

**COUNTY FACILITIES COMMITTEE MEETING
BUILDINGS & GROUNDS AGENDA
FEBRUARY 23, 2021**

Committee Members: *Magowan*, Bruno, Wild, Shepler and Strough

I. Committee Meeting Call to Order by Chair

II. Approval of minutes of prior Committee Meeting

III. Action Agenda/New Business Items:

1. Request: Notice of Intent to Fill Vacant Position
Rationale: Backfill Building Maintenance Worker #2 - Promotion
2. Request: Notice of Intent to Fill Vacant Position
Rationale: Backfill Building Maintenance Worker #6 - Promotion
3. Request: Notice of Intent to Fill Vacant Position
Rationale: Backfill Cleaner #12 - Termination
4. Request: New Contract
Rationale: Term Agreement for HVAC services
5. Request: New Contract
Rationale: Term Agreement for Overhead Door Services
6. Request: Transfer Funds
Rationale: Full time salary to Part time salary

IV. Discussion Items

FEMA Reimbursement update
Court Update

V. Referrals/Pending Items

1. Discussion to continue regarding changes to the concrete area at the front entrance of the Municipal Center Building. (01.22.20) Committee decided to delay any action on this item until more information is available regarding the impacts of the COVID-19 pandemic on the County's finances. (04.21.20) Update: Mr. Hajos informed this was on hold until next summer. (10.20.22) Update: Mr. Hajos advised the revitalization of the front entrance was part of the final phase of the Court Expansion Project that would be looked into next September. (11.24.20) Update: Mr. Hajos informed the concrete area in front of the Municipal Center would not be done until the Court Expansion Project was completed. (01.20.21)
2. Supervisors Magowan, Bruno, Braymer (and any other Supervisors interested) to make up a working group with Kevin Hajos and Frank Morehouse to discuss options for removal of asbestos from the old Jail and report back to Committee at a future meeting. (07.11.20)
3. Referral from the Economic Growth & Development and Higher Education Committee to consider approving an energy audit on the windows in the Municipal Center Building. (11.24.20) Update: Mr. Morehouse apprised Buildings & Grounds staff were experimenting by insulating the windowsills as it was not cost effective to replace the windows. (01.20.21)

VI. Privilege of the floor and public comment (please allow for 15 second delay on live stream meetings)

VII. Motion to Adjourn

- Attachments:
1. Resolution Request Form No. 12 – Notice of Intent to Fill Vacant Position
 2. Resolution Request Form No. 12 – Notice of Intent to Fill Vacant Position
 3. Resolution Request Form No. 03 – New Contract
 4. Resolution Request Form No. 03 – New Contract
 5. Resolution Request Form No. 10A – Transfer Funds

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Work-Buildings & Grounds Payroll Dept. No: 19.10

Title of Position: Building Maintenance Worker #2 Base Salary of Position: \$33,600 Grade: 7

Filling at Step # (If Known): _____

Budget code and title: A.1620 General Buildings Union Non-Union

This position is vacated due to: Retirement Resignation Termination Promotion Other

Employee No./Last Name: #6230 Woodard, G. Date of Vacancy: 02/15/2021

Is this position mandated? Yes No Is the position reimbursable? Yes No

Source of reimbursement: Federal _____% State _____% Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring. _____

Human Resources Director has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.

The Administrator objects to the filling of the vacancy.

Administrator Signature _____ Date _____

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.

The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____

The committee has no objection to the filling of the vacancy.

The committee objects to the filling of the vacancy.

In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.

In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature _____ Date _____

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Work-Health & Human Services Payroll Dept. No: 19.13
Title of Position: Building Maintenance Worker #6 Base Salary of Position: \$33,600 Grade: 7
Filling at Step # (If Known): _____
Budget code and title: A.1624 General.Health & Human Services Building Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: #13191 Ruland Date of Vacancy: 02/15/2021
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State _____% Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring. _____

Human Resources Director has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature _____ Date _____

BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____

- The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature _____ Date _____

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: DPW.Buildings & Grounds Payroll Dept. No: 19.10
Title of Position: Cleaner #12 Base Salary of Position: \$27,438 Grade: 2
Filling at Step # (If Known): _____
Budget code and title: A.1620 DPW/General Buildings Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 13402/Rawson Date of Vacancy: 02/03/2021
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____ % State _____ % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring. _____

Human Resources Director has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature _____ Date _____

BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____

- The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature _____ Date _____

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Facilities

DATE: 2/23/2021

- (a) Is this a Result of a Bid or Request for Proposal? Bid
- (b) Purpose of Contract: WC 9-21 HVAC Repairs, Rehabilitation and Installation
- (c) Name of Contractor: TBD
- (d) Address of Contractor: TBD
- (e) Contractor's Contact Person and Telephone Number: TBD
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: Upon Execution
- (h) Termination Date of Contract: 12/31/2021 with additional one-year terms possible
- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, (with title), Object Code (with title), and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount:

