

**Agenda**  
**County Facilities Committee – Airport**  
**Department of Public Works**  
**September 24, 2019 – 9:00 am**

Committee Members: *BEATY, Loeb, Geraghty, Strough, Simpson, Frasier, Wild, McDevitt, Sokol, Diamond, Braymer*

- I. **Committee Meeting Call to Order**.....Chairman Beaty
- II. **Motion to Approve Minutes of Prior Committee Meeting**.....Chairman Beaty
- III. **Action Agenda/New Business**  
None
- IV. **Referral/Pending Items**  
Committee authorized the RFP to pursue solar power site development at the Airport and updating the Airport Layout Plan for same.
- V. **Information for Discussion/Review**  
Monthly FBO/Hangar revenue update..... Don DeGraw  
County Facilities Budget Review – Airport..... Kevin Hajos
- VI. **Privilege of the Floor to discuss any additional items to come before the Committee**
- VII. **Motion to Adjourn**.....Chairman Beaty

**Agenda**  
**County Facilities Committee – Buildings and Grounds**  
**Department of Public Works**  
**September 24 2019 – 9:00 am**

*Committee Members: Beaty, Loeb, Geraghty, Strough, Simpson, Frasier, Wild, McDevitt, Sokol, Diamond, Braymer*

**I. Committee Meeting Call to Order..... Chairman Beaty**

**II. Motion to Approve Minutes of Prior Committee Meeting..... Chairman Beaty**

**III. Action Agenda/New Business**

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2 Request: Transfer of funds  
Rationale: New EVC stations to be paid out of Equipment code..... Kevin Hajos

**IV. Referral/Pending Items**

Committee authorized an RFP for construction of a new 80' x 90' structure to house OES and Buildings & Grounds equipment at proposed location #1 (behind the current Buildings & Grounds garage). (07.23.19)

**V. Information for Discussion/Review**

Page

County Facilities Budget

**VI. Privilege of the Floor to discuss any additional items to come before the Committee**

**VII. Motion to Adjourn ..... Chairman Beaty**

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Attachments - None

**REQUEST FOR TRANSFER OF FUNDS**

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

FROM County Facilities - Buildings & Grounds

Name of Department

SIGNED: \_\_\_\_\_ DATE: 9/24/2019

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1620 413	General, Buildings, Repair & Maint- Bldg/Property	A.1620 260	General, Buildings, Other Equipment	\$35,128.00

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 439	Contingent Fund			

Please state reason for transfer request:  
Please file original request with Clerk of the Board and retain copy for your records.

Purchase of 5 Level 2 Dual Port Electric Vehicle Charging Stations - WC 57-19

FACILITIES  
SUMMARY OF BUDGET REQUEST

GENERAL FUND

CODE	DESCRIPTION	2018 Actual	2019 Adopted	2019 Amended	2019 Actual	2020 Requested	<u>Revenues</u>						
							2018 Actual	2019 Adopted	2019 Amended	2019 Actual	2020 Requested		
A.1610	Fleet Management	\$39,693	\$22,293	\$24,370	\$11,809	\$18,264	(\$4,029)	-18.07%	\$19,853	\$0	\$2,077	\$2,902	\$5,000
A.1620	Buildings & Grounds	\$1,463,694	\$1,673,198	\$1,785,198	\$1,012,713	\$1,707,132	\$33,934	2.03%	\$924,794	\$938,079	\$938,079	\$938,880	\$957,248
A.1621	Building #11	\$1,047	\$1,440	\$1,440	\$681	\$2,250	\$810	56.25%					
A.1624	HHS	\$568,855	\$606,673	\$606,673	\$400,098	\$662,098	\$55,425	9.14%					
A.5610	Airport	\$572,882	\$629,854	\$668,356	\$389,004	\$606,059	(\$23,795)	-3.78%	\$190,579	\$290,557	\$290,557	\$143,126	\$250,639
	<b>TOTAL EXPENSE</b>	<b>\$2,646,170</b>	<b>\$2,933,458</b>	<b>\$3,086,037</b>	<b>\$1,814,304</b>	<b>\$2,995,803</b>	<b>\$62,345</b>	<b>2.13%</b>					
	<b>TOTAL REVENUE</b>	<b>\$1,135,226</b>	<b>\$1,228,636</b>	<b>\$1,230,713</b>	<b>\$1,084,908</b>	<b>\$1,212,887</b>	<b>(\$15,749)</b>	<b>-1.28%</b>	<b>\$1,135,226</b>	<b>\$1,228,636</b>	<b>\$1,230,713</b>	<b>\$1,084,908</b>	<b>\$1,212,887</b>
	<b>EST. GENERAL FUND</b>	<b>\$1,510,945</b>	<b>\$1,704,822</b>	<b>\$1,855,324</b>	<b>\$729,397</b>	<b>\$1,782,916</b>	<b>\$78,094</b>	<b>4.58%</b>					

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2020 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Fleet Management  
BUDGET ACCOUNT CODE: A.1610

OBJECT CODES	2018 EXPENDITURES	2019 ADOPTED	2019 AMENDED	2020 DEPARTMENT REQUESTS
100's PERSONAL SERVICES				\$0.00
200's EQUIPMENT	\$19,843.00			\$0.00
400's CONTRACTUAL	\$19,849.64	\$22,293.00	\$24,369.99	\$18,264.00
TOTALS	\$39,692.64	\$22,293.00	\$24,369.99	\$18,264.00

2018 REVENUES	2019 ADOPTED REVENUES	2019 AMENDED REVENUES	2020 DEPARTMENT REQUESTS
\$19,853.03	\$0.00	\$2,076.99	\$5,000.00

