

**COUNTY FACILITIES COMMITTEE MEETING
BUILDINGS & GROUNDS AGENDA
December 2, 2025**

Committee Members: BRUNO, Geraci, Conover, Diamond, Strough, Etu 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: Miscellaneous Resolution
Rationale: Amend 487 of 2023 for the NYS Court Cleaning Annual Contract Renewal
2. Request: Miscellaneous Request
Rationale: Authorize Closure of Project H426 Regional Morgue Facility
3. Request: Miscellaneous Request
Rationale: To appropriate funds from A.909.00 General Fund Unappropriated Fund Balance to A.1624 470 to cover cost of boiler replacement.

V. Discussion Items

1. Work Order Request Program- 7204 (Open 32)
2. Fleet Car Request Program- 5461

VI. Referrals/Pending Items

- 1) Regional Morgue - It was noted the construction of a regional morgue in Albany County would resume once a replacement for the Project Manager, who had recently resigned, was hired. (10.22.25)

VII. Privilege of the floor and public comment

VIII. Motion to Adjourn

Attachments:

1. Resolution Request # 20 – Miscellaneous
2. Resolution Request # 20 – Miscellaneous
3. Resolution Request # 20 – Miscellaneous

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: Facilities – B&G

DATE: 12/2/25

- (a) Purpose of Request: To amend Resolution 487 of 2023
- (b) Details: To amend Resolution 487 of 2023 as an annual renewal with an amount not to exceed \$375,000 yearly.
- (c) Previous Resolution Number: 487 of 2023



STATE OF NEW YORK
UNIFIED COURT SYSTEM
FOURTH JUDICIAL DISTRICT
101 STATE FARM PLACE, SUITE 100
MALTA, NEW YORK 12020
(518) 285-5099
FAX # (518) 453-8988

HON. JOSEPH A. ZAYAS
Chief Administrative Judge

HON. JAMES P. MURPHY
Deputy Chief Administrative Judge
Courts Outside New York City

HON. KRIS K. SINGH
District Administrative Judge
Fourth Judicial District

JOANNE M. MANN
District Executive

KELLY M. FITZSIMMONS
Deputy District Executive

October 21, 2025

The Honorable Kevin B. Geraghty
Chairman of the Board of Supervisors
County of Warren
1340 State Route 9
Lake George, New York 12845

Re: Agreement between the State of New York Unified Court System and the County of Warren for Court Cleaning and Minor Repairs (Contract No. C300526) Annual Renewal Letter and Budget (Appendix B) for State Fiscal Year 2025-26

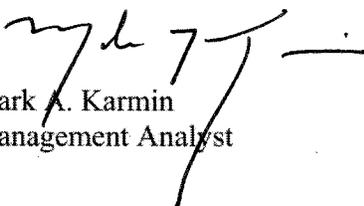
Chairman Geraghty:

Please be advised that pursuant to Section I of the existing contract between the Unified Court System and the County of Warren, we are hereby establishing a renewal period in the five-year term of this agreement. Said renewal period shall commence on April 1, 2025 and shall terminate on March 31, 2026. During this 2025-26 renewal period, all terms and conditions of the above-referenced Agreement shall continue to apply, except as specified below.

The proposed budget for services to be rendered pursuant to this contract in the 2025-26 period shall be **\$369,000**. Pursuant to the provisions of Chapter 686 of the Laws of 1996, as amended to date, the maximum compensation for the 2025-26 period shall be 100% of that amount. The attached revised Appendix B, detailing the proposed budget for the renewal period, shall be incorporated into the Agreement and shall replace all prior Appendix B's. The signatures below shall confirm acceptance of this renewal by the County of Warren, and by the Unified Court System.

Accordingly, the original of this letter should be signed by an authorized representative of the County of Warren, and the corresponding acknowledgment page should be notarized. Please mail the signed original letter together with the related documents to this office.

