

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: COUNTY FACILITIES

DATE: MARCH 29, 2011

COMMITTEE MEMBERS PRESENT: OTHERS PRESENT:

SUPERVISORS MCCOY
THOMAS
VANNESS
GIRARD
BELDEN

JEFFERY TENNYSON, SUPERINTENDENT OF THE DEPARTMENT OF PUBLIC WORKS
FRANK MOREHOUSE, SUPERINTENDENT OF BUILDINGS
DANIEL G. STEC, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ATTORNEY/ADMINISTRATOR
JOAN SADY, CLERK OF THE BOARD
KEVIN GERAGHTY, BUDGET OFFICER
SUPERVISORS BENTLEY
STRAINER
TAYLOR
DON LEHMAN, *THE POST STAR*
CHARLENE DIRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

Mr. McCoy called the meeting of the County Facilities Committee to order at 12:11 p.m.

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

Privilege of the floor was extended to Frank Morehouse, Superintendent of Buildings, who distributed copies of his agenda packet to the Committee members; *a copy of the agenda packet is on file with the minutes.*

Commencing with the agenda review, Mr. Morehouse stated that item number 2A pertained to the relocation of various Departments to the Human Services Building (HSB). He said the renovations were in process and the Board of Elections (BOE) would be able to relocate their offices by the April 1, 2011 deadline; however, he continued, minor renovations, such as the installation of counter tops would continue to take place after the relocation. Jeffery Tennyson, Superintendent of the DPW (Department of Public Works), noted the renovations would be completed under budget.

In reference to item number 2B, Mr. Morehouse reported that he had met with a representative from National Grid to discuss the energy audits for Warren County buildings. He apprised the representative had informed him the energy audit would not apply to the County buildings since the majority of the lighting fixtures had already been updated and lighting was the focus of the audits. Mr. Morehouse continued by saying the representative from National Grid would return the next day to discuss a new billing program for which Warren County qualified. Mr. McCoy asked if the individual Towns would be eligible for the new billing program and Mr. Morehouse replied he was unsure. Pertaining to the energy audit, Chairman Stec stated that private businesses were also eligible and added the Town of Queensbury had completed the audit, with 70% of the cost being covered by National Grid and 30% by the Town. Mr. Morehouse said he would have further information following the meeting the next day.

Continuing with item number 3A, Mr. Morehouse requested a transfer of funds in the amount of \$6,990 from the Contingent Fund (A.1990 439) to the Equipment Code (A.1620 260) to reflect the cost of equipment for the installation of a PA System in the Municipal Center. He said he had transferred the funds in 2010; however, he added, since the work had not been completed in 2010 and the funds were not available in the 2011 budget it was necessary to request a second transfer.

Motion was made by Mr. Girard, seconded by Mr. Thomas and carried unanimously to approve the request for a transfer of funds as outlined above and to forward same to the Finance Committee. *A copy of the Request for Transfer of Funds form is on file with the minutes.*

Concerning item number 3B, Mr. Tennyson requested to amend Resolution No. 245 of 2008, which authorized an agreement with Clark Patterson Lee (CPL) for professional architectural and engineering services for the HSB and abatement and demolition of the Social Services Building, to include additional services relating to abatement in the amount of \$12,229.

Motion was made by Mr. Belden and seconded by Mr. Thomas to amend Resolution No. 245 of 2008 as outlined above.

Mr. Belden asked if this was an additional payment above the amount of the contract and Mr. Tennyson responded affirmatively and explained this was for additional services pertaining to asbestos abatement in an area that had not been included in the contract. Mr. Tennyson explained that there were two asbestos surveys which had been completed, both of which missed an area of crawl space that contained asbestos. He added the Buildings & Grounds staff had also been unaware of the existence of the crawl space. He said when the surveys were completed, the Building had been occupied and the disturbance of the Building had been limited. Once the Building was vacated, he continued, the crawl space was found. In answer to a question pertaining to the payments for the project, Paul Dusek, County Attorney/Administrator, explained the \$12,229 was an additional charge and there was also a final payout on the original contract with CPL of approximately \$5,000 to \$6,000. He further explained CPL had agreed to complete the project for a flat fee of \$77,000 and had billed \$71,000 to \$72,000 to date. He continued by saying the \$12,229 was for the additional services resulting from the asbestos found in an area that had not been included in the contract. Mr. Belden questioned the source of funding for the \$12,229 and Mr. Dusek replied that the funds were available in the Capital Project as additional funds had been budgeted for contingencies.

