

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: COUNTY FACILITIES

DATE: JANUARY 20, 2021

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS: MAGOWAN  
BRUNO  
WILD  
SHEPLER  
STROUGH

**OTHERS PRESENT:**

KEVIN HAJOS, SUPERINTENDENT OF THE DEPARTMENT OF PUBLIC WORKS  
FRANK MOREHOUSE, SUPERINTENDENT OF BUILDINGS  
DON DEGRAW, AIRPORT MANAGER  
RACHEL E. SEEBER CHAIRWOMAN OF THE BOARD  
RYAN MOORE, COUNTY ADMINISTRATOR  
MARY ELIZABETH KISSANE, COUNTY ATTORNEY  
AMANDA ALLEN, CLERK OF THE BOARD  
FRANK E. THOMAS, BUDGET OFFICER  
SUPERVISORS BRAYMER  
CONOVER  
DICKINSON  
GERAGHTY  
HOGAN  
DRISCOLL  
FRASIER  
LEGGETT  
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR  
DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS  
WAYNE LAMOTHE, COUNTY PLANNER  
TOSHA BROWNELL, HELP DESK TECHNICIAN  
MOLLY GANOTES-GLEASON, LEGISLATIVE OFFICE SPECIALIST

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*Please note, the following contains a summarization of the January 20, 2021 meeting of the County Facilities Committee; the meeting in its entirety can be viewed on the Warren County website using the following link: <https://warrencountyny.gov/gov/comm/archive/2021/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 Supervisors Magowan and Shepler who were physically present.***

Mr. Magowan called the meeting of the County Facilities Committee to order at 9:09 a.m.

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

Mr. Magowan began the meeting by calling for a moment of reflection for peace across the nation during the transfer of power to the new President of the United States that day.

Mr. Magowan called for a motion to approve the minutes of the prior meeting and following some questions as to whom was on the Committee presently and had reviewed them, Amanda Allen, *Clerk of the Board*, suggested that the Committee hold off on approving the minutes and she would send them out to the Committee with the video link to allow them to be approved at the next meeting.

Privilege of the floor was extended to Don Degraw, *Airport Manager*, who presented a request to authorize the Chairman of the Board to apply for and execute a grant agreement with the FAA/NYS DOT (*Federal Aviation Administration/New York State Department of Transportation*) for the Rehabilitate Taxiway Lighting Construction an amount not to exceed \$480,000 at the Floyd Bennett Memorial Airport.

Motion was made by Mr. Strough, seconded by Mr. Wild and carried unanimously to approve the request as presented and the necessary resolution was authorized for the February 19, 2021 Board Meeting. *A copy of the resolution request form is on file with the minutes.*

Next, Kevin Hajos, *Superintendent of the Department of Public Works*, introduced a request to fill the vacant position of Airport Manager, *Annual Salary \$74,090*, due to resignation. Mr. Hajos informed Mr. DeGraw was moving on to an opportunity in State of Florida. He apprised Mr. DeGraw had done a great job and he was sad to see him go. He suggested advertising the position as soon as possible. Mr. DeGraw recommended advertising the position on the AAAE (*American Association of Airport Executives*) website, which would provide instant exposure to airport managers across the Country. Mr. Hajos recommended advertising the position for ten days, adding he and Mr. DeGraw would vet the potential candidates. Ryan Moore, *County Administrator*, remarked Mr. DeGraw was one of the best hires the County had made.

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

Regarding the solar land lease RFP (*Request For Proposal*), Mr. Hajos informed proposal evaluations were included in the agenda packet. He explained the proposals were based on 80% environmental impacts, 10% qualification and 10% experience, notifying eight proposals had been received. He said the top two proposals could split the available acres or the Committee could award the bid to the number one proposal. Mr. Hajos informed the annual revenue gained would be \$223,000. He said the next step was to assemble a negotiating team. A brief conversation ensued during which Mrs. Allen informed only two members of the Committee could be members of the negotiating team. Mr. Magowan advised he would determine who the members of the negotiating team would be in order to avoid a quorum of the Committee.