SIGNED: \_\_\_\_\_  
DEPARTMENT HEAD

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_



Account	Account Description	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2020 Departmental Request
<b>Fund A - General</b>						
Department 1610 - Fleet Management						
<i>Equipment</i>						
230.1	Automotive Equipment - Reserve	19,843.00	.00	.00	.00	.00
	<i>Equipment Totals</i>	\$19,843.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Contractual Expense</i>						
410	Supplies	120.00	200.00	200.00	173.44	200.00
418	Ins-General Liability	4,938.44	6,043.00	6,043.00	3,990.52	5,014.00
441	Auto-Supplies & Repair	7,033.79	8,000.00	10,076.99	2,922.71	5,000.00
442	Automotive - Gas & Oil	7,707.41	8,000.00	8,000.00	4,722.40	8,000.00
444	Travel/Education/Conference	50.00	50.00	50.00	.00	50.00
	<i>Contractual Expense Totals</i>	\$19,849.64	\$22,293.00	\$24,369.99	\$11,809.07	\$18,264.00
Comments						
	Account	Level	Comment			
	444	Departmental Request	EZ Pass			
Department 1610 - Fleet Management Totals		\$39,692.64	\$22,293.00	\$24,369.99	\$11,809.07	\$18,264.00

Account	Account Description	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2020 Departmental Request
Fund A - General						
Department 1610 - Fleet Management						
<i>Miscellaneous &amp; Local Source</i>						
2770	Other Unclassified Revenue	835.95	.00	.00	.00	.00
<i>Miscellaneous &amp; Local Source Totals</i>		\$835.95	\$0.00	\$0.00	\$0.00	\$0.00
<i>Sale of Property And Compensation for Loss</i>						
2665	Sale of Equipment	17,658.87	.00	.00	825.00	5,000.00
2680	Insurance Recoveries	1,358.21	.00	2,076.99	2,076.99	.00
<i>Sale of Property And Compensation for Loss Totals</i>		\$19,017.08	\$0.00	\$2,076.99	\$2,901.99	\$5,000.00
Comments						
<i>Account</i>		<i>Level</i>		<i>Comment</i>		
2665		Departmental Request		GovDeal		
Department 1610 - Fleet Management Totals		\$19,853.03	\$0.00	\$2,076.99	\$2,901.99	\$5,000.00

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2020 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Buildings  
BUDGET ACCOUNT CODE: A.1620

OBJECT CODES	2018 EXPENDITURES	2019 ADOPTED	2019 AMENDED	2020 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$553,116.90	\$641,290.00	\$641,290.00	\$651,941.00
200's EQUIPMENT	\$7,488.59	\$9,250.00	\$9,250.00	\$9,500.00
400's CONTRACTUAL	\$572,736.40	\$668,808.00	\$780,808.00	\$690,978.00
800's EMPLOYEE BENEFITS	\$330,352.07	\$353,850.00	\$353,850.00	\$354,713.00
TOTALS	\$1,463,693.96	\$1,673,198.00	\$1,785,198.00	\$1,707,132.00

2018 REVENUES	2019 ADOPTED REVENUES	2019 AMENDED REVENUES	2020 DEPARTMENT REQUESTS
\$924,793.73	\$938,079.00	\$938,079.00	\$957,248.00

SIGNED: \_\_\_\_\_  
DEPARTMENT HEAD

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

Account	Account Description	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2020 Departmental Request
<b>Fund A - General</b>						
Department 1620 - Buildings						
Personal Services						
110	Salaries - Regular	541,739.67	623,290.00	623,290.00	417,926.82	633,941.00
120	Salaries - Overtime	11,377.23	18,000.00	18,000.00	11,326.08	18,000.00
<i>Personal Services Totals</i>		\$553,116.90	\$641,290.00	\$641,290.00	\$429,252.90	\$651,941.00
Equipment						
210	Furniture/Furnishings	776.44	1,000.00	1,031.00	573.75	1,000.00
220	Office Equipment	.00	500.00	469.00	164.59	500.00
260	Other Equipment	6,217.19	7,100.00	7,100.00	3,735.52	7,200.00
270	Lawn & Landscaping	494.96	650.00	650.00	.00	800.00
<i>Equipment Totals</i>		\$7,488.59	\$9,250.00	\$9,250.00	\$4,473.86	\$9,500.00
Comments						
	<i>Account</i>	<i>Level</i>	<i>Comment</i>			
	210	Departmental Request	Refrigerator, Microwave			
	220	Departmental Request	Chairs			
	260	Departmental Request	1,200 - Vacuums 4 @ 300/ea 750 - Cordless Equipment - Replacement of Drills/Saws 500 - PVC Blanket - Heating & Bending Electrical Conduit 450 - Vacuum Pump - HVAC Recovery 1,200 - Panel Lift - Sheet Rocking / Renovation 2500 - Table Saw - Wood Shop Upgrade / replacement 600 - Chain Saw - Larger Blade 20-24"			
	270	Departmental Request	300 - Push Mower 500 - Hedge Trimmer Attachments for String Trimmer			
Contractual Expense						
410	Supplies	56,820.29	60,000.00	59,750.00	32,633.10	60,000.00
413	Repair & Maint.-Bldg/Property	90,933.29	110,000.00	231,500.00	32,011.01	110,000.00
414	Gas-Natural	26,549.63	30,000.00	30,000.00	19,136.50	30,000.00
415	Electricity	179,419.94	176,000.00	176,000.00	88,519.38	175,000.00
416	Oil & Gas-Heating	2,540.77	3,500.00	3,500.00	.00	3,500.00
417	Water/Sewer/Taxes	29,467.03	50,000.00	50,000.00	24,287.31	50,000.00
418	Ins-General Liability	21,054.06	28,708.00	28,708.00	22,627.09	23,651.00
421	Equipment Rental	78,432.27	73,102.00	73,102.00	65,787.98	75,552.00
422	Repair/Maint-Equipment	2,427.89	4,000.00	4,000.00	946.67	3,000.00
423	Telephone	3,227.92	3,000.00	3,000.00	2,003.38	3,000.00



