

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: COUNTY FACILITIES

DATE: JANUARY 26, 2010

COMMITTEE MEMBERS PRESENT:

SUPERVISORS THOMAS
VANNESS
CHAMPAGNE
GIRARD
BELDEN
PITKIN
MCCOY

OTHERS PRESENT:

WILLIAM LAMY, SUPERINTENDENT OF THE DEPARTMENT OF PUBLIC WORKS
FRANK MOREHOUSE, SUPERINTENDENT OF BUILDINGS
JEFFREY TENNYSON, DEPUTY SUPERINTENDENT OF ENGINEERING
FRED AUSTIN, BUILDING PROJECT COORDINATOR
JOAN SADY, CLERK OF THE BOARD
KEVIN GERAGHTY, BUDGET OFFICER
SUPERVISORS BENTLEY
LOEB
MERLINO
STRAINER
TAYLOR
BUD YORK, WARREN COUNTY SHERIFF
SHANE ROSS, CHIEF DEPUTY
JULIE PACYNA, PURCHASING AGENT
SHEILA WEAVER, COMMISSIONER OF THE DEPARTMENT OF SOCIAL SERVICES
KAREN PUTNEY, ADMINISTRATOR, FIRE PREVENTION & BUILDING CODE ENFORCEMENT
TODD LUNT, DIRECTOR OF HUMAN RESOURCES
BARBARA FRENCH, SENIOR CUSTODIAN
DON LEHMAN, *THE POST STAR*
CHARLENE DIRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

Mr. Thomas called the meeting of the County Facilities Committee to order at 12:24 p.m.

Motion was made by Mr. VanNess, seconded by Mr. Girard 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 reported that the Space Committee had met two weeks prior to discuss options to fill the vacant space in the Human Services Building (HSB). He advised that they would like to move the Self-Insurance Department to the second floor of the HSB in the area that had previously been designated for the attorneys for the Department of Social Services (DSS). He added that they would also like to relocate the Fire Prevention & Building Code Enforcement Department to the third floor of the HSB in the location that had been previously designated for the Board of Elections. He continued by saying that only minor renovations would be required in order to make the space appropriate for use by the Fire Prevention & Building Code

Department. He advised that they would like to rent space to the Lakes to Locks Passage in close proximity to the Planning & Community Development Department. He said that the Committee would need to determine a price per square foot that would be charged as rent. He apprised that the above mentioned relocations would fill the HSB to capacity, with the exception of the area that had been previously designated for the Department of Labor.

Motion was made by Mr. VanNess and seconded by Mr. Pitkin to approve the relocation of the Self-Insurance Department and the Fire Prevention & Building Code Department to the Human Services Building, as outlined above.

Mr. VanNess asked if the relocation of the Fire Prevention & Building Code Department would leave the Municipal Center Annex vacant and Mr. Morehouse replied in the negative and added that the WIC (Women, Infants and Children) Program Office would still be located in the building. Mr. Morehouse noted that the Space Committee had considered relocating the Human Resources and Personnel Departments to the HSB and relocating the WIC Program Office next to the Public Health Office; however, he added, the Public Health Office was cramped and would need to expand into any space that was vacated next to their Office. He reported that the relocation of the Self-Insurance and Fire Prevention & Building Code Enforcement Departments would have the benefit of making both Offices handicapped accessible.

Referring to the request from Lakes to Locks Passage, Joan Sady, Clerk of the Board, stated that she had received information from Janet Kennedy, of Lakes to Locks Passage, pertaining to their request and their space needs. She added that the organization was currently displaced, as they had lost their offices when the Champlain Bridge was taken down. Mrs. Sady explained that Ms. Kennedy said that the organization would commit to a two-year lease and if the location was favorable to them they could stay longer. Ms. Kennedy had advised, Mrs. Sady continued, that space in close proximity to the Planning & Community Development Department was preferable. She noted that the organization only required two desks.

Mr. Pitkin suggested that the WIC Program Offices should be relocated to the HSB and the Municipal Center Annex should be closed. Karen Putney, Administrator of Fire Prevention & Building Code Enforcement, explained that there were issues with water seepage in the Municipal Center Annex basement.

