

**COUNTY FACILITIES COMMITTEE MEETING
BUILDINGS & GROUNDS AGENDA
June 22, 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 Position - Cleaner
Rationale: Due to Resignation
2. Request: Transfer of Funds
Rationale: Asbestos and Lead Base Testing
3. Request: New Contract – Plumbing
Rationale: Enter into a new contract for a term agreement contract for Plumbing Services
4. Request: Misc Resolution for Generator
Rationale: To move funds for the generator hookup at HSB

IV. Discussion Items

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) 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. (02.23.21) Update: Mr. Hajos explained Clark Patterson Lee was working on three estimates which were to: completely remove the building; to abate and gut the building; and to completely gut the building and demolish it. (05.25.21)

3) Ongoing discussion regarding the proposed Joseph Warren Center at the former Detention Center and the status of condition of the building and the work required. (05.25.21)

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 - Fill Vacant Position
2. Resolution Request Form No. 10 – Transfer of Funds
3. Resolution Request Form No. 3 – New Contract
4. Resolution Request Form No. 20 - Misc.

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 Works Payroll Dept. No: 19.13
Title of Position: Cleaner #8 Base Salary of Position: \$27,438 Grade: 2
Filling at Step # (If Known): _____
Budget code and title: A.1624 Health & Human Services Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: #13094/Bessen Date of Vacancy: 06/26/2021
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 LABOR
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. 6/11/21
Human Resources Director has approved this form when initialed. 6/11/21

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 Acting Chairwoman Maureen Seiber Date 6/11/21

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 Frank E. Thomas Date 6/17/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee County Facilities
 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 6/22/21

Amended, Warren County Personnel, January 9, 2013

CLEANER

DISTINGUISHING FEATURES OF THE CLASS: This is routine work requiring efficient performance of simple cleaning tasks and may include moving tables and chairs, etc. for cleaning and/or meeting set ups under general supervision. The work of employees in this class involves only the thorough execution of tasks that follow a well-established routine. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)
Dust chairs, tables, desks, shelves and other furniture;
Wash windows, walls, woodwork, water closets, tubs and bowls;
Sweep, mop, wash and wax floors;
Gather and dispose of refuse;
Clean and polish furniture and fixtures;
May manually shovel snow and spread salt to keep entrances clean;
May set up and take down tables, chairs, microphones and related items as necessary;
Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Some knowledge of cleaning methods, materials and equipment; ability to understand and follow simple oral and written directions; ability to get along well with others; ability to read and write; thoroughness; cleanliness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None is required but some experience in building cleaning work is desirable.

REQUEST FOR TRANSFER OF FUNDS

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

FROM: County Facilities - Buildings & Grounds

Name of Department

SIGNED: _____ DATE: 6/22/2021

FROM CODE TITLE TO CODE TITLE AMOUNT

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 439	Contingent Fund	A.1620 470	Buildings, Contracts	\$7,655.00

Please state reason for transfer request:

Asbestos & Lead Consulting Services for Denton Home

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: County Facilities - Buildings & Grounds

DATE: 6/22/2021

- (a) Purpose of Request: To Fund Health & Human Services Building, Repair & Maint- Bldg/Property A.1624 413 With the Reserve, A871.00 Reserve, Rehab County Buildings.

- (b) Details: Appropriation Code A.1624 413 Health & Human Services Building, Repair and Maint- Bldg/Property \$15,569.47 to cover cost of Generator swap out.

- (c) Previous Resolution Number:

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: Reserve, Rehab County Buildings, A871.00, \$15,569.47.

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: DPW

DATE: 6/22/2021

- (a) Is this a Result of a Bid or Request for Proposal? Bid WC 36-21Plumbing Services
- (b) Purpose of Contract: Award Construction Contract to Lowest Responsible Bidder
- (c) Name of Contractor: C&L Mechanical Corp.
- (d) Address of Contractor: PO Box 187, Fort Edward, NY 12828
- (e) Contractor's Contact Person and Telephone Number: Nelson Charron
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: July 31, 2021
- (h) Termination Date of Contract: July 31, 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: Various funds