Sincerely,


Mark A. Karmin
Management Analyst

Accepted for: County of Warren

Accepted for: Unified Court System

Kevin B. Geraghty
Chairman of the Board of Supervisors

Maureen McAlary
Director, Division of Financial Management

Dated: _____

Dated: _____

Attachment

cc: Scott Rogers, Superintendent of Buildings
Stephanie Dillon, Acting Supreme and County Court Chief Clerk

ACKNOWLEDGMENT

STATE OF NEW YORK)
) SS:
COUNTY OF WARREN)

On the ____ day of _____, 2025, before me personally came _____, to me known, who, being by me duly sworn, did depose and say that he/she resides in _____, that he/she is the _____ of _____, the municipality described in and which executed the above instrument; and that she/he is duly authorized by the governing body of said municipality to sign her/his name thereto.

NOTARY PUBLIC

Unified Court System

Court Cleaning and Minor Repairs Proposed Budget Form

(Appendix B to a contract between a local government entity and the NYS Unified Court System pursuant to Chapter 686, Laws of 1996)

State Fiscal Year: April 1, 2025 thru March 31, 2026

Name of County or City: Warren County Contract: C300526

Court Spaces to be Cleaned and Repaired Pursuant to this Budget

List Court Buildings:

Name and Address of Each Court Building (Including County Clerk Space)

Total

Owned or Leased

Building Net Usable Square Feet

Net Usable Sq. Ft.

Aid Eligible Percentage

Name and Address of Each Court Building (Including County Clerk Space)	Owned or Leased	Building Net Usable Square Feet	Net Usable Sq. Ft.	Aid Eligible Percentage
Warren County Municipal Center 1340 State Route 9	Owned	115,835	38,293	33%
Lake George, New York 12845				
Combined		115,835	38,293	33%

Note: Divide Court SF by Total SF for percent

Anticipated Changes in Location or Space Utilization:
Name and Address of Affected Building(s)

Nature of Changes

Target Date

Name and Address of Affected Building(s)	Nature of Changes	Target Date

1 Cleaning Costs:

1(a) Service Contracts

Budget Line #	Contractor	Type of Service	Building	Contract Amounts for Budget Period	Aid Eligible Percentage	FY25-26 Budget Request
1	North Country Janitorial	Outside Window Cleaning	1	\$5,000	100%	\$5,000
2						
3						
4						
5						
6						
1(a) Subtotal:						\$5,000

1(b) Local Payroll

No. of Positions	Building	Annual Wages	Fringe Benefits	Total Personal Service Costs	Aid Eligible Percentage	FY25-26 Budget Request
7	1	\$41,875	\$27,219	\$69,094	100%	\$69,094
8	1	\$40,785	\$19,169	\$59,954	100%	\$59,954
9	1/others	\$55,400	\$42,658	\$98,058	24%	\$23,534
10	1/others	\$48,500	\$19,885	\$68,385	24%	\$16,412
11	1/others	\$29,050	\$11,911	\$40,961	24%	\$9,831
12						
1(b) Subtotal:						\$178,825

1(c) Supplies and Equipment

Type of Material and Equipment	Building	Quantity/Unit	Costs	Aid Eligible Percentage	FY25-26 Budget Request
13 Various General Supplies	1	1	\$20,000	33%	\$6,600
14 and Equipment					
15					
16					
17					
18					
1(c) Subtotal:					\$6,600

1(d) - Total Cleaning Costs (1a+1b+1c):

\$190,425

2 Trash Removal and Disposal

2(a) Trash Removal

	Contractor or Agency	Building	Quantity/Unit	Costs	Aid Eligible Percentage	FY25-26 Budget Request
19	N/A					
20						
21						
22						
23						
2(a) Total:						\$0

2(b) Trash Disposal

	Contractor or Agency	Building	Quantity / Unit	Costs	Aid Eligible Percentage	FY25-26 Budget Request
24	Multiple Waste Vendors	1/others	1	\$8,250	24%	\$1,987
25						
26						
27						
28						
2(b) Total:						\$1,987

2(c) - Total Trash Removal & Disposal (2a+2b):

2(c)

