

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: COUNTY FACILITIES

DATE: JANUARY 31, 2007

COMMITTEE MEMBERS PRESENT:	OTHERS PRESENT:
SUPERVISORS HASKELL	FRANK MOREHOUSE, SUPERINTENDENT OF BUILDINGS
O'CONNOR	TOM GARRETT, SIEMENS BUILDING TECHNOLOGIES
F. THOMAS	MARVIN LEMERY, FIRE PREVENTION & BUILDING CODE
CHAMPAGNE	ENFORCEMENT ADMINISTRATOR
GERAGHTY	PAUL DUSEK, COUNTY ATTORNEY
GIRARD	JOAN PARSONS, COMMISSIONER OF ADMINISTRATIVE &
COMMITTEE MEMBER ABSENT:	FISCAL SERVICES
SUPERVISOR VANNESS	NICOLE LIVINGSTON, DEPUTY CLERK OF THE BOARD
	SUPERVISOR CAIMANO
	FRANK O'KEEFE, COUNTY TREASURER
	HAL PAYNE, ADMINISTRATOR - WESTMOUNT HEALTH
	FACILITY
	CARLENE RAMSEY, SR. LEGISLATIVE OFFICE SPECIALIST

Mr. Haskell called the meeting of the County Facilities Committee to order at 11:47 a.m.

Motion was made by Mr. Champagne, seconded by Mr. O'Connor and carried unanimously to approve the minutes of the December 13th 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 to the Committee members, a copy of which is on file with the minutes. Mr. Morehouse advised that because William Lamy, DPW Superintendent, had left the meeting, he would begin with agenda item 2d, which pertained to the posting of the 'No Weapons' signs at County buildings. He apprised that the signs were being made and would be posted at every major entrance of the Municipal Center, as well as the Social Services building; in addition, Mr. Morehouse stated that signs would be posted at the Warrensburg offices and the Fish Hatchery.

Proceeding to item 2e, flag pole repair, Mr. Morehouse noted that the contractor had contacted Paul Dusek, County Attorney, with respect to the repairs and had advised that they would be made in the spring when the weather was more conducive.

Returning to item 2c of the agenda, building project update, Mr. Haskell advised that he had purposely skipped this item because there would be no updates until after the meeting with Schermerhorn Real Estate Holdings, scheduled for February 7th, to discuss alternate options for the building project. Mr. Haskell stated that all aspects of the project had been put on hold pending the Schermerhorn presentation, delaying the project further.

Discussion ensued.

As Mr. Lamy would not be returning to the meeting, Mr. Morehouse returned to review agenda items 2a and 2b. Item 2a, he apprised, pertained to timber inspection and a copy of the RFP (Request for Proposal) for a Forester to inspect, identify and value timber on portions of certain county-owned parcels was included in the agenda. Mr. Morehouse stated that the Committee had intended to pay the Forester's fees with the proceeds received from the logging of the property; however, it had been determined that those fees had to

be paid in advance and Mr. Morehouse asked how the Committee preferred to fund this process. In addition, Mr. Morehouse advised, the Committee would need to establish a report prioritizing the properties in the order they would like the parcels logged. Mr. Haskell stated that the Committee would be unable to develop such a list until they had received the Forester's report. As per the RFP included in the agenda, Mr. Haskell apprised that the estimated fees for the Forester's services totaled \$30,000 and he asked Mr. Morehouse if there were funds available within his budget to facilitate these costs pending the receipt of the logging income. Mr. Morehouse replied that he was unsure if the funds were available; however, he thought he might be able to find the funding if it would be returned within a short period of time. Mr. Haskell replied that the funding would not be returned until the logging was completed and he estimated that the process would not be complete until late in 2007. He asked Joan Parsons, Commissioner of Administrative & Fiscal Services, if she had any suggestions, and she replied that she did not, other than to refer the issue to the Finance Committee to consider removing the necessary funds from the Contingency Fund.

