

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: COUNTY FACILITIES

DATE: SEPTEMBER 20, 2017

COMMITTEE MEMBERS PRESENT:

SUPERVISORS: GIRARD
SEEBER
BEATY
MONTESI
BRAYMER
SIMPSON
LEGGETT
MACDONALD
GERAGHTY
VACANT

OTHERS PRESENT:

JEFFERY TENNYSON, SUPERINTENDENT OF PUBLIC WORKS
FRANK MOREHOUSE, SUPERINTENDENT OF BUILDINGS
ROSS DUBARRY, AIRPORT MANAGER
BETSY HENKEL, DPW FISCAL MANAGER
RONALD CONOVER, CHAIRMAN OF THE BOARD
BRIAN REICHENBACH, COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
FRANK E. THOMAS, BUDGET OFFICER
SUPERVISORS HYDE
SOKOL
JOANN MCKINSTRY, ASSISTANT TO COUNTY ADMINISTRATOR
MARY ELIZABETH KISSANE, FIRST ASSISTANT COUNTY ATTORNEY
BENJAMIN BOTELHO, SECOND ASSISTANT COUNTY ATTORNEY
MIKE SWAN, COUNTY TREASURER
PATRICIA TATICH, COUNTY PLANNER
STEVE ABBOTT, REPRESENTING RICH AIR, LLC
RICH WATERS, REPRESENTING RICH AIR, LLC
TRAVIS WHITEHEAD, TOWN OF QUEENSBURY RESIDENT
DON LEHMAN, *THE POST STAR*
MOLLY GANOTES-GLEASON, LEGISLATIVE OFFICE SPECIALIST

COMMITTEE MEMBER ABSENT:

SUPERVISOR: STROUGH

Please note, the following contains a summarization of the September 20, 2017 meeting of the County Facilities Committee; the meeting in its entirety can be viewed on the Warren County website using the following link:
<http://www.warrencountyny.gov/gov/comm/Archive/2017/facilities/>

Mr. Girard called the meeting of the County Facilities Committee to order at 9:00 a.m.

Motion was made by Mr. Simpson, seconded by Ms. Braymer 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 the Buildings & Grounds agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing his agenda review, Mr. Morehouse provided an update on the possibility of installing showers in the Human Services Building (*HSB*) and the Municipal Center Building. He advised it would be extremely difficult to install showers in the HSB as they would have to be located in the basement which would require cutting into the sewer line. He noted there were currently working showers located in the Buildings & Grounds building and he would distribute an email notifying employees of their availability. A brief conversation ensued.

Mr. Leggett entered the meeting at 9:03 a.m.

Next, Mr. Morehouse provided an update on the Court Expansion Project, indicating the project was going along well with the interior work being about 90% complete. He advised the air conditioning unit would be delivered next week and would be set with a crane, which would require a portion of the building to be closed during that installation. He added that paving on the parking lot and ring road would commence the first week of October and he estimated

the ring road would re-open during the second week of October. It was determined the Committee was in favor of touring the Court construction and Mr. Morehouse informed on October 9th a mock-up of the final look of the new Court building would be provided and he suggested that would be a good time for the tour to take place.

Mr. Morehouse spoke regarding the centralized arraignment area. He indicated he and Mr. Montesi had worked to find funding for the project and had finalized a budget. Mr. Montesi mentioned they wanted to have a plan in place to submit in December. He indicated the majority of the County Judges had a scheduled time they would serve for these arraignments and they would be compensated \$250 per day. A brief discussion ensued.

Next, Mr. Morehouse introduced discussion with regard to the best use of settlement funds received from Siemens. A discussion ensued with several Supervisors stating their opinion with regard to how best the funds could be used - the majority indicated a preference to retain the monies so they would be available to replace elements of the current system as needed.

Mr. MacDonald entered the meeting at 9:20 a.m.

Ms. Braymer asked for an update on the housing of OES (*Office of Emergency Services*) vehicles and equipment. Jeffery Tennyson, *Superintendent of Public Works*, notified there were issues with welding work which had resulted in delaying the work necessary to make the space fit their needs. Mr. Montesi suggested outsourcing the work and Mr. Tennyson indicated it would be difficult to find a contractor to do the work with tenants in the building. Mr. Girard advised they would leave the vehicles in their current location while the work continued on the building.

Privilege of the floor was extended to Ross Dubarry, *Airport Manager*, who distributed copies of the Airport agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing his agenda review, Mr. Dubarry indicated there were no Action Items to discuss; he began his review with the Referral/Pending Items portion of the agenda. He indicated Referral/Pending Item #1, concerning the development of a spreadsheet listing revenues vs. expenditures could be removed, as this was previously discussed.