WARREN COUNTY BID TABULATION SHEET

BID NO: WC 36-21	NAME & ADDRESS OF BIDDER	NAME & ADDRESS OF BIDDER	NAME & ADDRESS OF BIDDER	NAME & ADDRESS OF BIDDER
ITEM(S): PLUMBING SERVICES	C&L Mechanical, Corp. Attn: Nelson Charron PO Box 187 Fort Edward, NY 12828 Ph: 518-531-8998	BPI Mechanical Services, Inc. Attn: Daniel Keating 95 Hudson River Road Waterford, NY 12188 Ph: 518-362-6414	Eckert Mechanical, LLC. Attn: Russell Lincoln 1062 Central Avenue Albany, NY 12205 Ph: 518-459-4116 Fax: 518-459-1208	Rozell East, Inc. Attn: Tim Guidon 45 Casey Road Queensbury, NY 12804 Ph: 518-793-2634 Fax: 518-615-0162
DATE: JUNE 1, 2021				
TIME: 3:00 P.M.				
BID AWARDED TO:		RESOLUTION NO. XX OF 2021		
TERM OF BID: AUGUST 1, 2021 THROUGH JULY 31, 2022		✓ JULIE A. BUTLER, PURCHASING AGENT		
DESCRIPTION OF ITEM	BID PRICE/HOURLY RATE	BID PRICE/HOURLY RATE	BID PRICE/HOURLY RATE	BID PRICE/HOURLY RATE
SCHEDULE #1 HOURLY LABOR RATES				
Plumber / Steamfitter - Standard Rate:	\$77.00	\$81.00	\$98.25	\$110.46
Plumber / Steamfitter - Overtime Rate:	\$115.50	\$120.00	\$138.00	\$149.79
Plumber / Steamfitter - Emergency Rate:	\$154.00	\$120.00	\$152.00	\$189.12
Plumber, Journeyman - Standard Rate:	\$74.00	\$81.00	\$98.25	\$105.69
Plumber, Journeyman - Overtime Rate:	\$111.00	\$120.00	\$138.00	\$142.63
Plumber, Journeyman - Emergency Rate:	\$148.00	\$120.00	\$152.00	\$179.58
Plumber, Apprentice - Standard Rate:	\$54.00	\$70.00	\$98.25	\$89.44
Plumber, Apprentice - Overtime Rate:	\$81.00	\$100.00	\$138.00	\$119.00
Plumber, Apprentice - Emergency Rate:	\$108.00	\$100.00	\$152.00	\$148.55
SCHEDULE #2 - RESPONSE TIME & MARK-UP				
Response Time for Repairs During Normal Work Hours:	1 Hour	1-2 Hours	2 Hours	2 Hours

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TIME: 3:00 P.M.				
DESCRIPTION OF ITEM	BID PRICE/ HOURLY RATE	BID PRICE/HOURLY RATE	BID PRICE/HOURLY RATE	BID PRICE/HOURLY RATE
SCHEDULE #2 - RESPONSE TIME & MARK-UP - CONTINUED				
Response Time for Emergency / After Hours Repairs:	1 Hour	1-2 Hours	2 Hours	2 Hours
Specialized Equipment Furnished; Percent Mark-Up:	4%	10%	20%	10%
Materials Furnished; Percent Mark-Up:	4%	17%	20%	15%
Parts Furnished; Percent Mark-Up:	\$4.00	17%	20%	15%
COMMENTS:	We also service & install back flow prevention devices.	n/a	n/a	n/a

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

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Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. 599 OF 2019

RESOLUTION INTRODUCED BY SUPERVISORS SOKOL, SIMPSON, MERLINO, DICKINSON, STROUGH, BEATY, FRASIER, MCDEVITT, GERAGHTY, BRAYMER AND HYDE

INCREASING RESERVE, REHAB COUNTY BUILDINGS (A.871.00); AUTHORIZING TRANSFER OF FUNDS; AND AMENDING WARREN COUNTY BUDGET FOR 2019

RESOLVED, that the Warren County Board of Supervisors does hereby increase Reserve, Rehab County Buildings (A.871.00), as follows:

1. Reserve, Rehab County Buildings (A.871.00) is hereby increased in the amount of One Hundred Eighteen Thousand Dollars (\$118,000).
2. The proposed method of financing the increase consists of the following:
 - a. A transfer of funds in the amount of One Hundred Eighteen Thousand Dollars (\$118,000) from Budget Code A.1624 413 Health & Human Services Building, Repair & Maint.- Bldg/Property,

and be it further

RESOLVED, that the Warren County budget for 2019 be, and hereby is, amended accordingly, and be it further

RESOLVED, that the Warren County Board of Supervisors hereby authorizes and approves the County Treasurer to transfer the funds in the amount indicated below:

<u>TRANSFER TO</u>	<u>AMOUNT</u>
Reserve, Rehab County Buildings	\$118,000