Buildings & Grounds staff had mentioned that they never wanted to move it again. She voiced her opinion that there were other options that needed to be considered. She added that the timing could not be worse, due to the ongoing budget process, the retirement of the Administrator and the loss of one staff member. She continued by saying that the retirement of the Administrator had created additional duties in the Office that she was responsible for and that there was upcoming town tax work to be accomplished in the coming weeks.

Mr. Dusek stated that there was a time constraint to make a decision, as the DSS Attorneys would be under his supervision once the DSS relocated to the HSB on December 10, 2009. In response to the suggestion that he and the First Assistant County Attorney relocate to the rear portion of the Clerk of the Board's Office, Mr. Dusek said that he used the services of his Confidential Legal Secretary on a regular basis and needed to have direct contact with her.

Mr. Champagne asked if there was a space allotted to the two DSS Attorneys and the Legal Secretary in the HSB and Mr. Payne replied affirmatively. Mr. Goodspeed asked if the allotted space had been reassigned and Mr. Payne replied in the negative. Mr. Goodspeed agreed that the timing could not be worse to make this decision, as there was a lot of pressure in certain offices at the end of the year. He suggested that the Committee discuss the options further prior to making a decision. He thanked Mr. Dusek for his willingness to supervise three additional employees; however, he voiced his opinion, he did not feel that the DSS and Municipal Attorneys should be in the same office. He added that interoffice communications and email would allow Mr. Dusek to supervise without it being necessary to be in the same office.

Mr. Thomas suggested that the DSS Attorneys and the Legal Secretary move into the space allotted to them in the HSB until all of the relocations were completed. Mr. Dusek recommended that they also delay the Attorneys being placed under his supervision. He reiterated that supervision of Attorneys in a separate office would not be efficient and he needed to be actively involved with the DSS Attorneys and able to interact with them. He explained that placing the DSS Attorneys in another building would limit his ability to supervise and he added that he would be nervous about taking on the added responsibility.

Mr. VanNess agreed that if they were going to postpone relocating the DSS Attorneys to the County Attorneys Office, then they should also postpone the transfer of supervision. Mr. Thomas advised that the Committee should make a decision by January or February.

Mr. Dusek apprised that the issue was an organizational issue in the DSS and noted that the Commissioner did not have a legal background. Mr. Champagne responded that the previous DSS Commissioner did not have a legal background either. Mr. Dusek countered that the County had grown and the workload of the DSS Attorneys had increased over the years.

Discussion ensued.

Mr. Champagne suggested that the Committee enter into an executive session to discuss the employment history of a particular person.

Motion was made by Mr. Champagne, seconded by Mr. VanNess and carried unanimously that executive session be declared pursuant to Section 105 (f) of the Public Officers Law.

Executive session was declared from 11:30 a.m. to 12:03 p.m.

Committee reconvened. Mr. Thomas stated that there was no action necessary pursuant to the executive session.

As there was no further business to come before the County Facilities Committee, on motion made by Mr. VanNess and seconded by Mr. Champagne, Mr. Thomas adjourned the meeting at 12:03 p.m.

Respectfully submitted,  
Charlene DiResta, Sr. Legislative Office Specialist