Mr. Magowan asked if there were any public comments and Don Lehman, *Director of Public Relations*, indicated there were none.

There being no further Airport business to discuss, privilege of the floor was extended to Mr. Hajos who commenced review of the Building & Grounds agenda with the following requests;

- To fill the vacant position of Maintenance Mechanic, *Grade 9, Base Annual Salary \$36,214*, due to retirement; and
- To fill the vacant position of Maintenance Mechanic #1, *Grade 9, Base Annual Salary \$36,241*, due to retirement.

Motion was made by Mr. Wild, seconded by Ms. Shepler and carried unanimously to approve the requests as outlined

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above and refer same to the Personnel, Administration & Higher Education Committee for reporting purposes. *Copies of the Notice of Intent to Fill Vacant Position forms are on file with the minutes.*

Next Mr. Hajos introduced a request to amend the Table of Organization and Salary Schedule to create the new position of Director of Facilities-County, *Annual Salary \$73,670*, effective January 1, 2021. He informed after 27 years of service Frank Morehouse, *Superintendent of Buildings*, was retiring and after analyzing all the work that Mr. Morehouse did he decided to change the title of the position.

Motion was made by Mr. Bruno, seconded by Mr. Strough and carried unanimously to approve the request as outlined above and refer same to the Personnel, Administration & Higher Education Committee. *A copy of the resolution request form is on file with the minutes.*

Mr. Hajos then presented a request to fill the vacant position of Director of Facilities-County, *Annual Salary \$73,670*, due to creation. He stated that Mr. Morehouse had done a great job managing the Department for the past twenty years and he thanked him for all of his hard work.

Motion was made by Mr. Strough, seconded by Mr. Wild and carried unanimously to approve the request as outlined above and refer same to the Personnel, Administration & 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. Hajos indicated Mr. Morehouse had agreed to assist the County with the transition in a temporary part-time capacity. Mr. Hajos requested to amend the Table of Organization and Salary Schedule to create and fill the new position of Superintendent of Buildings-PT-Temp, *Annual Salary \$39.87/hour/week*, not to exceed 20 hours/week, effective February 1, 2021.

Motion was made by Mr. Wild, seconded by Ms. Shepler and carried unanimously to approve the request as outlined above and refer same to the Personnel, Administration & Higher Education Committee. *A copy of the resolution request form and the Notice of Intent to Fill Vacant Position form are on file with the minutes.*

Regarding the discussion items portion of the agenda review, Mr. Hajos apprised his Department had submitted to FEMA (*Federal Emergency Management Agency*) for reimbursement, informing the Federal portion was approved, but they were still waiting for the State approval. He said they were still working on submitting reimbursement for overtime at the Sheriff's Department, as well.

Following, Mr. Hajos provided an update on the Court Expansion Project, advising work on Phase 3, (A, B and C) should have started, but due the delay in the delivery of windows, the work would commence next week. Ms. Shepler inquired if they had an anticipated schedule and Mr. Hajos replied the project would be completed by mid to late summer or September. He explained there was a significant amount of coordination required between Departments.

Concluding his agenda review, Mr. Hajos discussed the Referral/Pending Items, explaining the concrete area in front of the Municipal Center would not be done until the Court Expansion Project was completed.

Mr. Magowan spoke regarding removal of asbestos in the old jail, advising he would have information available for the next meeting.

Regarding the referral from the Economic Growth & Higher Education Committee concerning an energy audit, Mr. Morehouse advised they were experimenting by insulating the windowsills, adding it was not cost effective to replace

the windows.

Mr. Morehouse thanked the Board for the opportunity to work for the County for so many years.

Mr. Magowan inquired if there was any public comment and Mr. Lehman replied in the negative.

As there was no further business to come before the County Facilities Committee, on motion made by Mr. Strough, seconded by Ms. Shepler and carried unanimously, Mr. Magowan adjourned the meeting at 9:47 a.m.

Respectfully submitted,  
Molly Ganotes-Gleason, Legislative Office Specialist