Following a brief discussion, Mr. Thomas called the question and the motion was carried unanimously to approve the relocation of the Self-Insurance Department and the Fire Prevention & Building Code Department to the Human Services Building, as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the February 19, 2010 Board meeting.*

Mr. Morehouse reported that Sheriff York was in attendance due to a security issue which had arisen at the HSB. He explained that they had experienced a duress alarm at the HSB a couple of weeks prior and the alarm company had notified the 911 Emergency Center. He added that approximately 20 minutes later the Buildings & Grounds Department was notified. He commented that the only role of the Buildings & Grounds Department in this scenario was to reset the alarm. He reported that the security guards at the front desk were not called and were unaware of the situation until the Sheriff's Patrol came to the HSB to investigate.

Mr. Morehouse announced that the issue had been corrected and from this point forward the alarm company would call the 911 Dispatch Center, the security guards in the building and approximately 20 minutes later the Buildings & Grounds Department would be called to reset the alarm.

Mr. VanNess asked if the duress alarm could be heard in-house, as well as at the alarm company. Shane Ross, Chief Deputy of the Warren County Sheriff's Office, noted that there was a monitor at the security guard's desk and when the alarm was triggered it showed on the monitor. At the same time, he continued, the alarm company contacted the Sheriff's Office, who would then call the security desk. He explained that the system had been new and at the time of the duress alarm there had not been audible monitors at the security desk. He added now the security guards would receive both an audible and a visual alarm at the desk. He advised that he believed the issue was now resolved. Mr. Pitkin asked how often the alarm system was tested and Chief Deputy Ross replied that the system had not been tested prior to the incident and added that he would like to arrange a test of the system now that the issue had been resolved.

Mr. Morehouse reported that Bovis Lend Lease and Clark Patterson Lee had completed bid documents for demolition of the former DSS Building. He added that last week they had tested for asbestos and had determined that the level of asbestos was higher than had been anticipated. He advised that there was a lot of pipe wrap laying in the crawl spaces and some old linoleum flooring underneath the carpeting. He said that the bid opening was scheduled for February 18, 2010 and the resolution would go to the full Board on February 19, 2010.

Mr. Morehouse noted that there was a plethora of old furniture remaining inside the former DSS Building. He suggested that the furniture be offered to County Departments, followed by the individual towns and that any remaining furniture become the responsibility of the demolition company, be placed out to bid as scrap metal or be placed on Ebay for sale. He asked Julie Pacyna, Purchasing Agent, if there would be enough time to sell the items on Ebay prior to the demolition. Ms. Pacyna responded that it would be difficult due to the volume of furniture remaining. She added that the furniture would need to be inventoried prior to sale. Mr. Morehouse voiced his opinion that most of what was remaining was not worth salvaging. He added that items such as bookcases which were constructed by the Buildings & Grounds Department were being stored in the Old Jail. He said the remaining furniture was mostly older desks and filing cabinets. Ms. Pacyna noted that filing cabinets sold well on Ebay but desks did not.

Motion was made by Mr. VanNess, seconded by Mr. Champagne and carried unanimously that County Departments be notified of the availability of excess furniture remaining in the former DSS Building, then to extend the notice to the towns and that any furniture that was not claimed be scrapped.

Mr. Thomas stated that prior to awarding the bid for demolition of the former DSS Building, he felt that the Committee should take a tour to see the Building for themselves. Mr. Morehouse responded that they were having a walk-through on February 12, 2010 for potential demolition contractors. He advised that the Supervisors could join the walk-through or tour the building at any other time.

Fred Austin, Building Projects Coordinator, announced that there would be at least 20 dumpsters worth of furniture to be scrapped after it had been picked through by the County Departments and the towns. He advised that hazard abatement would probably cost more than the demolition of the building. He added that there was a boiler in the basement that was full of asbestos fire brick.

Mr. Morehouse requested to fill the vacant position of Cleaner #1, base salary of \$23,298, due to retirement. He advised that in January 2009 there was a staff of 12 Cleaners and due to retirements and employees out on disability, there were currently 6 Cleaners. He noted that the Cleaners were not able to keep up with the maintenance of the buildings and needed additional help. He stated that they had to keep a Cleaner in the Courts and the Public Health Office full-time because a rent was charged that included the services of a Cleaner. Mr. Champagne asked if the funds were available in the budget. William Lamy, Superintendent of the DPW, responded that this was a position that the Department did not receive permission to fill last year; however, he added, the salary had been retained in the 2010 Budget in case it was determined that the position was necessary. Responding to a question about overtime, Mr. Morehouse replied that it had not been necessary to use overtime, as two of the daytime employees had been working from 12:00 p.m. to 8:00 p.m. He added that although it was a good solution for the winter, the two employees in question were part of the Grounds Crew in the summer. He advised that the floors were being completed in the morning using the new floor machine.