Account	Account Description	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2020 Departmental Request
<b>Fund A - General</b>						
Department 1620 - Buildings						
Contractual Expense						
424	Postage	17.03	100.00	100.00	34.62	100.00
428	Data Processing & Internet Fees	198.00	248.00	248.00	229.68	275.00
439	Misc Fees & Expenses	101.75	150.00	400.00	400.00	400.00
444	Travel/Education/Conference	.00	1,500.00	1,500.00	175.00	1,500.00
445	Foods	1,609.61	2,000.00	500.00	303.20	500.00
445.1	Food - Snow & Ice	865.77	.00	2,000.00	1,869.14	2,000.00
453	Uniforms & Clothing	3,682.86	3,500.00	3,500.00	726.65	3,500.00
455	Safety Equipment	205.00	1,000.00	1,000.00	334.18	1,000.00
465	Road/Bridge Materials	2,113.81	25,000.00	25,000.00	544.40	25,000.00
470	Contract	73,069.48	97,000.00	87,000.00	44,744.48	123,000.00
<i>Contractual Expense Totals</i>		<b>\$572,736.40</b>	<b>\$668,808.00</b>	<b>\$780,808.00</b>	<b>\$337,313.77</b>	<b>\$690,978.00</b>



Account	Account Description	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2020 Departmental Request
Fund A - General						
Department 1620 - Buildings						
	Comments					
	<i>Account</i>					
	<i>Level</i>					
	<i>Comment</i>					
	413					
	Departmental Request					
	415					
	Departmental Request					
	416					
	Departmental Request					
	417					
	Departmental Request					
	418					
	Departmental Request					
	421					
	Departmental Request					
	422					
	Departmental Request					
	428					
	Departmental Request					
	439					
	Departmental Request					
	444					
	Departmental Request					
	445					
	Departmental Request					
	445.1					
	Departmental Request					
	453					
	Departmental Request					
	455					
	Departmental Request					
	465					
	Departmental Request					
	470					
	Departmental Request					
	Employee Benefits					
810	Retirement	73,896.03	91,675.00	91,675.00	63,295.20	96,891.00
830	Social Security	32,283.30	39,757.00	39,757.00	25,099.22	40,421.00
831	Medicare Contribution	7,550.09	9,298.00	9,298.00	5,869.93	9,452.00
860	Hospitalization	123,622.39	145,309.00	145,309.00	93,046.20	133,136.00
865	Dental Insurance	2,392.30	2,616.00	2,616.00	1,788.59	2,496.00

Account	Account Description	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2020 Departmental Request
Fund A - General						
Department 1620 - Buildings						
<i>Employee Benefits</i>						
	<i>Employee Benefits Totals</i>	\$239,744.11	\$288,655.00	\$288,655.00	\$189,099.14	\$282,396.00
<i>Other Benefits</i>						
840	Workmen's Compensation	11,572.77	9,619.00	9,619.00	9,618.77	7,574.00
861	Retirees Hospitalization	77,419.23	54,076.00	54,076.00	41,745.50	63,243.00
862	Health Insurance Cost Reimbursement	1,500.00	1,500.00	1,500.00	1,208.82	1,500.00
863	Health Insurance Cost Reimbursement-Retiree	115.96	.00	.00	.00	.00
	<i>Other Benefits Totals</i>	\$90,607.96	\$65,195.00	\$65,195.00	\$52,573.09	\$72,317.00
	Department 1620 - Buildings Totals	\$1,463,693.96	\$1,673,198.00	\$1,785,198.00	\$1,012,712.76	\$1,707,132.00

Account	Account Description	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2020 Departmental Request
<b>Fund A - General</b>						
Department 1620 - Buildings						
<i>Use of Money &amp; Property</i>						
2410	Rental of Property	48,000.00	52,800.00	52,800.00	48,000.00	48,000.00
2411	Rental of Real Property	564,546.94	650,000.00	650,000.00	650,000.00	650,000.00
2412	Rental- Real Prop Other Govt	93,784.61	92,765.00	92,765.00	92,765.97	96,361.00
2413	Rental from Other Govt	22,761.86	22,514.00	22,514.00	22,514.63	23,387.00
2414	Rental from Extension Srv	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00
<i>Use of Money &amp; Property Totals</i>		\$759,093.41	\$848,079.00	\$848,079.00	\$843,280.60	\$847,748.00
<b>Comments</b>						
<i>Account</i>	<i>Level</i>	<i>Comment</i>				
2410	Departmental Request	D&G Recycling - \$4,000/mo				
2411	Departmental Request	Maintenance in Lieu of Rent - HSB				
2412	Departmental Request	Maintenance in Lieu of Rent - Public Health				
2413	Departmental Request	Maintenance in Lieu of Rent - WIC				
2414	Departmental Request	Building Lease, Cornell Cooperative Extension \$7,500/atr				
<b>State Aid</b>						
3385	Unified Court - Bldg. Renov	162,312.00	90,000.00	90,000.00	94,205.00	90,000.00
3951	NYSERDA - Charge Ready NY	.00	.00	.00	.00	18,000.00
<i>State Aid Totals</i>		\$162,312.00	\$90,000.00	\$90,000.00	\$94,205.00	\$108,000.00
<b>Comments</b>						
<i>Account</i>	<i>Level</i>	<i>Comment</i>				
3951	Departmental Request	Electric Charging Station				
<b>Sale of Property And Compensation for Loss</b>						
2650	Sale Scrap & Excess Material	1,733.32	.00	.00	1,394.03	1,500.00
2665	Sale of Equipment	1,655.00	.00	.00	.00	.00
<i>Sale of Property And Compensation for Loss Totals</i>		\$3,388.32	\$0.00	\$0.00	\$1,394.03	\$1,500.00
<b>Department 1620 - Buildings Totals</b>		<b>\$924,793.73</b>	<b>\$938,079.00</b>	<b>\$938,079.00</b>	<b>\$938,879.63</b>	<b>\$957,248.00</b>

