

**COUNTY FACILITIES COMMITTEE MEETING
BUILDINGS & GROUNDS AGENDA
July 19, 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 a position
Rationale: Due to resignation

IV. Discussion Items

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

V. Referrals/Pending Items

1. Design for updates to the front entrance of the Municipal Center Building – Revised plans incorporating the changes that were suggested and discussed would be presented at the next Committee meeting (06.21.22).
2. Update on abatement of asbestos in old jail building. (03.22.22). Update: It was relayed that an estimate of \$495,000 was received from Clark Patterson Lee for the abatement and a final cost would be available in July. The Committee determined the scope of work would be distributed to five engineers on contract for estimates on constructing a regional morgue facility. (6.21.22)
3. Update on work to convert former Warren County Detention Center to Joseph Warren Center. (03.22.22) Update: A meeting was held and it was decided new designs would be submitted to Labella Associates for review in July. (6.21.22)
4. Referral from the Criminal Justice & Public Safety Committee regarding the matter of installing magnetometers in the Municipal Building. (6.21.22)

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

VII. Motion to Adjourn

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.HEALTH & HUMAN SERVICES BUILDING Payroll Dept. No: 19.13
Title of Position: Cleaner #6 Base Salary of Position: \$29735 Grade: 2
Filling at Step # (If Known): _____
Budget code and title: A.1624 GENERAL.HEALTH AND HUMAN SERVICES Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: #13593/KLEMPLE Date of Vacancy: 07/11/2022
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. Done 7/11/22
Human Resources Director has approved this form when initialed. AF 7/11/22

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 7/11/22

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 7/11/22

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 Daniel F. Bruno Date 19-July-2022

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.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

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.