

**WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: COUNTY FACILITIES**

**DATE: OCTOBER 30, 2017**

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS: GIRARD  
STROUGH  
SEEBER  
BEATY  
BRAYMER  
LEGGETT  
MACDONALD  
VACANT

**OTHERS PRESENT:**

JEFFERY TENNYSON, SUPERINTENDENT OF THE DEPARTMENT OF PUBLIC WORKS  
FRANK MOREHOUSE, SUPERINTENDENT OF BUILDINGS  
ROSS DUBARRY, AIRPORT MANAGER  
RONALD F. CONOVER, CHAIRMAN OF THE BOARD  
MARY ELIZABETH KISSANE, ACTING COUNTY ATTORNEY  
AMANDA ALLEN, CLERK OF THE BOARD  
FRANK E. THOMAS, BUDGET OFFICER  
SUPERVISORS BROCK  
DICKINSON  
MCDEVITT  
MERLINO  
SOKOL  
MIKE SWAN, COUNTY TREASURER  
STEVE ABBOTT, REPRESENTING RICH AIR, LLC  
RICH WATERS, REPRESENTING RICH AIR, LLC  
DON LEHMAN, *THE POST STAR*  
MOLLY GANOTES-GLEASON, LEGISLATIVE OFFICE SPECIALIST

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**COMMITTEE MEMBERS ABSENT:**

SUPERVISORS: MONTESI  
SIMPSON  
GERAGHTY

*Please note, the following contains a summarization of the October 30, 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 9:30 a.m.

Motion was made by Mr. MacDonald, seconded by Mr. Strough 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 presented a request to fill the vacant position of Building Maintenance Worker #2, *Annual Base Salary \$30,187*, due to retirement. Mr. MacDonald inquired if Veterans were given special consideration for County positions and Mr. Tennyson replied he believed certain credits were given to Veterans through the Civil Service testing process.

Motion was made by Mr. Leggett, seconded by Mr. Strough and carried unanimously to approve the request as outlined above, and forward same to the Personnel & Higher Education Committee for reporting purposes. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Mr. Morehouse then provided an update on the building to house the Office of Emergency Services vehicles and equipment. He informed they were securing two bays for storage, the welding was complete on the support beams, the fence would be installed and the door was secured. He estimated the project would be completed by mid

November. Mr. Leggett asked if the funds were available within the existing budget to pay for the work and Mr. Morehouse replied in the affirmative noting, work was being completed in-house.

Finally, Mr. Morehouse provided an update on the Court Expansion Project, notifying painting was underway and the sheet rocking was 90% complete. He remarked the roof heating unit was in place and the work was ahead of schedule. He advised in January the Court Clerks would be able to move into the building. Regarding the arraignment area, he indicated the floor needed to be buffed and the painting was complete. He advised the room would be completed within the week.

There being no further Buildings & Grounds business to discuss, 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 presented a request to amend the County Budget in the amount of \$6,041.50 to reflect the receipt of additional revenues from the Adirondack Balloon Festival.

Motion was made by Mr. Leggett, seconded by Mr. Strough and carried unanimously to approve the request and forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Mr. Dubarry spoke regarding the Adirondack Balloon Festival, indicating the revenue gained from the new parking lot across from Queensbury Avenue was \$5,000. In addition, he said they received \$20,000 from donations and \$100 from RV parking. He notified \$4,577.05 of this of these monies would be allocated toward reimbursing the Town of Queensbury for overtime expenses incurred when helping with parking during the Balloon Festival due to a lack of volunteers. A brief conversation ensued, during which Mr. Dubarry was asked to compile an accounting of total overtime expenses accumulated in connection with the Adirondack Balloon Festival for the Committee to review at their next meeting.

Continuing with his agenda review, Mr. Dubarry presented a request to authorize the Chairman of the Board to enter into an Memorandum of Understanding (*MOU*), in a form approved by the County Attorney, for reimbursements to the Town of Queensbury in the amount of \$4,577.05 for assistance during the Balloon Festival, as previously mentioned.

Motion was made by Ms. Seeber, seconded by Ms. Braymer and carried unanimously to approve the request and the necessary resolution was authorized for the November 17<sup>th</sup> Board Meeting. *A copy of the resolution request form is on file with the minutes.*

Next, Mr. Dubarry presented a request to increase Capital Project H369, *Airfield Guidance Sign Replacement/Pavement Repairs/Markings*, in the amount of \$769,309 to reflect the receipt of AIP (*Airport Improvement Program*) Grant funds intended to pay for the construction phase of the Project. A brief discussion ensued regarding the grant agreement.

Motion was made by Mr. Leggett, seconded by Mr. Strough and carried unanimously to approve the request as outlined above and forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Mr. Dubarry presented a request to close Capital Project H335, *Runway 1 End Obstruction*, and return the remaining funding in the estimated amount of \$10,480.45 to Budget Code A892.00, *Airport Reserve*.

Motion was made by Mr. MacDonald, seconded by Mr. Strough and carried unanimously to approve the request as outlined above and forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Moving on to the Referral/Pending Items, Mr. Dubarry addressed Item 3, informing the Committee that, according to Senator Little, the County would be awarded a \$40,000 SOAR (*Statewide Opportunities for Airport Revitalization*) program grant for which there was no local match.

Privilege of the floor was extended to Ms. Seeber who provided an update on the Airport Advisory Group, indicating Wayne LaMothe, *County Planner*, had attended the October meeting and discussed the RFQ (*Request for Qualifications*) draft agreement. She mentioned the group was still waiting to review the draft and she asked if a special County Facilities meeting could be scheduled to discuss the draft RFQ before the November 14<sup>th</sup> Airport Advisory Group meeting. Mr. Girard indicated he would do what he could to facilitate her request.

At the conclusion of the meeting, an announcement was made with regard to Mr. Dubarry's impending resignation, effective Wednesday, November 1<sup>st</sup>, as he had accepted a job with the State of New York. Several members of the Committee congratulated Mr. Dubarry on his new position, following which a lengthy discussion ensued with respect to the course of action to take place following Mr. Dubarry's departure.

A motion was made by Mr. Leggett, seconded by Mr. Strough and carried by majority vote, with Supervisors Beaty, Seeber and Braymer voting in opposition, to amend the Table of Organization and Salary Schedule to create the position of Airport Manager Temp/part-time (*up to 20 hours a week*) at a rate of \$39.92 per hour, in order to retain Mr. Dubarry on a part-time basis until the Airport Manager position has been sufficiently covered and to forward the same to the Personnel & Higher Education Committee.

Ms. Seeber indicated she was interested in finding out additional information regarding a transition plan and she asked that Mr. Dubarry forward the work he would be doing on a part-time basis for the County prior to the Personnel & Higher Education Committee meeting on Thursday.

As there was no further business to come before the County Facilities Committee, on motion made by Mr. Strough and seconded by Mr. Leggett, Mr. Girard adjourned the meeting at 10:42 a.m.

Respectfully submitted,  
Molly Ganotes-Gleason, Legislative Office Specialist