Following further discussion, Mr. McCoy called the question and the motion was carried by majority vote, with Mr. Belden voting in opposition, to amend Resolution No. 245 of 2008 as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the April 15, 2011 Board meeting.*

Mr. Tennyson said item number 3D pertained to a request for authorization to pay an invoice from Waste Management of Eastern NY in the amount of \$242.19. He explained the invoice was for the disposal of construction and demolition materials and added that due to an internal miscommunication the materials had been taken to a company that was no longer under contract with the County.

Motion was made by Mr. Girard, seconded by Mr. Thomas and carried unanimously to authorize payment of the invoice from Waste Management of Eastern NY in the amount of \$242.19. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the April 15, 2011 Board meeting.*

Continuing with item number 3E, Mr. Morehouse requested to extend the current contract with M.M. Hayes to service time clocks for a term commencing January 1, 2011 and terminating December 31, 2011 in an amount not to exceed \$2,000. He explained the company had the ability to service both the old punch style time clocks and the Kronos System time clocks. He advised he did not anticipate the necessity to use the services of M.M. Hayes but he felt it was wise to have the contract in place in order to avoid emergency service charges if a time clock broke prior to the initiation of the

Novatime System.

Motion was made by Mr. Thomas and seconded by Mr. Belden to extend the existing contract with M.M. Hayes as outlined above.

Mr. Strainer asked if M.M. Hayes had ever come to the Municipal Center for service in the past and Mr. Morehouse replied the time clocks were sent to the company for repair. Mr. Morehouse explained the Buildings & Grounds staff performed routine maintenance on the time clocks but if a unit was broken it was sent out for repair. Mr. Belden questioned why the request was being made for \$2,000 if it was not believed the service would be necessary and Mr. Morehouse reiterated the contract would be a precaution. Mr. Tennyson interjected the company would only be paid if the service was used. Mr. Belden asked when the Novatime System would be initiated and Mr. Tennyson explained they were close to running one complete pay cycle on the Kronos and Novatime Systems simultaneously to ensure the results from both systems matched. Mr. Tennyson stated the adjustments that were currently being made to the computer software were minor.

Mr. Geraghty suggested the County cut ties with M.M. Hayes and move forward with the initiation of the Novatime System. Mr. Tennyson reported the DPW was utilizing both systems until the Novatime System was fully tested. Mr. Dusek mentioned that Rob Lynch, Deputy Treasurer, and Todd Lunt, Director of Human Resources, were the point persons for the project. He explained it was necessary to run both systems simultaneously for the time being and the issue was if a time clock broke prior to the switch to the new system it would not be possible to run both systems. He noted Mr. Morehouse was merely attempting to be cautious and have the proper authority in place in case it was needed. Mr. Dusek added it was hopeful that the new system would be fully operational by the middle of the year.

Following further discussion on the matter, Mr. McCoy called the question and the motion was carried by majority vote, with Mr. Belden voting in opposition, to extend the existing contract with M.M. Hayes as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the April 15, 2011 Board meeting.*

Referring to item number 3F, Mr. Morehouse announced he was waiting for quotes to extend the PA System to the HSB and to design an All Call System for the telephones. He explained the All Call System was being considered in lieu of the PA System. He said he would present the quotes at the next Committee meeting.

As there was no further business to come before the County Facilities Committee, on motion made by Mr. VanNess and seconded by Mr. Belden, Mr. McCoy adjourned the meeting at 12:35 p.m.

Respectfully submitted,
Charlene DiResta, Sr. Legislative Office Specialist