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Facilities

DATE: 2/23/2021

- (a) Is this a Result of a Bid or Request for Proposal? Bid

- (b) Purpose of Contract: WC 16-21 Overhead Door repair, replacement and installation

- (c) Name of Contractor: TBD

- (d) Address of Contractor: TBD

- (e) Contractor's Contact Person and Telephone Number: TBD

- (f) Has or will the Contract be provided, if so, please attach:

- (g) Commencement Date of Contract: 5/1/2021

- (h) Termination Date of Contract: 4/30/2022 with 2 one-year extensions possible

- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.

- (j) Where are the Funds for this Contract? List Budget Code, (with title), Object Code (with title), and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount:

REQUEST FOR TRANSFER OF FUNDS

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

FRC DEPARTMENT OF PUBLIC WORKS

Name of Department

SIGNED: _____ DATE: 2/23/2021

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1620 110	General, Buildings, Salary - Regular	A.1620 130	General, Buildings, Salary - Part Time	\$ 10,400.00

<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:

To Fund Temporary Position

County Facilities Committee
Fire Prevention & Building Code Enforcement Agenda

February 23, 2021

COMMITTEE MEMBERS: Supervisors Magowan, Bruno, Wild, Shepler and Strough

- I. Committee meeting called to order by the Chair
- II. Approval of minutes of prior Committee Meeting
- III. Action Agenda/New Business Items:
 1. Notice to Fill Vacant Position
- IV. Discussion Items:
 1. 2020 End Year Reports
- V. Referrals/Pending Items: None
- VI. Privilege of the Floor and public comment (please allow 15 second delay on live stream meetings)
- VII. Motion to Adjourn

Attachments:

1. Resolution Request Form No. 12, Schedule "A"
2. 2020 Final Budget Performance Report
3. 2020 Final Permit Numbers & Revenue Report

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Fire Prevention & Building Code Enforcement Payroll Dept. No: A.3620
Title of Position: Fire Prevention & Building Code Enforcement Officer #6 Base Salary of Position: \$45,455.00 Grade: 17
Filling at Step # (If Known): Entry Level
Budget code and title: A.3620 Fire Prevention & Building Code Enforcement Officer Union [X] Non-Union []
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: 13285 Bollinger Date of Vacancy: 11/18/2020
Is this position mandated? [] Yes [X] No Is the position reimbursable? [] Yes [] No
Source of reimbursement: [] Federal [] State [] Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[X] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. [Signature] 2/11/21
Human Resources Director has approved this form when initialed. [Signature] 2/11/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[X] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 2/9/21

BUDGET OFFICER COMPLETES THIS SECTION

[X] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature [Signature] Date 2/11/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee
[] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature Date