Motion was made by Mr. Girard, seconded by Mr. F. Thomas and carried unanimously to request a transfer of funds in the amount of \$30,000 for timber harvesting services, with the source of funding to be from the Contingency Fund and refer same to the Finance Committee. *A copy of request is on file with the minutes.*

Mr. Champagne asked if it would be appropriate to have the Forester begin by reviewing only certain portions of the County property, rather than all of it at once, to attempt to reduce the initial out-of-pocket costs for the County. Mr. Haskell replied that he would like the Forester to begin with the 69 acre parcel located at the Up Yonda Farm, as there seemed to be some valuable hard wood at that site. He added that the Committee could direct the Forester to begin wherever they felt appropriate; however, they would be required to forward the payment in the amount of \$30,000 to secure his services prior to giving any direction.

Mr. Haskell pointed out that he was surprised not to see the property bordering the Hudson River which harbored the nature trail on the list of sites for timber inspection. He said that the parcel was approximately 30 acres and had a large stand of pine which could be harvested. Mr. Morehouse advised that a 38 acre parcel located near the Fish Hatchery was listed and he asked Mr. Haskell if that was the property he was referring to; Mr. Haskell replied that it was not.

Mr. Girard asked if unanticipated revenues would be used to pay for the Forester's fees for timber inspection and Mr. Haskell replied that the funds received from the logging of County-owned property would be received as unanticipated revenues; however, the money paid for the services would be from the Contingency Fund, if approved by the Finance Committee. Mr. Girard asked if this had been done in prior years and Mr. Haskell replied that he was aware of only one other occasion on which the parcels had been logged and that was many years ago. Mr. Haskell added that he had suggested securing the services of a Forester and the logging of the parcels because valuable timber located on these sites was deteriorating. He noted that the Forester's report would give an estimate of the worth of timber on each parcel and the Committee could then make decisions as to what should be logged, developing a new stream of revenue for the County in the process.

Returning to agenda review, Mr. Morehouse advised that item 2b related to space for the Office of Emergency Services. He stated that they were considering placing the proposed Emergency Operating Center and Office of Emergency Services in the old Sheriff's Communications rooms, located in the former jail division. Mr. Morehouse noted that new carpeting, paint and the removal of some large conduits were required; however, prior to making any renovations to these rooms, the Committee's approval would be required. Mr. Haskell stated that because those rooms had been promised to several different groups, the Board of Elections most recently, he was hesitant to consent to the Office of Emergency Services' use of them. Mr. Morehouse advised that improvements were necessary to the rooms, regardless of the future occupants and his staff could begin the renovations, leaving the Committee to decide who the future occupants would be at a later date.

General discussion ensued pertaining to possible locations for placement of the Office of Emergency Services,

specifically either the former Sheriff's Communication Center which was located in the old jail division, or near the Sheriff's back-up Emergency Communications Center located in the basement of the Municipal Center; however, no decision was made with respect to the matter.

It was the consensus of the Committee that Mr. Morehouse and his staff proceed with painting, carpeting and other such renovations to the old Sheriff's Communication Center located in the former jail division; however, the occupation of the room would be decided by the Committee in future meetings.

Moving to the new business portion of the agenda, Mr. Morehouse advised that item 3a pertained to a resolution request to transfer funds within the Budget from code A.1620.413, building maintenance, to code A.1620.210, equipment, in the amount of \$16,750 to purchase new chairs for both court rooms. He advised that initially the Courts had intended to order the chairs themselves and have them installed by the Buildings and Grounds Department; however, Mr. Morehouse stated, they had since decided to have the chairs both ordered and installed by his Department. He noted that the costs of the chairs were 100% reimbursable by the Courts.

Mr. Haskell asked why the Courts had changed their mind with respect to the matter and Mr. Morehouse replied that he was unsure of the reasons behind their decision. Mrs. Parsons stated that if Mr. Morehouse had written documentation which stipulated 100% reimbursement from the Courts for the costs of the chairs, the Budget could be amended to reflect the purchase of the equipment without utilizing funding from the Buildings and Grounds' Budget. Mr. Morehouse advised that he would obtain such documentation from the Courts and present it to Mrs. Parsons prior to the Finance Committee meeting.