Moving on to Referral/Pending Item #2, regarding the proposal from Rich Air to build additional t-hangars at the Airport, Mr. Dubarry informed he was still waiting for a response on the grant application previously submitted by the County which would provide funding for the County to build the hangars.

Mr. Dubarry apprised Referral/Pending Item #3 could be removed as the grant had been awarded for the Airfield Guidance Sign/Pavement Repairs/Markings project. He advised the lights in the airfield guidance sign were being replaced with LED versions, which would provide energy savings.

Proceeding to the Information for Discussion/Review portion of the agenda, Mr. Dubarry mentioned the preparation for the Balloon Festival was going well and parking permit sales had doubled last years number, 7,300 permits sold so far. He noted there was a new traffic flow pattern that would be posted on the County website and would be advertised on social media sites.

Mr. Dubarry provided an update on the Runway 1-19 Extension Project, advising the FAA (*Federal Aviation Administration*) had not finished their review of the response to comments. He indicated they would not be able to get the grant for the Runway Design Application before the end of the year and he reported there was no status change on the project. A conversation ensued regarding the grant timeline.

Mr. Beaty asked for an update on the assessment of the marl fen located at the Airport, as performed by Gregory Edinger, *Chief Ecologist, New York Natural Heritage Program*; he noted Mr. Edinger and C&S Engineers seemed to have a difference of opinion regarding the size of the marl fen. Mr. Dubarry replied Mr. Edinger made a second

assessment and said he believed he was confused about the size of the marl fen. He explained Mr. Edinger had used photometric data and aerial photography to make his determination, while C&S Engineers had used GPS (*Global Positioning Satellite*) survey location information which was more accurate. Discussion ensued during which Ms. Seeber indicated she would like the Committee members to be made aware of all meetings with FAA representatives so that they could attend if they were able, and Mr. Beaty concurred.

Resuming the agenda review, privilege of the floor was extended to Ms. Seeber who provided an update on behalf of the Airport Advisory Group (AAG). She advised the AAG was frustrated that they had yet to receive the draft RFP (*Request for Proposals*) for the Airport FBO (*Fixed Base Operator*) contract they had requested several months ago and had recently learned that the RFP process had changed to an RFQ (*Request for Qualifications*) process which may delay the RFP process further. She said this frustration had led herself and Mr. Sokol to draft a memo from the AAG to the working group charged with developing the RFP, requesting that they be provided with a copy of the RFQ within two weeks to allow time for them to review and comment on the document. She also mentioned that the AAG did not know who served on the working group and Mr. Girard informed that Ed Bartholomew, *President Economic Development Corp. Warren County*, Wayne LaMothe, *County Planner*, Julie Butler, *Purchasing Agent* and Brian Reichenbach, *County Attorney*, were the individuals that were working to develop the RFP. Ms. Seeber informed she was interested in having a joint meeting between the AAG and the RFP working group.

A discussion ensued relative to the RFP/RFQ, subsequent to which Mr. Girard announced he would schedule a special meeting of the County Facilities Committee for Friday, September 29, 2017 at 10:00 a.m. to bring the Committee up to speed on the RFP/RFQ process.

Privilege of the floor was extended to Steve Abbott, *Representing Rich Air, LLC*, who inquired where Aviator Restaurant patrons would park during the upcoming Balloon Festival. Ms. Seeber mentioned the possibility of providing restaurant patrons with passes to park and indicated revenue was gained from each meal served at The Aviator Restaurant. Mr. Girard expressed there would be no problem filling the restaurant during the Balloon Festival and he said patrons would park in the same areas as other Balloon Festival attendees; he added those with handicap plaques would be able to park in designated areas. Mr. Tennyson informed there was handicap parking located in both the free and paid parking lots.

Mr. Conover requested that an executive session be called to discuss the employment history of a particular employee.

Motion was made by Ms. Braymer, seconded by Mr. Beaty and carried unanimously to enter into an executive session pursuant to Section 105(f) of the Public Officer's Law.

Executive session was held from 10:36 a.m. until 10:53 a.m.; Mr. Beaty exited the meeting and Mr. Geraghty entered the meeting during Executive Session.

Upon reconvening, Mr. Girard announced that no action had been taken during the executive session.

Concluding the agenda review, Mr. Tennyson reviewed the 2018 Budget Requests for the Airport and Buildings & Grounds Divisions and answered questions posed by the Committee. *Copies of both budget requests are on file with the meeting minutes.*

As there was no further business to come before the County Facilities Committee, on motion made by Ms. Braymer and seconded by Ms. Seeber, Mr. Girard adjourned the meeting at 11:14 a.m.

Respectfully submitted,
Molly Ganotes-Gleason, Legislative Office Specialist

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