

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: COUNTY FACILITIES

DATE: AUGUST 25, 2020

COMMITTEE MEMBERS PRESENT:

SUPERVISORS: BEATY
MAGOWAN
CONOVER
HOGAN
SEEBER

OTHERS PRESENT:

KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS
FRANK MOREHOUSE, SUPERINTENDENT OF BUILDINGS
DON DEGRAW, AIRPORT MANAGER
FRANK E. THOMAS, CHAIRMAN OF THE BOARD
RYAN MOORE, COUNTY ADMINISTRATOR
MARY ELIZABETH KISSANE, COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
KEVIN B. GERAGHTY, BUDGET OFFICER
SUPERVISORS BRAYMER
DICKINSON
DRISCOLL
FRASIER
LEGGETT
SIMPSON
STROUGH
WILD
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
SARA FRANKENFELD, GIS COORDINATOR
DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS
JEREMY SCRIME, SENIOR COMPUTER SYSTEMS ANALYST/PROGRAMMER
MIKE SWAN, COUNTY TREASURER
MOLLY GANOTES-GLEASON, LEGISLATIVE OFFICE SPECIALIST

COMMITTEE MEMBERS ABSENT:

SUPERVISORS: BRUNO
DIAMOND

Please note, the following contains a summarization of the August 25, 2020 meeting of the County Facilities Committee; the meeting in its entirety can be viewed on the Warren County website using the following link: <https://www.warrencountyny.gov/gov/comm/Archive/2020/facilities/>

Note: As per Governor Cuomo's Executive Order 202.1: "Article 7 of the Public Officers Law, to the extent necessary to permit any public body to meet and take such actions authorized by the law without permitting in public in-person access to meetings and authorizing such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed". All of the Committee members in attendance participated via video or teleconference except for Supervisor Magowan who was physically present.

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

Copies of the Buildings & Grounds and Airport agendas were distributed to those in attendance and those participating virtually accessed them via the Warren County website; *copies of the agendas are on file with the meeting minutes.*

Motion was made by Ms. Hogan, seconded by Ms. Seeber 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 Kevin Hajos, *Superintendent of Public Works*, who commenced review of the Buildings & Grounds agenda with a request to fill the vacant position of Building Maintenance Mechanic #4, *Grade 15, Base Annual Salary \$42,141*, due to resignation. He explained work would be commencing on the Courts soon and he would need to hire an individual in October to provide enough time to train the new employee. Mr. Magowan asked if it was more cost effective to pay overtime to existing employees for this work instead of adding to the workforce and Mr. Hajos replied there was a lot of work to catch up on because of COVID-19 guidelines. Frank Morehouse, *Superintendent of Buildings*, informed when staff was pulled from a different areas it left a void within the department.

Motion was made by Ms. Hogan, seconded by Ms. Seeber and carried unanimously to approve the request and refer same to the Personnel & Administration Committee for reporting purposes. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Mr. Morehouse introduced the next request which was to appropriate funds in the amount of \$25,000 from Budget Code A.871.00, *Reserve, Rehab County Buildings*, to the Buildings & Grounds budget for elevator repairs. He explained the elevator in the Municipal Center Building was installed in 1962 and the motherboard needed replacing. Mr. Beaty inquired if elevator access was included in the Americans with Disabilities Act and Mr. Hajos replied affirmatively. Ms. Hogan asked if the County Buildings were up to code and Mr. Morehouse answered when there were new construction projects the buildings were brought up to code.

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

Moving on to the Discussion Items portion of the agenda, Mr. Hajos provided an update on the new OES (*Office of Emergency Services*) storage building, advising the building was sided, insulated and the floor had been poured, but the doors and electrical wiring still needed to be installed. Regarding the Court Expansion Project, Mr. Hajos informed construction services for the Supreme Court and Clerks area were out to bid and he advised a December 31, 2020 completion date for the Supreme Court work was anticipated.

Continuing to the Referrals/Pending Items section of the agenda, Mr. Hajos began with the item pertaining to changes to the concrete are at the front entrance of the Municipal Center. He apprised of a referral from the Criminal Justice Committee, regarding the possibility of devoting an area on the Municipal Center Campus for the placement of ceremonial bricks purchased by residents in honor of victims of crime which were being removed from a memorial in Albany, NY due to an infrastructure project and had been given to the District Attorney's Office. Mr. Hajos mentioned that the area at the front of the Municipal Center Building slated for renovation as part of the Court project might be a good area for placement of these bricks. Mr. Beaty expressed his desire for the bricks to be placed and he suggested carrying this as a pending item until a plan was identified. Ms. Seeber mentioned there would be no brick dedication ceremony in 2020 due to the COVID-19 pandemic and she said she hoped a plan could be put in place before the winter to have the bricks placed before next summer so that a ceremony could take place in Warren County for 2021. Mr. Hajos reiterated his initial inclination was to place them in the courtyard area at the front of the Municipal Center as part of the new design for that area, but said if a different location was identified the bricks could be placed sooner. Ms. Seeber indicated her preference for this to be made a priority and Mr. Beaty advised this matter would be kept on the agenda for an update at the next Committee meeting.

Moving on to the second Referral/Pending Item, regarding options for removal of asbestos from the old Jail building, Mr. Beaty reminded the Committee that a working group had been established to review this matter and bring proposals back to the Committee for consideration. Mr. Magowan, who was a member of the working group,

commented the group had not yet scheduled a meeting with Messrs Morehouse and Hajos to begin these discussions.

There being no further Buildings & Grounds business to discuss, privilege of the floor was extended to Don DeGraw, *Airport Manager*, who commenced review of the Airport agenda with a request to fill the vacant position of Airport Maintenance Worker #4, *Grade 10, Base Annual Salary \$37,633*, due to resignation.

Motion was made by Mr. Conover, seconded by Mr. Magowan and carried unanimously to approve the request and refer same to the Personnel & Administration Committee for reporting purposes. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Next, Mr. DeGraw introduced a request to amend the contract with Passero Associates in the amount of \$35,000, to a new total of \$125,000, for services related to construction of an 8-bay t-hangar. He advised the increase was attributed to the need for additional design, administration and bidding services caused by the decision to downgrade the project from a 12-bay hangar to an 8-bay hangar. Mr. Conover inquired if the contract included construction inspection work and Mr. DeGraw replied affirmatively.

Motion was made by Mr. Conover, seconded by Ms. Hogan and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the September 18th Board Meeting. *A copy of the resolution request form is on file with the minutes.*

Concluding the agenda review, Mr. DeGraw spoke regarding the Solar Power Project at the Airport, informing the Project was recalculated for a total of eighty-seven acres which included two different parcels. He informed he was working with County Attorney's office on the RFP (*Request for Proposal*) which he would later bring to Committee for approval before it was released. Mr. Beaty inquired how much revenue would be gained through the Solar Project and Mr. DeGraw estimated approximately \$1,000 per acre per month, for a possible total of \$87,000 per year, could be raised with minimal cost to the County. A discussion ensued, following which it was determined to be the consensus of the Committee that Mr. DeGraw move forward with the work on the RFP.

As there was no further business to come before the County Facilities Committee, on motion made by Mr. Magowan, seconded by Mr. Conover, and carried unanimously, Mr. Beaty adjourned the meeting at 9:38 a.m.

Respectfully submitted,
Molly Ganotes-Gleason, Legislative Office Specialist