Motion was made by Mr. Geraghty, seconded by Mr. Champagne and carried unanimously to authorize Mr. Morehouse to purchase chairs for the Courts in the amount of \$16,750 pending receipt of a letter guaranteeing reimbursement from the Courts in the same amount and to refer same to the Finance Committee. *A copy of the request is on file with the minutes.*

Mr. Haskell advised that item 3b detailed leasing proposals to the County. He apprised that two meetings had been held with Dave Kenny, property owner, to tour properties available and leasing proposals. Mr. Haskell stated that himself and Mr. W. Thomas had meet with Mr. D. Kenny on a third occasion during which a proposal had been made for the site currently occupied by the Reebok and Golf outlets located on Route 9 directly north of the Municipal Center. Mr. Haskell explained that the building was comprised of approximately 13,000 sq. ft. and included a very large parking lot. Mr. D. Kenny was willing to lease the entire store to the County at a price of \$15.00 per square foot, totaling \$195,000 per year with a three-year lease, Mr. Haskell advised. He added that they had discussed moving the Tourism Department to the center of the structure, leaving sufficient space for their displays to be placed. Although Paul Dusek, County Attorney, had not been consulted as of yet, Mr. Haskell said that they had discussed the possibility of including kiosk rentals to assist in subsidizing the procurement of the building; he added that Mr. Dusek would have to advise of the legality of this possibility prior to any serious consideration. Mr. Haskell advised that at either end of the building would be additional space intended to house other Departments as necessary. He noted that the Planning Department would be moved to the space currently occupied by the Tourism Department and the District Attorney's Office relocated to the space currently used by the Planning Department. Mr. Haskell added that the space vacated by the District Attorney's Office would be given to the Courts to relieve overcrowding in that area.

Mr. Girard asked how much renovation work would be required to facilitate the move to the proposed site and Mr. Haskell replied that Mr. D. Kenny would be responsible for making all renovations, such as adding

and moving walls. In addition, he noted, the structure boasted a new roof and a large sign in front of the building, all of which would be devoted to the County's use.

Mr. Champagne asked what other options had been presented and Mr. Haskell replied that a corner portion at the rear of another outlet mall had been offered at the same cost; however, the exposure was no where near as great as that of the building currently housing the Reebok and Golf outlets. Mr. Haskell stated that he thought signs advertising the Warren County Tourism building should be placed on the Northway and other high traffic areas, directing visitors to the new building. He noted that additional staff would be needed for the Tourism Department as their hours of operation should be expanded to include working hours during the weekend.

Mr. O'Connor asked if this new site would replace the one the County currently contracted with at the Northway rest stop and Mr. Haskell said that it would not. Although the current rest stop location would remain in operation, Mr. Haskell stated, it was much too small.

Mr. Champagne noted that he had hoped the lease proposal would be for an amount less than \$15 per square foot offered and Mr. Haskell noted that they had not tried to make any negotiations on the price because they did not have the Committee's approval on the site.

Because the Committee was searching for office space to accommodate the changes needed, Mr. Dusek recommended the preparation of a RFP (Request for Proposal) to determine what sites were available prior to making a final decision on the issue. He added that the RFP could include specific criteria so the Committee would not waste time in considering sites that were not viable for placement of the Tourism Department.

Motion was made by Mr. Geraghty, seconded by Mr. Champagne and carried unanimously to authorize Mr. Dusek to begin the preparation of an RFP for up to 20,000 sq. ft. of office space with appropriate parking to house certain Departments, as per the Committees discretion.

Mr. Dusek apprised that he would prepare the RFP for presentation to the Committee members prior to the next Committee meeting. Mr. Caimano stated the RFP should specify that Real Estate Brokers need not apply and Mr. Dusek advised that if such verbiage were included it would eliminate any offers from private owners working with a Broker. He added that it would be much more advantageous to leave the RFP open and accept as many offers as possible in anticipation of attaining the best possible site at a reasonable price.

Mr. Girard asked if a time schedule for availability of the office space would be built into the RFP and Mr. Haskell replied that it would because placement of the Tourism Department prior to the Memorial holiday would be preferable.

Returning to the agenda, Mr. Haskell advised that item 3c pertained to signs posted at the Municipal Center. He apprised that he had received several requests from County employees for signs outside the Municipal Center with better directions as they were becoming inundated with such requests from visitors. Mr. Haskell reminded the Committee that there used to be signs directing visitors to each site upon entering the Municipal Center driveway, but they were no longer in existence. Mr. Haskell stated that a listing of the sites requiring directions had been comprised, *(a copy of which was included in the agenda)*, and he suggested that the DPW's sign shop staff be authorized to produce such directive displays.

Discussion ensued with respect to the subject.

It was the consensus of the Committee that Mr. Morehouse, in connection with Mr. Lamy, should direct the DPW sign shop staff to begin production of the signs directing visitors to the various Departments located at the Warren County Municipal Center.

Mr. Morehouse advised that, in reference to agenda item 3d, Cost Control Associates had performed an energy audit and study which reviewed the costs of all energy and related products purchased by the County. He stated that from their study, Cost Control Associates had determined that the only area in which the County could reduce costs would be if they purchased natural gas from a provider other than Niagara Mohawk. Mr. Dusek apprised the Committee that if they wished to gain alternate quotations for these services, a RFP would have to be developed; however, he noted they would have to be sure that the new provider was as reliable as Niagara Mohawk. Mr. Dusek added that fees would be paid to Niagara Mohawk regardless of the supplier chosen because they owned both the supply and collection lines facilitating the delivery of the natural gas.

Mr. Haskell asked who the supplier of natural gas was for the Westmount Health Facility and at what cost and Hal Payne, Administrator of Westmount Health Facility, replied that the product was purchased from Niagara Mohawk and they received a special rate because they were generating electricity with the use of the natural gas. Mr. Payne advised that they had previously bid the purchase of this product to other carries but had difficulties due to fluctuation in use; however, he noted, this was prior to the inclusion of the co-generation facility.

Mr. Geraghty asked if a dollar amount had been projected for the savings incurred by switching the purchase to another carrier and Mr. Morehouse replied in the negative. He advised that he had not yet attained such a figure but would present it to the Committee upon receipt.

Mrs. Parsons apprised the Committee that during the past week, the Space Committee had determined that the Youth Bureau would be moved to the CNA Building to share the space occupied with the Office for the Aging in order to make room for the new Human Resources Director. She noted that the move had been made almost immediately upon the Space Committee's direction and she thanked Mr. Morehouse and his staff for their assistance in making the move quickly and efficiently prior to the Human Resources Director's arrival. Mrs. Parsons stated that Mr. Morehouse and his staff had done a tremendous job in facilitating the move, especially considering the limited time available.

Mr. Dusek stated that upon the Youth Bureau's move to the CNA Building, an issue had arisen as the building's management had refused to include the Youth Bureau on their building directory because they were not listed on the leasing agreement. In researching the lease terms, Mr. Dusek advised that the Committee might need to reconvene on the issue subsequent to further research and possibly meetings with the landlord to discuss changes to the lease.

Mr. Caimano reminded the Committee that the County owned two pieces of property, one near the Municipal Center and the other near the Great Escape, and he suggested that the Committee begin the process to determine the value of these parcels. He stated that if the County did not intend to build on them, they might consider selling the properties to increase revenues in anticipation of the impending need for additional office space. Mr. Haskell asked the Committee if they preferred that the property be appraised by Michael Swan, the County's Real Property Tax Services Director, or by a certified appraiser. Mr. Geraghty stated that if Mr. Swan was qualified he should provide the estimate and Mr. Haskell replied that although Mr. Swan was not licensed as an appraiser, his estimates were usually quite accurate.

Discussion ensued.

It was the consensus of the Committee that the appraisal process should begin with Mr. Swan's opinion of the property value, which should be provided prior to the Committee's next meeting for their consideration.

In closing, Mr. Haskell apprised that he had received new documentation from Siemens Building Technologies during the meeting; however, he had not had time to review it. He stated that a meeting would be held directly following adjournment to review the Siemens Building Technologies performance report with respect to the co-generation facility in place at the Westmount Health Facility. Mr. Haskell noted that himself, Mr. Caimano and Frank O'Keefe, Treasurer, would be present at the meeting and he invited any other Supervisor interested in the subject to attend.

As there was no further business to come before the County Facilities Committee, on motion made by Mr. Champagne and seconded by Mr. O'Connor, Mr. Haskell adjourned the meeting at 12:20 p.m.

Respectfully Submitted,
Carlene Ramsey, Sr. Legislative Office Specialist
Typed by Amanda Allen, Legislative Office Specialist