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund A - General									
REVENUE									
2590	Department 3620 - Building & Fire Code Building Permits	202,000.00	.00	202,000.00	25,554.00	.00	200,589.20	1,410.80	99
2770	Other Unclassified Revenue	1,550.00	.00	1,550.00	433.75	.00	2,588.50	(1,038.50)	167
	Department 3620 - Building & Fire Code Totals	\$203,550.00	\$0.00	\$203,550.00	\$25,987.75	\$0.00	\$203,177.70	\$372.30	100%
	REVENUE TOTALS	\$203,550.00	\$0.00	\$203,550.00	\$25,987.75	\$0.00	\$203,177.70	\$372.30	100%
EXPENSE									
110	Department 3620 - Building & Fire Code Salaries - Regular	333,603.00	.00	333,603.00	32,077.51	.00	331,503.89	2,099.11	99
410	Supplies	1,950.00	250.00	2,200.00	262.74	.00	1,931.76	268.24	88
418	Ins-General Liability	1,750.00	.00	1,750.00	.00	.00	1,452.30	297.70	83
423	Telephone	2,592.00	200.00	2,792.00	406.19	.00	2,730.20	61.80	98
424	Postage	950.00	.00	950.00	133.15	.00	814.31	135.69	86
426	Subscriptions	1,485.00	107.00	1,592.00	.00	.00	1,591.35	.65	100
427	Memberships & Dues	505.00	(60.00)	445.00	.00	.00	445.00	.00	100
428	Data Processing & Internet Fees	324.00	.00	324.00	.00	.00	324.00	.00	100
441	Auto-Supplies & Repair	3,500.00	(500.00)	3,000.00	933.72	.00	1,962.14	1,037.86	65
442	Automotive - Gas & Oil	7,000.00	(2,266.00)	4,734.00	317.94	.00	3,464.58	1,269.42	73
444	Travel/Education/Conference	4,600.00	(2,541.00)	2,059.00	.00	.00	2,022.00	37.00	98
453	Uniforms & Clothing	1,000.00	(1,000.00)	.00	.00	.00	.00	.00	+++
810	Retirement	48,675.00	.00	48,675.00	3,429.50	.00	48,333.47	341.53	99
830	Social Security	20,685.00	.00	20,685.00	1,883.12	.00	19,509.07	1,175.93	94
831	Medicare Contribution	4,836.00	.00	4,836.00	440.40	.00	4,562.60	273.40	94
840	Workmen's Compensation	4,633.00	.00	4,633.00	.00	.00	4,632.02	.98	100
860	Hospitalization	63,198.00	.00	63,198.00	4,850.83	.00	63,187.39	10.61	100
861	Retirees Hospitalization	14,053.00	.00	14,053.00	774.08	.00	9,288.96	4,764.04	66
862	Health Insurance Cost Reimbursement	100.00	.00	100.00	.00	.00	412.95	(312.95)	413
865	Dental Insurance	1,056.00	.00	1,056.00	(64.54)	.00	910.82	145.18	86
	Department 3620 - Building & Fire Code Totals	\$516,495.00	(\$5,810.00)	\$510,685.00	\$45,444.64	\$0.00	\$499,078.81	\$11,606.19	98%
	EXPENSE TOTALS	\$516,495.00	(\$5,810.00)	\$510,685.00	\$45,444.64	\$0.00	\$499,078.81	\$11,606.19	98%
	Fund A - General Totals								
	REVENUE TOTALS	203,550.00	.00	203,550.00	25,987.75	.00	203,177.70	372.30	100%
	EXPENSE TOTALS	516,495.00	(5,810.00)	510,685.00	45,444.64	.00	499,078.81	11,606.19	98%
	Fund A - General Totals	(\$312,945.00)	\$5,810.00	(\$307,135.00)	(\$19,456.89)	\$0.00	(\$295,901.11)	(\$11,233.89)	
	Grand Totals								
	REVENUE TOTALS	203,550.00	.00	203,550.00	25,987.75	.00	203,177.70	372.30	100%
	EXPENSE TOTALS	516,495.00	(5,810.00)	510,685.00	45,444.64	.00	499,078.81	11,606.19	98%
	Grand Totals	(\$312,945.00)	\$5,810.00	(\$307,135.00)	(\$19,456.89)	\$0.00	(\$295,901.11)	(\$11,233.89)	

Warren County, NY

Budget Performance Report

Date Range 01/01/20 - 12/31/20

Include Rollup Account and Rollup to Account

**WARREN COUNTY DEPARTMENT OF FIRE PREVENTION &
BUILDING CODE ENFORCEMENT**

ACTIVITY REPORT FROM 1/1/2020-12/31/2020		Number of Permits			
		1/1/2020-12/31/2020		1/1/2020-12/31/2020	
		New Construction	Addition or Alteration	New Construction	Addition or Alteration
A1	Assembly Group	0	1	0	1
A2	Assembly Group	3	13	3	13
A3	Assembly Group	2	4	2	4
A4	Assembly Group	0	0	0	0
A5	Assembly Group	0	0	0	0
B1	Business	3	6	3	6
B2	Business	0	0	0	0
B3	Business	0	0	0	0
D1	Demolition	69	1	69	1
E1	Educational Group	0	1	0	1
F1	Factory Group	0	2	0	2
F2	Factory Group	0	0	0	0
H1	High-Hazard Group	0	0	0	0
H2	High-Hazard Group	0	0	0	0
H3	High-Hazard Group	0	0	0	0
H4	High-Hazard Group	0	0	0	0
H5	High-Hazard Group	0	0	0	0
I1	Institutional	0	1	0	1
I2	Institutional	0	0	0	0
I3	Institutional	0	0	0	0
I4	Institutional	0	0	0	0
M1	Mercantile	1	6	1	6
P1	Permit Renewals	398	9	398	9
R1	Residential Group	1	5	1	5
R2	Residential Group	0	9	0	9
R3	Residential Group	0	4	0	4
R4	Residential Group	0	0	0	0
RM	Residential Manufactured Home	6	5	6	5
S1	Storage	4	0	4	0
S2	Storage	1	2	1	2
SF	Single Family Dwelling	83	194	83	194
TF	Two Family Dwelling	1	0	1	0
TH	Townhouse	0	10	0	10
U1	Miscellaneous	206	21	206	21
	Permit Counts	778	294	778	294
		1072		1072	
	Permit Fees	\$200,589.20		\$200,589.20	