

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **COUNTY FACILITIES**

DATE: May 1, 2007

Committee Members Present:

Supervisors Haskell
F. Thomas
Champagne
VanNess
Geraghty
Girard

Committee Member Absent:

Supervisor O'Connor

Others Present:

Frank Morehouse, Superintendent, Buildings & Grounds
William Lamy, Superintendent, Dept. of Public Works
Hal Payne, Commissioner of Administrative & Fiscal
Services
Paul Dusek, County Attorney
Joan Sady, Clerk of the Board
Fred Austin, Building Project Coordinator
Todd Lunt, Director, Human Resources
Robert Metthe, Director, Information Technology
Supervisor Gabriels
Supervisor Belden
Phil Tucker, Greater Capital Region Building Trades
Council
Maury Thompson, *The Post Star*
Debra L. Schreiber, Legislative Office Specialist

Mr. Haskell called the meeting to order at 10:55 a.m.

Motion was made by Mr. Girard, seconded by Mr. VanNess, and carried unanimously to approve the minutes of the previous meeting, subject to correction by the Clerk.

Referring to Item 2(a) of the Agenda, Mr. Haskell reported Clark Patterson Associates was currently investigating both sites with the architectural and civil work 90% and 20% completed, respectively. He said this information would be forwarded to Bovis Lend Lease on or before May 11, 2007 and a meeting was currently scheduled for May 25, 2007 in anticipation that the work to be performed by Clark Patterson would be completed by that date.

Continuing on with 2(c) of the Agenda, Mr. Haskell advised the Committee the old generator located in the cellar of the former jail at the Municipal Center would require dismantling prior to removing. After inquiring of the local municipalities, he said, the Town of Chester was reviewing the situation and he would update the Committee at the next meeting.

Relative to 3(b) of the Agenda, Frank Morehouse, Superintendent of Buildings, commented the majority of the Departments supported the installation of a public address (PA) system in the Municipal Center building; therefore, he said, he would request permission to submit RFP's (requests for proposals). In researching this item with Rob Metthe, Information Technology Director, Mr. Morehouse said they felt engineering services should be performed on the current system, as well as including additional wiring should the County decide to install security cameras in the future. Mr. Geraghty queried whether there were engineers on retainer with the County to perform these services and William Lamy, Superintendent of DPW, responded they would make the necessary inquiries.

Motion was made by Mr. Geraghty and seconded by Mr. VanNess, authorizing the preparation of an RFP for the public address system.

Mr. Haskell queried whether there were funds in the County Facilities Budget to pay the cost of the engineering services and Mr. Lamy, replied in the negative. In response to a question by Mr. Haskell, Mr. Morehouse stated the PA system would only be utilized in emergency situations. If upon completion of the RFP process they were not able to find available funds, Mr. Champagne said past practice had always been to delay the project until a new budget year. He said he would feel more comfortable recommending this be a priority project in the 2008 budget. The general consensus of the Committee was to proceed with the RFP's so that they had cost estimates, as well as a PA system that could be upgraded or expanded, prior to budget time. As an alternative, Mr. Morehouse suggested phasing this project in over time. If security cameras became part of this project, Mr. Haskell stated that perhaps the County could apply for a grant through Homeland Security.

After discussion, Mr. Haskell called the question and the motion was carried by majority vote to authorize the preparation of RFP's for the public address system, with Mr. Champagne voting in opposition.

Referring to Item 3(a) of the Agenda, Mr. Lamy briefly reviewed the Budget Performance Report as it related to the County Facilities portion of the Department of Public Works Budget. He said this report only included payroll expenses through March 4, 2007 and all overtime expenses relating to the fire that occurred at the Municipal Center on March 27, 2007 had not been posted. In summation, Mr. Lamy indicated most figures reflected on the report were normal for this point in the year, with the exception of the overtime resulting from the fire and April snow storms.

With respect to 2(b), Mr. Haskell indicated the Committee questioned whether Occupancy Tax funds could be utilized to lease space for the Tourism Department. According to the history and legislation adopted by this Board, Paul Dusek, County Attorney, reported the new location of the Tourism Department would be designed to facilitate and promote tourism within Warren County and, therefore, qualified under the guidelines. In response, Mr. Haskell asked the Committee if it was their desire to refer this matter to the Occupancy Tax Committee for consideration.

Motion was made by Mr. VanNess and seconded by Mr. F. Thomas to refer the relocation of the Tourism Department to the Occupancy Tax Committee for consideration.

Mr. Champagne stated Mr. Belden had a concern at the last meeting relative to the cost of utilities and additional staff. Mr. Belden said he concurred with the Committee in referring the matter to the Occupancy Tax Committee.

After discussion, Mr. Haskell called the question and the motion was carried unanimously authorizing the request as outlined above.

Mr. Lamy reported he received invoices relating to the electrical (\$30,000) and cleaning (\$10,000)

work performed as a result of the recent fire at the Municipal Center. After discussions with Mr. Morehouse, he said, the expenses were paid from the County Facilities Budget and submitted to Self-Insurance for the purpose of filing the necessary insurance claims. If the claims were favorably received, he stated, they would ask that those funds be replenished in the County Facilities Budget.

Fred Austin, Building Project Coordinator, reported that Fred Stone (former Assistant Resident Engineer for the NYS Department of Transportation) was currently in the Glens Falls Hospital for those individuals who would like to visit him.

Mr. Haskell requested an executive session in order to discuss matters relating to the employment history of a particular person; and motion was made by Mr. VanNess, seconded by Mr. Monroe and carried unanimously, that executive session be declared pursuant to Section 105 (f) of the Public Officers Law.

Executive session was declared from 11:08 a.m. to 11:20 a.m.

Committee reconvened.

Mr. Haskell noted that no action was necessary pursuant to executive session.

There being no further business to come before the Committee, on motion by Mr. Girard and seconded by Mr. Geraghty, Mr. Haskell adjourned the meeting at 11:20 a.m.

Respectfully submitted,

Debra L. Schreiber
Legislative Office Specialist