\$1,987

3 HVAC Cleaning Costs

3(a) Duct Work Cleaning and Filter Changing By Service Contract

	Contractor	Type of Service	Building	Contract Amounts for Budget Period	Aid Eligible Percentage	FY25-26 Budget Request
70	N/A					
30						
31						
32						
33						
34						
3(a) Subtotal:						\$0

3(b) Duct Work Cleaning and Filter Changing by Local Payroll

No. of Positions	Building	Annual Wages	Fringe Benefits	Total		FY25-26 Budget Request
				Personal Service Costs	Aid Eligible Percentage	
35	1/others	\$66,842	\$36,095	\$102,937	15%	\$15,441
36						
37						
38						
39						
40						
3(b) Subtotal:						\$15,441

3(c) Filter Changing - Filters Only

Type of Material	Building	Quantity/Unit	Costs	FY25-26 Budget Request	Aid Eligible Percentage
41					
42					
43					
44					
45					
46					
3(c) Subtotal:					\$768

3(d) Total HVAC Ductwork Cleaning & Filter Changing Costs (3a+3b+3c): 3(d)

\$16,209

4 GRAND TOTAL - ALL "CLEANING COSTS":

Grand Total Boxes 1d + 2c + 3d: 4

\$208,620

5 Proposed "Tenant" Work

Use the following codes:

- a - Flooring and Carpeting
- b - Painting
- c - Interior Ceilings
- d - Bathrooms
- e - Fixtures
- f - Minor Renovation
- g - Other (Identify)

Work to be Performed:

Code	Describe Work	Building	Wages	Fringe	Supplies	Total Costs	Aid Eligible Percentage	FY25-26 Budget Request	
47	Various See Attached Sheet	1				\$87,934	100%	\$87,934	
48									
49									
50									
51									
52									
53									
54									
55									
56									
57									
Total (5):									\$87,934

6 **TOTAL - 100% REIMBURSIBLE EXPENSES:**
(Cleaning Costs & Tenant Work)

Total (4+5) 6: **\$296,554**

7 Building and Property Maintenance:

7(a) Service Contracts

Use Codes A-G:

- a - Pest Control
- b - Elevators
- c - HVAC
- d - Telephone Wiring

- e - Security & Alarm Systems
- f - Property Maintenance
- g - Other (Identify)

FY25-26

Contract

Type

Contractor

Code

Code	Contractor	Work Performed	Building	Amounts for Budget Period	Aid Eligible Percentage	FY25-26 Budget Request
58	b Barrier Free	Elevator Maintenance	1/others	\$7,100	5%	\$355
c	Various vendors	HVAC Maint/Replace	1	\$12,110	33%	\$3,996
59	a	Indoor pests	1/others	\$3,500	24%	\$840
60	c	Heatpump maint	1	\$65,000	33%	\$21,450
61	e	Sec & alarm maint	1	\$14,500	33%	\$4,785
62	e	Alarm monitoring	1	\$2,424	33%	\$800
63	f	Generator maint	1/others	\$3,960	24%	\$950
64	f	Other repairs/maint	1/others	\$45,000	24%	\$10,800
65	f	lawn care service	1/others	\$12,498	24%	\$3,000
66	g	Misc maintenance svcs	1/others	\$8,334	24%	\$2,000
67	e	Security access sys svcs	1	\$9,500	33%	\$3,135
68	e	Fire Extinguisher svcs	1/others	\$3,150	24%	\$756
69	g	Electrical maint & svcs	1/others	\$21,500	24%	\$5,160
70	f	Parking lots/grnds maint	1/others	\$156,000	24%	\$37,440
71					7(a) Subtotal:	\$95,467

7(b) Local Payroll

FY25-26

No. of Positions	Building	Annual Wages	Fringes	Total Costs	Aid Eligible Percentage	Budget Request
3	1	\$59,060	\$28,349	\$262,226	33%	\$86,536
1	1/others	\$8,500	\$26,325	\$84,825	24%	\$20,358
72						
73						
74						
75						
76						
77					7(b) Subtotal:	\$106,894

