

COUNTY FACILITIES COMMITTEE MEETING  
BUILDINGS & GROUNDS AGENDA  
September 27, 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: New Contract  
Rationale: Enter into a contract with Consultant to perform Utility and Telecommunication Audit.
- IV. **Discussion Items**
  1. Work Order Request Program
  2. Fleet Car Request Program
  3. Countryside Adult Home – Update
  4. Abatement and Demolition of Jail bid
  5. Budget Presentation
- 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 work to convert former Warren County Detention Center to Joseph Warren Center. (03.22.22) Update: LaBella Associates was working on an estimate for the work which would be presented at a future meeting. (08.23.22)
  3. Referral from the Criminal Justice & Public Safety Committee regarding the matter of installing magnetometers in the Municipal Building. (06.21.22) Update: The Director of Facilities to pursue the temporary installation of magnetometers at the Department of Motor Vehicles entrance contingent upon availability of a unit from the State. The status of the plans for the installation of a magnetometer at the DMV entrance of the Municipal Center Building to be provided at the next Committee meeting. (08.23.22)
- VI. **Privilege of the floor and public comment** (please allow for 15 second delay on live stream meetings)
- VII. **Motion to Adjourn**

Attachment

  1. Resolution Request No. 3 - New Contract
  2. Budget Summary

# *RESOLUTION REQUEST FORM NO. 3*

## *Request for New Contract*

**DEPARTMENT NAME:** County Facilities

**DATE:** 9/27/22

- (a) Is this a Result of a Bid or Request for Proposal? Proposals WC 51-22
- (b) Purpose of Contract: Award contract for Utility and Telecommunications Auditing Services
- (c) Name of Contractor: Troy & Banks, Inc.
- (d) Address of Contractor: 2216 Kensington Avenue, Buffalo, NY 14226
- (e) Contractor's Contact Person and Telephone Number: Thomas Ranallo 716 839-4402
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: upon execution
- (h) Termination Date of Contract: upon completion
- (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. 20% of any refund received.
- (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: A 1620.470

***RESOLUTION REQUEST FORM NO. 9***

***Request to Increase or Decrease or Amend Existing Capital Project or  
Capital Reserve Project\****

*\*If this is the result of a grant award, also complete and submit Form No. 5 or 6*

**DEPARTMENT NAME: DPW - Buildings & Grounds**

**DATE: September 27, 2022**

- (a) Exact Title and Number of Project\*:  
**H417, Jail Abatement & Demolition**
- (b) Is this a Capital Project?  
**Yes**
- (c) Is this a Capital Reserve Project?
- (d) Amount of Increase (if applicable):  
**\$111,100 (\$82,000 balance plus 5% contingency)**
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):  
**A.9950 910, Transfers-Capital Projects, Interfund Transfers  
(to be funded by a transfer from the Contingent Account through  
separate action)**
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment:  
**To fund balance of project (total estimate of \$582,000) and provide 5%  
contingency for any unforeseen increases**

*RESOLUTION REQUEST FORM NO. 10*

*Request for Transfer of Funds*

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

DEPARTMENT NAME: DPW - Buildings & Grounds

SIGNED:

DATE: September 27, 2022

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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Please state reason for transfers requested:

**CONTINGENT FUND TRANSFER REQUESTS**

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions	A.9950 910	Transfers-Capital Projects, Interfund Transfers	\$111,100

Please state reason for transfer request:

To fund balance of cost for H417, Jail Abatement & Demolition, (\$82,000) and provide 5% contingency (\$29,100) for unforeseen increases  
Please file original request with Clerk of the Board and retain copy for your records.

## Summary of 2023 Budget

### County Facilities (Airport and Building and Grounds)

- A.1610 Fleet Management – Increase, Insurance, gas
- A.1620 Buildings – Increase – salaries, benefits, gas, road material/contracts for nurses parking lot
- A.1621 Building #11 – no increase
- A.1624 HHS – Increase – salaries, benefits & building repairs, contract - elevator
- A.5610 Airport – Increase – Salaries, benefits, electricity, heat, natural gas

### DPW (Public Works, Parks Recreation and Railroad, Solid Waste)

- A.1490 DPW Administration –minimal increase- primarily salaries
- A.1626 West Brook Parking Lot – Increase with equipment - 2 street lamps
- A.1627 Beach Road Parking Lot – Increase with parking lot gross up, Village keep 75%
- A.1628 Waste Management – Increase in equipment – 2 – 40 yd compactors
- A.7110 Parks and Recreation – Increase in salaries, benefits & internal equipment rental
- A.7111 Up Yonda – decrease in benefits
- A.7111.0198 Up Yonda Bed Tax – Flat
- A.7112 Snowmobile Grant – Flat
- A.7113 Railroad – Increase in heat, electrical, repair of heat pump
- D.3310 Traffic – Increase in guiderail supplies, guiderail & striping contracts
- D.5010 Highway Admin – slight Increase – employee benefits
- D.5020 Engineering – decrease in employee benefits
- D.5110 Maintenance of Roads – Increase salaries, benefits, oil gas heating, insurance, contracts
- D.5112 County Roads – decrease in County Roads.
- D.5142 County Snow Removal – Reduced – Supplies, Salt cost

D.5148 Services to Other Govt. –decrease

D.9950 – Transfers to Capital Projects – Local match increase of Co Bridge, Culvert and Federal Aid Projects

DM.5130 Machinery – Increase in salaries, oil gas heat, insurance and vehicle gas

DM.5140 Motor Fuel Farm – Flat

### Park O&M

A.1625 Gaslight Village Property – Increase in electric, heating, insurance.