

**COUNTY FACILITIES COMMITTEE MEETING
BUILDINGS & GROUNDS AGENDA
May 24, 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: New Contract
Rationale: Term Agreement for Plumbing Services

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 apprised they were waiting for receipt of a proposal from LaBella Associates. (04.28.23) **\$25,000**
2. Referral from the Criminal Justice & Public Safety Committee regarding the matter of installing magnetometers in the Municipal Building - It was noted they were still waiting for the Unit from the Courts. (04.28.23)

VII. Privilege of the floor and public comment

VIII. Motion to Adjourn

Attachments:

1. Resolution Request No. 3 – New Contract

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: County Facilities - Buildings & Grounds

DATE: 5/24/23

- (a) Is this a Result of a Bid or Request for Proposal? Bid
- (b) Purpose of Contract: WC 34-23 Plumbing Services (Bids received 5/23/23)
- (c) Name of Contractor: TBD
- (d) Address of Contractor: TBD
- (e) Contractor's Contact Person and Telephone Number: TBD
- (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.
- (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: Various projects or budget codes

Warren County Board of Supervisors

RESOLUTION NO. OF 2023

RESOLUTION INTRODUCED BY SUPERVISORS LEGGETT, RUNYON, THOMAS, FRASIER, GERACI, BRUNO AND BEATY

AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE GENERAL FUND UNAPPROPRIATED FUND BALANCE TO PROVIDE FUNDING FOR CAPITAL PROJECT NO. H416, DESIGN PLANNING & CONSTRUCTION FOR MUNICIPAL CENTER GROUNDS; AMENDING 2023 WARREN COUNTY BUDGET

RESOLVED, that the Warren County Board of Supervisors hereby approves the appropriation of funds in an amount not to exceed Twenty Thousand Five Hundred Dollars (\$20,500.00) from the General Fund Unappropriated Fund Balance, Budget Code A.909.00 to the following budget code to provide funding for Capital Project No. H416, Design Planning & Construction for Municipal Center Grounds:

PROJECT	TITLE	AMOUNT
A.9950 910	Transfers-Capital Projects, Interfund Transfers	\$20,500.00

and be it further,

RESOLVED, that the Warren County Budget for 2023 be, and hereby is, amended accordingly.

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 - BUILDINGS & GROUNDS

DATE: June 1, 2023

(a) Purpose of Request:

**To appropriate funds (\$20,500) for the establishment of Capital Project H416,
Design Planning & Construction for Municipal Grounds**

(b) Details:

**Updates to entrance of Municipal Center Building - initial funds appropriated will
be used to cover the cost of design work which is to be completed by LaBella
Associates under an existing contract (total estimated cost of \$25,000 for design
work - remaining funds to be appropriated from existing budget at a later date)**

(c) Previous Resolution Number:

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

A.909.00, General Fund Unappropriated Fund Balance - \$20,500.00

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 8

Request to Establish 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: JUNE 1, 2023

- (a) Exact Title* and Number of Project (must be obtained from Treasurer's Office):
H416, Design Planning & Construction for Municipal Center Grounds

- (b) Is this a Capital Project?
Yes

- (c) Is this a Capital Reserve Project?

- (d) Amount of Project:
\$20,500

- (e) Source of Funding (including name & title of codes, etc.):
Gen fund appropr to Transfers Capital Projects

- (f) Purpose of Establishment:
Initial appropriation is to fund design work for modifications to front entrance of the WC Municipal Center - additional funds will eventually be appropriated for construction work as project proceeds

***Title should reflect department if possible:**

i.e. Capital Project No. H274.9550 280 *Replace VASI with PAPI* would be clearer if name was listed as Airport *Replace VASI with PAPI*.

Warren County Board of Supervisors

RESOLUTION NO. OF 2023

RESOLUTION INTRODUCED BY SUPERVISORS LEGGETT, RUNYON, THOMAS, FRASIER, GERACI, BRUNO AND BEATY

ESTABLISHING CAPITAL PROJECT NO. H416, DESIGN PLANNING AND CONSTRUCTION FOR MUNICIPAL CENTER GROUNDS; AUTHORIZING TRANSFER OF FUNDS; AND AMENDING WARREN COUNTY BUDGET FOR 2023

RESOLVED, that the Warren County Board of Supervisors does hereby establish Capital Project No. H416, Design Planning and Construction for Municipal Center Grounds, as follows:

1. Capital Project No. H416, Design Planning and Construction for Municipal Center Grounds, is hereby established.
2. The estimated cost of such Capital Project is the amount of Twenty Thousand Five Hundred Dollars (\$20,500.00).
3. The proposed method of financing such Capital Project consists of the following:
 - a. Transfer of funds in the amount of Twenty-Five Thousand Dollars (\$20,500) from Budget Code A.9950 910, Transfers-Capital Projects, Interfund Transfers,and be it further

RESOLVED, that the Warren County Budget for 2023 be, and hereby is, amended accordingly, and be it further

RESOLVED, that the Warren County Board of Supervisors hereby authorizes and approves the County Treasurer to advance the funds up to the amount indicated below on an as-needed basis:

<u>ADVANCE TO</u>	<u>AMOUNT</u>
H416 - Design Planning and Construction for Municipal Center Grounds	\$20,500.00