Motion was made by Mr. VanNess, seconded by Mr. McCoy and carried unanimously to approve the request to fill the vacant position of Cleaner #1, as outlined above and to forward same to the Personnel Committee. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Mr. Morehouse reported that he had met with Judge Krogmann and the Courts were interested in taking over the former location of the Planning & Community Development Department. He added that there were logistics that would have to be worked out, such as a security door and closing off of the hallway. He continued that a mail drop would need to be added to the security door. He advised that once the space was turned over to the Courts, the cost of renovations could be taken from the Courts budget. He apprised that the Office of Court Administration (OCA) would not pay for any renovations to the stairway. He said that Judge Krogman had expressed that the greatest existing need was space for attorneys to meet with clients and conference rooms.

Mr. Thomas asked if there were funds in the budget for the necessary renovations and Mr. Lamy responded that there was an allocation in the budget that they could use; however, he added, as part of the budget reduction process that code had been reduced by 20%. He noted that there had been several relocations approved by the Committee since the adoption of the budget. He apprised that statements had been made at the Department Head meeting, that suggested that if a Department exceeded their budget, they would need to lay off employees to make up the difference. He added that this work had surfaced after the budget was adopted

and, the Department would attempt to make the remaining funds last until the end of the year.

Motion was made by Mr. Girard, seconded by Mr. VanNess and carried unanimously to designate the north end of the first floor of the Municipal Center as Court space and to secure the hallway. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the February 19, 2010 Board meeting.*

Returning to the possibility of renting space in the HSB to Lakes to Locks Passage, Mr. Morehouse said that they would be allotted space by the Planning & Community Development Department. He questioned the price per square foot that should be charged. He gave the examples of the CNA Building, which charged the County \$15.74 per square foot and the maintenance in lieu of rent for the former DSS Building in 2009, which was \$12.30 per square foot. He reminded the Committee that there was a two year lapse in the maintenance in lieu of rent contracts, as it was based on the previous year's actual expenditures.

Following a brief discussion, motion was made by Mr. Champagne, seconded by Mr. McCoy and carried unanimously to offer to lease office space in the HSB to Lakes to Locks Passage at a rate of \$15 per square foot.

Mr. Morehouse requested to amend the 2010 County Budget to increase estimated revenues and appropriations in the amount of \$8,925, to reflect the receipt of insurance recovery funds for the replacement of the Municipal Center sign.

Motion was made by Mr. Champagne, seconded by Mr. McCoy and carried unanimously to amend the 2010 County budget, as outlined above and to forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Mr. Morehouse requested new contracts with IBS Septic & Drain and Stone Industries to provide routine pumping, cleaning and disposal services. He explained that depending on the location, they would utilize the company that offered the lowest price.

Motion was made by Mr. VanNess, seconded by Mr. Champagne and carried unanimously to authorize the new contracts with IBS Septic & Drain and Stone Industries, as outlined above. *Copies of the resolution request forms are on file with the minutes and the necessary resolutions were authorized for the February 19, 2010 Board meeting.*

Mr. Morehouse requested authorization to award the contract to the lowest responsible bidder for lawn care and maintenance, as well as for generator maintenance. Mr. Lamy noted that the resolution would be approved at the February 19, 2010 Board meeting and the contracts would be signed after the fact, as opposed to waiting until the March 19, 2010 Board meeting.

Motion was made by Mr. Girard, seconded by Mr. Pitkin and carried unanimously to authorize a contract with the lowest responsible bidder for lawn care and maintenance, as well as generator maintenance, pursuant to the opening of the bids. *A copy of the resolution request*

form is on file with the minutes and the necessary resolution was authorized for the February 19, 2010 Board meeting.

Mr. VanNess stated that there had been a referral from the Public Safety Committee regarding use of the former DSS Building for fire training. He said that there was a memorandum of understanding in place, as they were currently using the vacant buildings on the Gaslight Village property. He apprised that given the earlier discussion pertaining to the level of asbestos present in the former DSS Building, he would like to table this discussion pending further discussion with the Fire Coordinator. He suggested that the issue be referred back to the Public Safety Committee.

Mr. Thomas said that he would like to establish a time for the Committee to tour the former DSS Building prior to awarding the bid for demolition.

As there was no further business to come before the County Facilities Committee, on motion made by Mr. VanNess and seconded by Mr. Pitkin, Mr. Thomas adjourned the meeting at 1:00 p.m.

Respectfully submitted,
Charlene DiResta, Sr. Legislative Office Specialist