2020 Salary Schedule (Position Budgeting)  
DPW. Buildings and Grounds

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Janl. Grade & Rate	Ann. Grade & Rate				
13103	Farmer, Tabitha	Cleaner #2	\$28,664.00	Full Time	CSEA/FT	8/28/2017
	02-02 / \$13.70	02-03 / \$13.93				
11518	Heid, Deborah	Senior Custodian	\$46,615.00	Full Time	CSEA/FT	7/7/2008
	10-11 / \$22.41	10-12 / \$22.41				
13277	Jarvis, Patti	Cleaner #12	\$28,016.00	Full Time	CSEA/FT	12/24/2018
	02-1 / \$13.47	02-02 / \$13.70				
13283	Kelly, Courtney	Cleaner #11	\$27,816.00	Full Time	CSEA/FT	4/29/2019
	02-00 / \$13.19	02-1 / \$13.47				
10749	Leemans, Frank	Senior Building Maint Mech #2	\$57,171.00	Full Time	CSEA/FT	4/26/2004
	18-15 / \$27.49	18-16 / \$27.49				
9069	Maston, William	Maintenance Mechanic	\$46,503.00	Full Time	CSEA/FT	1/5/1995
	09-24 / \$22.12	09-25 / \$22.36				
11749	Mihill, Lorna	Cleaner	\$34,603.00	Full Time	CSEA/FT	3/1/2010
	02-9 / \$15.49	02-10 / \$16.84				
10048	Miller, John	Senior Building Maint Mech #3	\$57,536.00	Full Time	CSEA/FT	4/3/2000
	18-19 / \$27.49	18-20 / \$27.73				
9096	Molinari, Leigh	Administrative Assistant #2	\$44,996.00	Full Time	CSEA/FT	3/20/1995
	08-24 / \$21.45	08-25 / \$21.69				
9105	Morehouse, Frank	Superintendent Bldgs & Grounds	\$76,631.00	Full Time	Out of UnitFT	4/10/1995
	N/A / \$36.84	N/A / \$36.84				
10910	Prosser, Clinton	Cleaner #10	\$35,364.00	Full Time	CSEA/FT	5/9/2005
	02-14 / \$16.84	02-15 / \$17.09				
8488	Ross, Nancy	Building Maint Mechanic #5	\$53,234.00	Full Time	CSEA/FT	6/8/1992
	15-27 / \$25.59	15-28 / \$25.59				
6230	Woodard, Gilbert	Bldg Maintenance Worker #2	\$34,473.00	Full Time	CSEA/FT	7/2/2018
	07-01 / \$16.43	07-02 / \$16.71				

10223	Woodell, Jeffery	Building Maint Mechanic #4	\$52,234.00	Full Time	CSEA/FT	6/24/2002
	15-17 / \$25.11	15-18 / \$25.11				
		DPW Blding & Grounds Over Time	\$18,000.00			
	N/A / \$0.00	N/A / \$0.00				
		DPW Blding & Grounds Shift Diff	\$8,674.00			
	N/A / \$0.00	N/A / \$0.00				
		Senior Custodian (STA)	\$1,411.00			
	10-00 / \$18.09	N/A / \$18.09				
		17	\$651,941.00			

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WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2020 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Building #11  
BUDGET ACCOUNT CODE: A.1621

OBJECT CODES	2018 EXPENDITURES	2019 ADOPTED	2019 AMENDED	2020 DEPARTMENT REQUESTS
100's PERSONAL SERVICES				\$0.00
400's CONTRACTUAL	\$1,046.79	\$1,440.00	\$1,440.00	\$2,250.00
800's EMPLOYEE BENEFITS				\$0.00
TOTALS	\$1,046.79	\$1,440.00	\$1,440.00	\$2,250.00

2018 REVENUES	2019 ADOPTED REVENUES	2019 AMENDED REVENUES	2020 DEPARTMENT REQUESTS
\$0.00			\$0.00

SIGNED: \_\_\_\_\_  
DEPARTMENT HEAD

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

Account	Account Description	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2020 Departmental Request
Fund A - General						
Department 1621 - Building #11						
<i>Contractual Expense</i>						
414	Gas-Natural	.00	.00	500.00	234.87	750.00
415	Electricity	946.79	1,440.00	940.00	446.04	1,000.00
417	Water/Sewer/Taxes	100.00	.00	.00	.00	500.00
<i>Contractual Expense Totals</i>		\$1,046.79	\$1,440.00	\$1,440.00	\$680.91	\$2,250.00
Comments						
<i>Account</i>	<i>Level</i>	<i>Comment</i>				
415	Departmental Request	Detention Home - National Grid				
417	Departmental Request	Detention Home - Property Taxes 353 Water Taxes - 120				
Department 1621 - Building #11 Totals		\$1,046.79	\$1,440.00	\$1,440.00	\$680.91	\$2,250.00

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WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2020 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Health & Human Services Building

BUDGET ACCOUNT CODE: A.1624

OBJECT CODES	2018 EXPENDITURES	2019 ADOPTED	2019 AMENDED	2020 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$257,999.43	\$296,565.00	\$296,565.00	\$302,921.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL	\$154,303.17	\$163,089.00	\$163,089.00	\$191,598.00
800's EMPLOYEE BENEFITS	\$156,552.08	\$147,019.00	\$147,019.00	\$167,579.00
TOTALS	\$568,854.68	\$606,673.00	\$606,673.00	\$662,098.00

SIGNED:

\_\_\_\_\_  
DEPARTMENT HEAD

TITLE:

\_\_\_\_\_

DATE:

\_\_\_\_\_

Account	Account Description	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2020 Departmental Request
<b>Fund A - General</b>						
Department 1624 - Health & Human Services Building						
<i>Personal Services</i>						
110	Salaries - Regular	250,838.76	269,091.00	269,091.00	184,292.71	275,447.00
120	Salaries - Overtime	7,160.67	10,000.00	10,000.00	4,311.13	10,000.00
130	Salaries - Part Time	.00	17,474.00	17,474.00	8,731.13	17,474.00
<i>Personal Services Totals</i>		<u>\$257,999.43</u>	<u>\$296,565.00</u>	<u>\$296,565.00</u>	<u>\$197,334.97</u>	<u>\$302,921.00</u>
<i>Contractual Expense</i>						
410	Supplies	24,382.08	25,000.00	17,443.00	9,148.39	20,000.00
413	Repair & Maint.-Bldg/Property	13,731.80	12,000.00	13,800.00	10,892.73	15,000.00
414	Gas-Natural	2,887.01	5,000.00	5,000.00	870.95	5,000.00
415	Electricity	81,752.65	69,600.00	69,600.00	46,381.61	80,000.00
417	Water/Sewer/Taxes	13,232.72	15,000.00	15,000.00	10,426.45	15,000.00
418	Ins-General Liability	7,486.13	9,389.00	10,842.02	10,842.02	11,423.00
422	Repair/Maint-Equipment	657.93	2,000.00	2,000.00	984.81	2,000.00
435	Medical Fees	.00	.00	54.00	54.00	.00
439	Misc Fees & Expenses	.00	.00	100.00	100.00	100.00
455	Safety Equipment	88.27	100.00	100.00	.00	100.00
470	Contract	10,084.58	25,000.00	29,149.98	2,707.07	42,975.00
<i>Contractual Expense Totals</i>		<u>\$154,303.17</u>	<u>\$163,089.00</u>	<u>\$163,089.00</u>	<u>\$92,408.03</u>	<u>\$191,598.00</u>
Comments						
	<i>Account</i>	<i>Level</i>	<i>Comment</i>			
	410	Departmental Request	Trash Bags, Cleaning Supplies, Paper Towels, Tissues, Paint, Plastic Gloves, Toilet Paper			
	413	Departmental Request	AC Repair, Elevator Repair, Fire Alarm Inspection, Maintenance of Property. Replace carpeting Convert Library back to office space			
	422	Departmental Request	Boiler Maintenance			
	470	Departmental Request	Pesticide, Simplex-Sprinkler, Schindler Elevator, Emergency Power system, Fire Security & Sound - Alarm, HVAC Boiler, Cooler Tower (\$25,000) Maint/Monitor Computer Heat Pumps - Apogee - Siemens (\$17,975) , B&L Control - Chemical monitoring			
<i>Employee Benefits</i>						
810	Retirement	39,144.54	40,764.00	40,764.00	27,821.00	44,455.00
830	Social Security	14,914.12	18,385.00	18,385.00	11,568.96	18,780.00
831	Medicare Contribution	3,488.03	4,299.00	4,299.00	2,705.64	4,392.00
860	Hospitalization	72,148.36	71,785.00	63,944.96	47,029.90	72,855.00
865	Dental Insurance	1,068.19	1,056.00	1,056.00	714.95	1,056.00

Account	Account Description	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2020 Departmental Request
<b>Fund A - General</b>						
Department 1624 - Health & Human Services Building						
<i>Employee Benefits</i>						
<i>Employee Benefits Totals</i>		\$130,763.24	\$136,289.00	\$128,448.96	\$89,840.45	\$141,538.00
<i>Other Benefits</i>						
840	Workmen's Compensation	7,559.51	7,589.00	7,589.00	7,588.88	6,746.00
861	Retirees Hospitalization	18,229.33	3,141.00	10,981.04	12,925.87	19,295.00
<i>Other Benefits Totals</i>		\$25,788.84	\$10,730.00	\$18,570.04	\$20,514.75	\$26,041.00
Department 1624 - Health & Human Services Building Totals		\$568,854.68	\$606,673.00	\$606,673.00	\$400,098.20	\$662,098.00

2020 Salary Schedule (Position Budgeting)  
DPW.Health & Human Services Building

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan 1 Grade & Rate	Ann. Grade & Rate				
11000	Ashline, Brenda	Maintenance Mechanic #1	\$45,138.00	Full Time	CSEA/FT	9/19/2005
	09-14 / \$21.64	09-15 / \$21.88				
7402	Bell, Peter	Bldg Maintenance Worker II #1	\$49,959.00	Full Time	CSEA/FT	6/29/1987
	12-30 / \$24.02	N/A / \$24.02				
13094	Bessen, Beau	Cleaner #8	\$28,683.00	Full Time	CSEA/FT	8/7/2017
	02-02 / \$13.70	02-03 / \$13.93				
9417	Hilton, Brenda	Janitor #3	\$34,401.00	Full Time	CSEA/FT	8/8/2013
	04-06 / \$16.54	04-07 / \$16.54				
13191	Ruland, Zachary	Building Maintenance Worker #6	\$34,270.00	Full Time	CSEA/FT	10/29/2018
	07-01 / \$16.43	07-02 / \$16.71				
11461	Sargent, Andre	Carpenter/Maintenance Worker	\$47,959.00	Full Time	CSEA/FT	5/19/2008
	12-11 / \$23.06	12-12 / \$23.06				
11219	Trentacoste, Joseph	Cleaner #6	\$35,037.00	Full Time	CSEA/FT	11/20/2006
	02-13 / \$16.84	02-14 / \$16.84				
		Cleaner - temp	\$17,474.00			
	02-00 / \$13.19	N/A / \$13.19				
		HHS Overtime	\$10,000.00			
	N/A / \$0.00	N/A / \$0.00				
		9	\$302,921.00			

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2020 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Airport (D.P.W.)  
 BUDGET ACCOUNT CODE: A.5610

OBJECT CODES	2018 EXPENDITURES	2019 ADOPTED	2019 AMENDED	2020 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$167,969.26	\$194,740.00	\$194,740.00	\$196,550.00
200's EQUIPMENT		\$850.00	\$850.00	\$1,000.00
400's CONTRACTUAL	\$305,072.70	\$329,313.00	\$367,815.00	\$314,583.00
800's EMPLOYEE BENEFITS	\$99,840.20	\$104,951.00	\$104,951.00	\$93,926.00
<b>TOTALS</b>	<b>\$572,882.16</b>	<b>\$629,854.00</b>	<b>\$668,356.00</b>	<b>\$606,059.00</b>