7(c) Supplies and Equipment

FY25-26

	Type of Material	Building	Quantity/Unit	Costs	Aid Eligible Percentage	Budget Request
78	supp & materials maintenance	1	1	\$40,200	33%	\$13,266
79	supp & materials lawns/grounds	1	1	\$11,724	33%	\$3,869
80						
81						
82						
7(c) Subtotal:						\$17,135

7 (d) Total - Building and Property Maintenance Costs (7a+7b+7c) 7(d): **\$219,496**

8 Total - Building and Property Maintenance Costs: **\$219,496**

9 Total Cost Reimbursable @ 25% = (Box 8 x 25%) **\$54,874**

10	\$351,428
11	\$17,571
12	369,000

10 Total Proposed Direct Costs (Item 6 + Item 9):

11 Overhead Costs (Item 10 x .05):

12 Total Proposed Contract Amount (Item 10 + Item 11):

13 Local Government Certification:

I hereby certify that the cost estimates contained herein were developed using the best available information and that the proposed budget amounts are just, true and correct to the best of my knowledge.

Name:	Scott Rogers
Title:	Superintendent of Buildings
Signature:	
Date:	

County or City:	Warren County
Address:	1340 State Route 9 Lake George, NY 12845
Phone:	(518) 761-6494

ENDNOTES:

Use budget line numbers for reference and include remarks or explanations below.

Line No.	Explanation:
9-11,24, 41, 59, 63-70	The 24% percent calculation based on all County facilities on the County's campus where courthouse is located
35	15% estimated time spent in building on system.
58	5% overall estimated amount of use.
70	Highway Department charges back the Facilities Department for services to maintain and upkeep th parking lots and grounds.

Appendix B - Tenant Work Summary/Itemization

LOCATION	CATEGORY CODE	PROJECT DESCRIPTION	Projected Cost	Requested Since at Least
Warren County				
Warren County	F	Construction of second security station between Judge Auffredou and Judge Muller's Chambers	\$ 20,000	FY 2024-25
Warren County	F	Install fobs for access control to all doors within the facility	\$ 40,000	New Request in FY 25-26
Warren County	E	New Door for Judge Smith's Chambers without a window and with fob access	\$ 5,000	New Request in FY 25-26
Warren County	E	Blinds for Judge Smith's Chambers Windows	\$ 1,434	New Request in FY 25-26
Warren County	B	Paint Judge Auffredou's Chambers	\$ 1,800	New Request in FY 25-26
Warren County	B	Refinish Judge Auffredou's Chambers' door	\$ 500	New Request in FY 25-26
Warren County	B	Repaint Judge Muller's Chambers for Judge Quinn move	\$ 1,500	New Request in FY 25-26
Warren County	A/B/C/D/E	Breakroom/bathroom kitchen/bathroom fixture upgrades.	\$ 800	New Request in FY 25-26
Warren County	G	Installation of an additional outlet between two staff desks.	\$ 400	FY 2022-23
Warren County	F	Install a floor to ceiling enclosure around front counter to create a public service window with a secure door on the side for staff entry.	\$ 15,000	New Request in FY 25-26
Warren County	B	Repair Damage from removal/replacement of County Courtroom TVs	\$ 500	New Request in FY 25-26
Warren County	B	Patch + Paint - Law Library - Remove Mounted Raceway	\$ 1,000	New Request in FY 25-26
TOTAL COST WARREN			\$ 87,934	

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: Facilities – B&G

DATE: 12/2/25

- (a) Purpose of Request: To authorize closure of the following capital project and return remaining funds to the funding source:

Project	Estimated Funds	Funding Source
H426 Regional Morgue Facility	\$20,958.74	A.909.00

- (b) Details: The Feasibility Study for the project is complete

- (c) Previous Resolution Number:

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: Facilities – B&G

DATE: 12/2/25

- (a) Purpose of Request: To appropriate Funds from A.909.00 General Fund Unappropriated Fund Balance in the amount of \$20,958.74 to budget code A.1624. 470 Contracts to cover the cost of the boiler replacement.

- (b) Details: To cover cost associated with the boiler replacement in the Human Services Building

- (c) Previous Resolution Number: