

**COUNTY FACILITIES COMMITTEE MEETING  
BUILDINGS & GROUNDS AGENDA  
August 24, 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: Misc Resolution – Generator Swap-out  
Rationale: To fund the cable needed for the new generator at the HSB.
2. Request: Transfer of Funds  
Rationale: To fund the cable needed for the new generator at the HSB
3. Request: Notice of Intent to Fill Position – Cleaner #6  
Rationale: Due to a resignation
4. Request: Notice of Intent to Fill Position – Cleaner #12  
Rationale: Due to a resignation
5. Request: Notice of Intent to Fill Position – Building Maintenance Worker #2  
Rationale: Due to a resignation

**IV. Discussion Items**

1. Court Update
2. Work Order Request Program – Fleet Vehicles

**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: Warren County Soil and Water Conservation District offered to apply for a grant on behalf of the County to obtain funds that could be used to rehabilitate the front entrance, addressing the concrete area while solving the standing water issue in the front parking lot road; these funds could be used instead of the bonded funds as initially planned. (06.21.21)
- 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) Update: Two task force groups to be established, one for the Joseph Warren Museum, and another for developing the building. (06.21.21)

**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. 20 – Misc.
2. Resolution Request Form No. 10 – Transfer of Funds
3. Resolution Request Form No. 12 – Notice of Intent to Fill Position
4. Resolution Request Form No. 12 – Notice of Intent to Fill Position
5. Resolution Request Form No. 12 – Notice of Intent to Fill Position

## ***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: 8/24/2021**

- (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 \$2,430.00 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, \$2,430.00.

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

\* as listed in budget and LOGOS

REQUEST FOR TRANSFER OF FUNDS

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

FROM: County Facilities - Buildings & Grounds  
Name of Department

SIGNED: \_\_\_\_\_ DATE: 8/24/2021

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1620 470	Buildings, Contract	A.1624 413	Health & Human Serv Bldg, Repair & Maint Bldg/Property	\$ 10,000.00

FROM CODE                      TITLE                      TO CODE                      TITLE                      AMOUNT

Please state reason for transfer request:

Cover the Cost of Installing Generator at HSB

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: 19.13
Title of Position: C/cancr #6 Base Salary of Position: \$28,982 Grade: 2
Filling at Step # (If Known):
Budget code and title: A.1624 DPW/Health & Human Services Union [checked] Non-Union [ ]
This position is vacated due to: [ ] Retirement [checked] Resignation [ ] Termination [ ] Promotion [ ] Other [ ]
Employee No./Last Name: #13390/Lawrence Date of Vacancy: 07/29/2021
Is this position mandated? [ ] Yes [checked] No Is the position reimbursable? [ ] Yes [checked] 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 [checked] 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] 8/10/21
Human Resources Director has approved this form when initialed. [Signature] 8/10/21

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 \_\_\_\_\_ 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 \_\_\_\_\_

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.

# 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: \$28,982 Grade: 2  
Filling at Step # (If Known): \_\_\_\_\_  
Budget code and title: A.1620 DPW/Building & Grounds Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: #13540/Clear Date of Vacancy: 07/20/2021  
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. REV 8/12/21  
Human Resources Director has approved this form when initialed. AS 8/12/21

### 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 [Signature] Date 8/12/21

### 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 8/12/21

### 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 \_\_\_\_\_

# 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: \$35,491 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: #13468 Cleveland Date of Vacancy: 08/18/2021

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 \_\_\_\_\_

Amended, Warren County Personnel, July 2, 2013

BUILDING MAINTENANCE WORKER

GENERAL STATEMENT OF DUTIES: Performs a variety of semi-skilled building repair and maintenance tasks; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is semi-skilled work involving responsibility for independently performing a variety of mechanical and other building maintenance tasks or for serving as a helper to journeyman tradesman. In either case, although a working knowledge of one or more trades is necessary, a maintenance worker does not utilize the more skilled journeyman techniques for any considerable portion of his time. In addition, the work may involve the part-time operation of a truck, automobile or other automotive equipment. General instructions are received and work is performed under immediate or general supervision depending upon the nature of the task. Effectively works as an individual or as a member of a crew and coordinates efforts with other employees as appropriate.

EXAMPLES OF WORK: (Illustrative only)

Performs semi-skilled work in masonry, carpentry, electrical or painting operations;  
Helps to install and repair wiring systems and electric fixtures and equipment;  
Repairs windows, doors, floors, walls and other parts of buildings;  
Does interior and exterior painting where quantity rather than fine quality of work performed is the principal object;  
Helps to install and repair general plumbing equipment, such as sinks, toilets and baths;  
Assists in cleaning and repairing boilers, pumps, heaters, pipe lines, valves and traps;  
Mixes plaster and concrete and assists in laying brick, plastering walls, finishing concrete work, etc.;  
Operates trucks, automobiles, air compressors, and other motorized equipment;  
Takes part in general grounds maintenance activities;  
Serves as general handyman performing a variety of semi-skilled duties.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of modern buildings and grounds maintenance and repair practices; knowledge of the practices and techniques of one or more of the standard trades; mechanical aptitude; industry; good physical condition; dependability; manual dexterity.

ACCEPTABLE EXPERIENCE AND TRAINING: Two years of experience in either general building construction or maintenance work in one or more of the standard trades, such as carpentry, plumbing, electrical; or any equivalent combination of experience and training.

SPECIAL REQUIREMENT: Possession of a Class D New York State driver's license at time of appointment.