2018 REVENUES	2019 ADOPTED REVENUES	2019 AMENDED REVENUES	2020 DEPARTMENT REQUESTS
\$190,578.88	\$290,557.00	\$290,557.00	\$250,639.00

SIGNED: \_\_\_\_\_  
 DEPARTMENT HEAD

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

Account	Account Description	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2020 Departmental Request
<b>Fund A - General</b>						
Department 5610 - Airport (D.P.W.)						
<i>Personal Services</i>						
110	Salaries - Regular	127,586.94	169,740.00	169,740.00	115,361.43	171,550.00
120	Salaries - Overtime	22,606.41	25,000.00	25,000.00	4,402.62	25,000.00
130	Salaries - Part Time	17,775.91	.00	.00	.00	.00
<i>Personal Services Totals</i>		\$167,969.26	\$194,740.00	\$194,740.00	\$119,764.05	\$196,550.00
 <i>Equipment</i>						
210	Furniture/Furnishings	.00	200.00	400.00	.00	400.00
220	Office Equipment	.00	150.00	150.00	.00	100.00
250	Technical Equipment	.00	500.00	258.00	.00	500.00
260	Other Equipment	.00	.00	42.00	41.83	.00
<i>Equipment Totals</i>		\$0.00	\$850.00	\$850.00	\$41.83	\$1,000.00
 Comments						
	<i>Account</i>	<i>Level</i>	<i>Comment</i>			
	210	Departmental Request	2 Chairs			
	220	Departmental Request	Shredder			
	250	Departmental Request	Radio Headphones			
 <i>Contractual Expense</i>						
410	Supplies	19,752.60	20,000.00	19,900.00	3,353.18	15,000.00
413	Repair & Maint.-Bldg/Property	7,357.74	20,000.00	20,000.00	5,728.39	20,000.00
414	Gas-Natural	7,646.26	10,000.00	10,000.00	6,167.87	10,000.00
415	Electricity	35,786.69	28,000.00	28,000.00	17,796.64	28,000.00
416	Oil & Gas-Heating	7,156.86	11,000.00	11,000.00	1,156.47	5,000.00
417	Water/Sewer/Taxes	32,019.07	30,000.00	30,000.00	22,314.60	32,000.00
418	Ins-General Liability	26,682.94	29,934.00	29,934.00	29,566.58	30,724.00
421	Equipment Rental	62,684.97	73,484.00	73,484.00	69,208.58	71,884.00
422	Repair/Maint-Equipment	1,670.84	6,000.00	6,000.00	1,325.14	6,000.00
423	Telephone	4,042.40	4,000.00	4,000.00	2,633.03	4,000.00
424	Postage	241.87	400.00	400.00	19.41	200.00
427	Memberships & Dues	274.00	600.00	600.00	575.00	500.00
428	Data Processing & Internet Fees	1,565.63	1,475.00	1,475.00	984.63	1,475.00
435	Medical Fees	96.00	300.00	300.00	.00	550.00
436	Advertising Fees	670.00	670.00	670.00	.00	500.00



Account	Account Description	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2020 Departmental Request
Fund A - General						
	Department 5610 - Airport (D.P.W.)					
	<i>Contractual Expense</i>					
439	Misc Fees & Expenses	305.00	1,000.00	1,000.00	50.00	1,000.00
441	Auto-Supplies & Repair	.00	.00	100.00	81.95	.00
444	Travel/Education/Conference	7,980.92	6,400.00	6,400.00	3,188.65	5,200.00
445	Foods	2,595.52	3,500.00	1,500.00	22.74	1,500.00
445.1	Food - Snow & Ice	125.04	.00	2,000.00	464.49	1,500.00
453	Uniforms & Clothing	878.33	850.00	850.00	124.00	850.00
455	Safety Equipment	1,189.17	700.00	700.00	.00	700.00
465	Road/Bridge Materials	.00	3,000.00	3,000.00	.00	3,000.00
470	Contract	84,350.85	78,000.00	116,502.00	41,857.77	75,000.00
	<i>Contractual Expense Totals</i>	<u>\$305,072.70</u>	<u>\$329,313.00</u>	<u>\$367,815.00</u>	<u>\$206,619.12</u>	<u>\$314,583.00</u>

Account	Account Description	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2020 Departmental Request
<b>Fund A - General</b>						
Department 5610 - Airport (D.P.W.)						
Comments						
	<i>Account</i>		<i>Level</i>	<i>Comment</i>		
	410		Departmental Request	Runway Sand, Paint, Storage Boxes, Hoses, bulbs, Paper Products, Top Soil, Ballast Electrical, Plumbing, Building and Office Supplies.		
	413		Departmental Request	Fire Alarm Repair, Building Repairs, Fencing & Gate Repairs, Simplex Grennell/Johnson Control, Access Control Repair		
	416		Departmental Request	Backup Generator		
	418		Departmental Request	Insurance Liability, Includes Fuel Farm		
	421		Departmental Request	DPW Equipment Rental based on no salt 1/2 year use of equipment - \$68,884 Cylinder & Water Cooler - \$3,000		
	422		Departmental Request	Airport Lighting (Papi Parts), Filters & Pump		
	424		Departmental Request	Balloon Fest - Parking Passes		
	427		Departmental Request	AOPA, NYAM, AAAE		
	435		Departmental Request	Random Drug Testing - \$300 NYS DOT Physicals - \$250		
	439		Departmental Request	Eventbrite Fee's - Balloon Fest SPDES Fees		
	444		Departmental Request	Leadership Training Airport Conference - Hershey PA Includes Lodging PA State NYAMA Adv Day - Albany NYAMA Fall Conference - Rochester ARFF Training - NE Fire Training - Rochester Monroe CC Snow Symposium - Buffalo NE Chapter AAAE Firearms Safety Training - Loomacres FBMA - Airfield Electrical Maint/Safety		
	445		Departmental Request	Balloon Fest food Employee Water		
	445.1		Departmental Request	Snow & Ice		
	453		Departmental Request	T-Shirts Safety Boots		
	455		Departmental Request	Respirator Masks, Safety Glasses		
	465		Departmental Request	Patch Work, Glass Beads for Runway, Stone for Drainage, Striping Paint		
	470		Departmental Request	Cassella Waste/BF \$400 IFE - AE COM & McFarland & Johnson - \$8,000 NE Petroleum - Fuel Tank Repair - \$5,325 Jim Comstock - Beaver Removal - \$900 IBS Septic - \$400 Access Anvil Fence - \$9,795 3rd person unfunded charge back to DPW -\$5,000 Charge back to DPW - \$28,000		
<i>Employee Benefits</i>						
810	Retirement	20,408.09	19,799.00	19,799.00	15,359.20	24,401.00
830	Social Security	10,132.76	12,073.00	12,073.00	7,125.89	12,185.00
831	Medicare Contribution	2,369.78	2,825.00	2,825.00	1,666.53	2,851.00

