

**COUNTY FACILITIES COMMITTEE MEETING
BUILDINGS & GROUNDS AGENDA
April 26, 2022**

Committee Members: *BRUNO*, Magowan, Thomas, Strough, Conover, Beaty and Diamond

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 the Position – Cleaner #11
Rationale: Due to Retirement
2. Request: Miscellaneous
Rationale: For closure of Capital Project H263

IV. Discussion Items

1. Work Order Request Program
2. Fleet Car Request Program
3. Countryside Adult Home - Update

V. Referrals/Pending Items

1) Regarding changes to the concrete area at the front entrance of the Municipal Center Building, it was determined the grant funding sought by the Warren County Soil and Water Conservation District was not available, but funding may be remaining within the Court Project. The preliminary design ideas and costs and photos were provided and the Committee members were asked to provide their ideas for alternate plans to the Superintendent of Public Works to be included in the next Committee meeting agenda for discussion and consideration. (02.28.22) Design for updates to the front entrance of the Municipal Center Building - Committee members to review proposed plans and provide any ideas for changes to the Superintendent of Public Works. (03.22.22)

2) With regard to the use of the former Jail Building, the Committee was advised testing had been completed and abatement would cost \$230,000, along with interior demolition rough costs of between \$100,000 to \$200,000 (02.28.22). Update on abatement of asbestos in old jail building. (03.22.22)

3) Pertaining to ongoing discussion regarding the proposed Joseph Warren Center at the former Detention Center, the Committee was notified that LaBella Associates was working on plans to convert former Detention Center building and there was a meeting later in the week regarding the plans. Update on work to convert former Warren County Detention Center to Joseph Warren Center. (03.22.22) (02.28.22).

4) Staff to determine whether RFP is needed to proceed with utility review and recovery of any overcharges or if they County can proceed with a contract for this work as a professional service and report back at the next Committee meeting. (03.22.22)

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 #12 – Notice of Intent to Fill a Position
2. Resolution Request Form No. 20 - Miscellaneous

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: _____ Payroll Dept. No: _____

Title of Position: _____ Base Salary of Position: _____ Grade: _____

Filling at Step # (If Known): _____

Budget code and title: _____ Union Non-Union

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

Employee No./Last Name: _____ Date of Vacancy: _____

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 _____

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. 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: DPW - Facilities

DATE: 4/26/22

- (a) Purpose of Request: To authorize closure of capitol project H263 - Design & Construction of the Human Services Building and return remaining funds to the fund source.

- (b) Details: Project is complete. Estimated Remaining Funds: \$11,030.56
Fund Source: V.5031

- (c) Previous Resolution Number:

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

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

* as listed in budget and LOGOS