

**COUNTY FACILITIES COMMITTEE MEETING  
BUILDINGS & GROUNDS AGENDA  
September 21, 2021**

Committee Members: *Magowan*, Bruno, Wild, Shepler and Strough, Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C (4) of the Rules of the Board.

**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 #2  
Rationale: Due to a termination

**IV. Discussion Items**

1. Court Update - Completed
2. Work Order Request Program
3. Fleet Car Request Program
4. Budget Review

**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. 12 – Notice of Intent to Fill Position

# 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 #2 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: #13541/Barton Date of Vacancy: 08/20/2021  
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. POB 9/14/21  
Human Resources Director has approved this form when initialed. AS 9/14/21

### 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 9/15/21

### 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 9/16/21

### 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 [Signature] Date 9/21/21

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.