

**COUNTY FACILITIES COMMITTEE MEETING
BUILDINGS & GROUNDS AGENDA
April 28, 2023**

Committee Members: BRUNO, Magowan, Diamond, Geraci, Strough, Conover and Thomas

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: Notice of Intent to fill position – Cleaner#11
Rationale: Due to a termination
2. Request: New Contract
Rationale: Contract with Siemens for the maintenance as needed for Apogee System

V. Discussion Items

1. Work Order Request Program
2. Fleet Car Request Program
3. Countryside Adult Home – Update
4. Joseph Warren Museum-Update
5. Regional Morgue Information - Update

VI. Referrals/Pending Items

1. Design for updates to the front entrance of the Municipal Center Building - Committee was advised the Project was to be submitted to a sub-contractor. (03.23.23)
2. Referral from the Criminal Justice & Public Safety Committee regarding the matter of installing magnetometers in the Municipal Building - it would be installed once received. (02.23.23)

VII. Privilege of the floor and public comment

VIII. Motion to Adjourn

Attachments:

1. Resolution Request No. 12 – Notice of Intent to Fill Position
2. Resolution Request No 3 - New Contract

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 #11 Base Salary of Position: \$36342 Grade: 2
Filling at Step # (If Known): _____
Budget code and title: A.1620 DPW/General Buildings Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 13648/Steves Date of Vacancy: 03/29/2023
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. Pen 4/5/23
Human Resources Director has approved this form when initialed. 10-4/4/23

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 4/5/2023

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 C. Thomas Date 4/6/23

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 4/28/2023

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. 3

Request for New Contract

DEPARTMENT NAME: County Facilities - Building & Grounds

DATE: 4/28/2023

- (a) Is this a Result of a Bid or Request for Proposal? **No**
- (b) Purpose of Contract: **Authorizing Agreement with Siemans Industry for repairs and maintenance to the APOGEE Energy Management System, including heat pumps and HVAC equipment in the Human Services Building.**
- (c) Name of Contractor: **Siemans Industry, Inc.**
- (d) Address of Contractor: **6 British American Blvd., Suite C, Latham, NY 12110**
- (e) Contractor's Contact Person and Telephone Number: **(518) 782-0131**
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: **April 1, 2023**
- (h) Termination Date of Contract: **3/31/24**
- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed **\$20,794**
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount: **A 1620.470****

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

*as listed in budget and LOGOS