

**COUNTY FACILITIES COMMITTEE MEETING  
BUILDINGS & GROUNDS AGENDA  
October 25, 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. Privilege of the floor and public comment**

**IV. Action Agenda/New Business Items:**

1. Request: Miscellaneous Resolution  
Rationale: To fund building repairs with funding from the Rehab County Building Reserve in the amount of \$6,000 for gutters at Machine Shop.
2. Request: Notice of Intent to Fill Position  
Rationale: Fill the position of cleaner #6 due to resignation

**V. Discussion Items**

1. Work Order Request Program
2. Fleet Car Request Program
3. Countryside Adult Home – Update
4. Abatement and Demolition of Jail - Update

**VI. 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)

**VII. Privilege of the floor and public comment**

**VIII. Motion to Adjourn**

## ***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: Department of Public Works**

**DATE: 10/25/22**

- (a) Purpose of Request: To Fund Buildings, Repair & Maint-Bldg/Property A.1620 413 With the Reserve, A 871.00 Rehab County Buildings.
  
- (b) Details: Appropriation Code A.1620 413 Buildings, Repair and Maint- Bldg/Property \$6,000.00 to cover cost of Seamless Gutters.
  
- (c) Previous Resolution Number:
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: Reserve, Rehab County Buildings, A 871.00, \$6,000.00.

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

\* as listed in budget and LOGOS

# 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: \$35455 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: #13717/POWELL Date of Vacancy: 10/08/2022  
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 \_\_\_\_\_  
**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.** 10/18/22  
**Human Resources Director has approved this form when initialed.** 10/19/22

### 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 10-19-22

### 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 10/21/22

### 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. Brown Date 10/25/22

## 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.