Account	Account Description	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2020 Departmental Request
<b>Fund A - General</b>						
Department 5610 - Airport (D.P.W.)						
<i>Employee Benefits</i>						
860	Hospitalization	16,479.33	20,478.00	20,478.00	13,368.79	17,722.00
865	Dental Insurance	281.94	408.00	408.00	385.50	528.00
	<i>Employee Benefits Totals</i>	<u>\$49,671.90</u>	<u>\$55,583.00</u>	<u>\$55,583.00</u>	<u>\$37,905.91</u>	<u>\$57,687.00</u>
<i>Other Benefits</i>						
840	Workmen's Compensation	1,590.07	1,185.00	1,185.00	1,184.24	914.00
861	Retirees Hospitalization	48,578.23	48,183.00	47,662.04	22,967.42	34,325.00
862	Health Insurance Cost Reimbursement	.00	.00	520.96	520.96	1,000.00
	<i>Other Benefits Totals</i>	<u>\$50,168.30</u>	<u>\$49,368.00</u>	<u>\$49,368.00</u>	<u>\$24,672.62</u>	<u>\$36,239.00</u>
	Department 5610 - Airport (D.P.W.) Totals	<u>\$572,882.16</u>	<u>\$629,854.00</u>	<u>\$668,356.00</u>	<u>\$389,003.53</u>	<u>\$606,059.00</u>

Account	Account Description	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2020 Departmental Request
<b>Fund A - General</b>						
Department 5610 - Airport (D.P.W.)						
<i>Departmental Income</i>						
1289	Other General Governmental Income	.00	3,300.00	3,300.00	.00	3,300.00
1710	Public Works Charges	10,999.85	17,000.00	17,000.00	.00	11,000.00
1770	Airport Rentals	126,242.00	217,147.00	217,147.00	143,126.01	190,439.00
1774	Airport Restaurant Concessions	33,896.63	26,000.00	26,000.00	.00	33,900.00
<i>Departmental Income Totals</i>		\$171,138.48	\$263,447.00	\$263,447.00	\$143,126.01	\$238,639.00
<b>Comments</b>						
<i>Account</i>	<i>Level</i>	<i>Comment</i>				
1289	Departmental Request	Administrative Expense, D Degraw Salary, Benefits incurred on projects				
1710	Departmental Request	Balloon Fest - Donations Collected by VFW				
1770	Departmental Request	FBO - \$65,000 Building - \$1,258 H18 & Tie Downs - \$69,300 ESMI & CPI - \$2,600 FAA, 2nd Floor - \$3,555 Hanger 1-4 Jet \$15,650 Hanger 5-8 \$23,056 Concession Land - \$1,520 Rich Air - \$8,500				
<b>Use of Money &amp; Property</b>						
2411	Rental of Real Property	7,900.00	13,110.00	13,110.00	.00	.00
<i>Use of Money &amp; Property Totals</i>		\$7,900.00	\$13,110.00	\$13,110.00	\$0.00	\$0.00
<b>Comments</b>						
<i>Account</i>	<i>Level</i>	<i>Comment</i>				
2411	Departmental Request	No Hay Revenue for 3 years				
<b>Licenses &amp; Permits</b>						
2566	Parking Fees	11,540.40	14,000.00	14,000.00	.00	12,000.00
<i>Licenses &amp; Permits Totals</i>		\$11,540.40	\$14,000.00	\$14,000.00	\$0.00	\$12,000.00
<b>Comments</b>						
<i>Account</i>	<i>Level</i>	<i>Comment</i>				
2566	Departmental Request	Balloon Fest Eventbrite Parking increase \$15 to \$20 Premium Parking \$6,000 RV Parking - \$1,000 New Lot Across Qby Ave - \$5,000				
Department 5610 - Airport (D.P.W.) Totals		\$190,578.88	\$290,557.00	\$290,557.00	\$143,126.01	\$250,639.00

2020 Salary Schedule (Position Budgeting)  
DPW.Airport

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan. Grade & Rate	Ann. Grade & Rate				
12195	Combs, Brandon	Airport Maintenance Worker #4	\$40,039.00	Full Time	CSEA/FT	4/11/2016
	10-03 / \$19.01	10-04 / \$19.34				
11428	DeGraw, Donald	Airport Manager	\$82,080.00	Full Time	Appointed F/T	7/2/2018
	N/A / \$45.10	N/A / \$45.10				
12837	Esser, Scott	Building Maintenance Mechanic #6	\$45,456.00	Full Time	CSEA/FT	11/9/2015
	15-04 / \$21.62	15-05 / \$23.64				
		DPW Airport Emerg Response	\$3,000.00			
	N/A / \$0.00	N/A / \$0.00				
		DPW Airport Overtime	\$3,759.00			
	N/A / \$0.00	N/A / \$0.00				
		DPW Airport Overtime Spec Event	\$21,241.00			
	N/A / \$0.00	N/A / \$0.00				
		DPW Airport Shift Differential	\$975.00			
	N/A / \$0.00	N/A / \$0.00				
		<b>7</b>	<b>\$196,550.00</b>			

**WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: COUNTY FACILITIES**

**DATE: SEPTEMBER 24, 2019**

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS: BEATY  
LOEB  
GERAGHTY  
STROUGH  
SIMPSON  
WILD  
MCDEVITT  
SOKOL  
DIAMOND

**OTHERS PRESENT:**

KEVIN HAJOS, SUPERINTENDENT PUBLIC WORKS  
FRANK MOREHOUSE, SUPERINTENDENT OF BUILDINGS  
DON DEGRAW, AIRPORT MANAGER  
BETSY HENKEL, FISCAL MANAGER, DEPARTMENT OF PUBLIC WORKS  
RONALD CONOVER, CHAIRMAN OF THE BOARD  
RYAN MOORE, COUNTY ADMINISTRATOR  
MARY ELIZABETH KISSANE, COUNTY ATTORNEY  
AMANDA ALLEN, CLERK OF THE BOARD  
FRANK E. THOMAS, BUDGET OFFICER

**COMMITTEE MEMBERS ABSENT:**

SUPERVISORS: FRASIER  
BRAYMER

SUPERVISORS DRISCOLL  
HOGAN  
LEGGETT  
MAGOWAN  
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR  
MARCY FLORES, PUBLIC DEFENDER  
ERIN BROTHERS, ASSISTANT TO THE PUBLIC DEFENDER  
ROBERT IUSI, PROBATION DIRECTOR  
BRIAN LAFLURE, FIRE COORDINATOR/DIRECTOR OF THE OFFICE OF  
EMERGENCY SERVICES  
STEVE ABBOTT, REPRESENTING RICH AIR, LLC  
DON LEHMAN, *THE POST STAR*  
MOLLY GANOTES-GLEASON, LEGISLATIVE OFFICE SPECIALIST

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*Please note, the following contains a summarization of the September 24, 2019 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/2019/facilities/>*

Mr. Beaty called the meeting of the County Facilities Committee to order at 9:02 a.m.

Motion was made by Mr. Geraghty, seconded by Mr. Loeb 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 Don DeGraw, *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 with the Referral/Pending Items section, Mr. DeGraw informed they were continuing to work on the glare study, as well as other studies pertaining to the possibility of developing a solar power site at the Airport, and were waiting for feedback.

Moving on to the Information for Discussion/Review portion of the agenda, Mr. DeGraw notified the monthly FBO (*Fixed Base Operator*) revenue total so far this year was \$105,000, as compared to \$56,000 received for the same time period last year.

Mr. Simpson entered the meeting at 9:04 a.m.

Mr. Beaty informed they would return to the budget review portion of the Airport agenda following the Building & Grounds agenda review.

Kevin Hajos, *Superintendent of Public Works*, informed this year they had a record year at the Balloon Festival, advising VIP parking revenue was up \$5,000 over last year, and the VFW (*Veteran of Foreign Wars*), revenue was \$8,000 more than last year. He mentioned this was the first time during his tenure that revenues received would cover overtime expenses. Mr. Hajos circulated photos taken during the Balloon Festival, copies of which are on file with the meeting minutes. Mr. Magowan recognized the DPW employees for their great work at the Balloon Festival and the tremendous amount of comradery and respect they showed towards Mr. Hajos.

Mr. Hajos distributed copies of the Building & Grounds agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing his agenda review, Mr. Hajos presented a request for transfer of funds from Budget Code A.1620 413, *General, Building, Repair & Maint-Bldg/Property*, to Budget Code A.1620 260, *General, Buildings, Other Equipment*, in the amount of \$35,128. He advised the request was to cover the cost of the EVC (*Electric Vehicle Charging*) station construction at the Municipal Center, noting the bid was less than the grant amount received.

Mr. Beaty inquired if the charging stations were universal and Mr. Hajos replied affirmatively, informing they could charge any new vehicle. He advised there were five stations with double ports for a total of ten ports. Mr. Loeb asked what the process was to use them and Mr. Hajos replied the first step was to download the application and there would be a card reader on each unit to pay on a per hour basis. He explained there were eight bidders, four of which were disqualified for not submitting the proper paperwork. Mr. Wild questioned if the County had to do any work to install the EVC stations and Mr. Hajos replied in the negative, informing the work would be done by National Grid and was covered under the grant. Mr. Wild asked if they would be promoting the charging stations and Mr. Hajos replied affirmatively.

Motion was made by Mr. Sokol, seconded by Mr. Loeb and carried unanimously to approve the request for transfer of funds as presented and refer same to the Finance Committee. *A copy of the request is on file with the minutes.*

Regarding the Referral/Pending Items portion of the agenda, Mr. Hajos notified the bids for the proposed OES (*Office of Emergency Services*) building would be available at the next meeting.

Concluding his agenda review, Mr. Hajos reviewed the 2020 Budget requests for the Airport and Buildings & Grounds divisions and he, Mr. DeGraw and Frank Morehouse, *Superintendent of Buildings*, answered questions posed by the Committee. During the budget review, discussion was held regarding the generator located at the Human Services Building which was identified as being too small for the needs of that location. The Committee considered purchasing a new, larger, generator for the Human Services Building and moving the current unit to Countryside Adult Home. A motion was subsequently made by Mr. Loeb, seconded by Mr. Simpson and carried unanimously to appropriate funds in an amount to be determined for the purchase of a new generator for the Human Services Building, as well as to cover the cost of moving the existing generator to Countryside Adult Home, and refer same to the Finance Committee to determine a source of funding.

As there was no further business to come before the County Facilities Committee, on motion made by Mr. Strough and seconded by Mr. McDevitt, Mr. Beaty adjourned the meeting at 9:50 a.m.

Respectfully submitted,  
Molly Ganotes-Gleason, Legislative Office Specialist