

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: COUNTY FACILITIES

DATE: NOVEMBER 26, 2013

COMMITTEE MEMBERS PRESENT:

SUPERVISORS GIRARD
WOOD
LOEB
WESTCOTT
MASON

OTHERS PRESENT:

JEFFERY TENNYSON, SUPERINTENDENT OF THE DEPARTMENT OF PUBLIC WORKS
FRANK MOREHOUSE, SUPERINTENDENT OF BUILDINGS
ROSS DUBARRY, AIRPORT MANAGER
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ADMINISTRATOR
MARTIN AUFFREDOU, COUNTY ATTORNEY
JOAN SADY, CLERK OF THE BOARD
FRANK E. THOMAS, BUDGET OFFICER
SUPERVISORS MONTESI
STRAINER
TAYLOR
AMY CLUTE, SELF-INSURANCE ADMINISTRATOR
BUD YORK, WARREN COUNTY SHERIFF
MICHAEL SWAN, COUNTY TREASURER
TRAVIS WHITEHEAD, WARREN COUNTY RESIDENT
DON LEHMAN, *THE POST STAR*
THOM RANDALL, *ADIRONDACK JOURNAL*
CHARLENE DIRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

Mr. Girard called the meeting of the County Facilities Committee to order at 10:30 a.m.

Motion was made by Mr. Mason, seconded by Mrs. Wood 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 Ross Dubarry, Airport Manager, who distributed copies of the agenda packet to the Committee members; *a copy of the agenda packet is on file with the minutes.*

Commencing the agenda review, Mr. Dubarry requested a resolution making a SEQR (State Environmental Quality Review) Determination of Non-Significance-Negative Declaration for the Runway 1 Obstruction Removal Project (H335.9550 280).

Motion was made by Mr. Loeb, seconded by Mrs. Wood and carried by majority vote, with Mr. Westcott voting in opposition, to authorize a resolution making a SEQR Determination of Non-Significance-Negative Declaration for the Runway 1 Obstruction Removal Project as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the December 20, 2013 Board Meeting.*

Mr. Dubarry informed that page 6 of the agenda was the Final Project Status Report for the Runway 1 End Obstruction Removal Design Project which he reviewed in detail with the Committee members. He noted a pre-construction meeting for the next phase of the project would be held on December 2, 2013. He advised the FAA (Federal Aviation Administration) would need to approve the Construction Schedule Phasing Plan and Airspace Case Review prior to proceeding.

Mr. Dubarry reported that page 7 of the agenda was a Project Status Report for the Forest Enterprises Land Acquisition Phase III Project which he reviewed in detail with the Committee

members. He pointed out an FAA Grant had been received and executed for the project on September 16, 2013. He informed of a sub-consultant agreement with VanDusen and Steves to complete a boundary survey and with R.K. Hite for standard real estate legal services. He added they were hoping for a closing date in December of 2013 or January of 2014.

Mr. Dubarry informed that page 8 of the agenda was a Final Project Status Report for the Land Acquisition Multiple Parcels in Runway 30 Approach Project which he reviewed in detail with the Committee members. He advised letters of commitment had been received from the three property owners. He pointed out that approval from the Towns of Kingsbury and Queensbury would be needed for minor sub-divisions of parcels. He advised the project was currently on hold while they worked through the Environmental Assessment Phase because the FAA had requested this work be completed before they would provide the funding for the tree removal work.

Mr. Dubarry reported that page 9 of the agenda was a Project Status Report for the Avigation Easement/Land Acquisition for Two Parcels in the Runway 12 & 19 Approach Project - Phase I which he reviewed in detail with the Committee members. He advised the acquisition mapping had been completed and pre-negotiation meetings had been held with the property owners. He said a real estate appraiser had been retained and had held the site meetings with the property owners in August of 2013. He stated the appraisals were expected to be completed in December of 2013 and the next step would be to receive approval of the Just Compensation.

Pertaining to the pending item concerning software to determine the level of use of the Airport, Mr. Dubarry said he had received one quote from a company that designed software for airport activity tracking. He informed the system was comprised of a camera system which tracked the tail numbers of aircraft. He reported the only company that responded to this request was Vector, indicating they could install a four camera system for approximately \$75,000 with an annual usage fee of about \$15,000. Mr. Girard asked if the cost of the contract would be subject to reimbursement from a grant and Mr. Dubarry replied there was no eligibility for grant reimbursement for this type of system. Mr. Girard asked how many companies had been solicited and Mr. Dubarry replied three companies had been contacted, but Vector had been the only respondent. Mr. Mason asked for an explanation of the system and Mr. Dubarry replied the cameras would be placed at intersections throughout the Airport where they could catch the tail numbers of the aircraft and radio transmissions would be monitored to identify the various type of aircraft. Mr. Dubarry stated the cameras would catch approximately 98% of the tail numbers. A brief discussion ensued.

Mr. Taylor asked if aircraft tracking software was necessary or if this was in response to comments which had been made about not knowing the level of use at the Airport and Mr. Dubarry replied there was no requirement to have this type of software at the Airport. Mr. Dubarry said there were acceptable methods for estimating Airport usage which were currently being implemented. Mr. Taylor asked if there would be any advantage to using this software and Mr. Dubarry replied in the negative. Travis Whitehead, Warren County resident, said the Airport usage estimates he had seen had reported approximately 30,000 aircraft per year; he asked if this number was accurate and Mr. Dubarry replied affirmatively. A discussion ensued pertaining to Airport usage estimates.

Mr. Westcott commented the Flight Aware Data which had been provided gave a good indication of the flights as they related to the runway expansion. He stated the number of aircraft using the Airport mattered little when it came to general aviation purposes. He advised the current operation was not being questioned and he was supportive of general aviation traffic at the Airport. He said he was unsure if the Airport usage would impact any decisions made. He stated he was reluctant to spend any more money and noted \$75,000 was a lot of money. He suggested the County

subscribe to the Flight Aware Data as these would be the people who would benefit from the expansion of the Runway. Mr. Dubarry commented the consultants used the Flight Aware Data when preparing documentation for submission to the FAA. Mr. Westcott suggested purchasing a time lapse camera to monitor Airport traffic during the summer months. A discussion ensued.

Mr. Westcott said it would be nice to know how many aircraft used the East-West Runway when considering the future operations of the Airport. Mr. Girard commented that Senator Charles Schumer had utilized the East-West Runway in order to land due to the wind direction. Mr. Dubarry said he would suggest caution when considering the closing of the East-West Runway because the FAA had funded the reconstruction of the Runway five years prior and the funding required a guarantee to keep the Runway open for a certain length of time. Mr. Girard said the majority of the Board of Supervisors were not suggesting the closing of the East-West Runway. Mr. Mason voiced his opinion that \$75,000 for the system was a lot of money and he felt it would be wasted.

Mr. Dubarry stated he did not have an update on the pending item pertaining to Richard Schermerhorn's, Fixed Base Operator, intentions for the conceptual drawings for the office space and restaurant.

This concluded the Airport portion of the Committee meeting and the Buildings and Grounds portion of the meeting commenced at 10:48 a.m.

Mr. Loeb exited the meeting at 10:49 a.m.

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

Commencing the agenda review, Mr. Morehouse requested a contract with the State of New York Unified Court System for Court cleaning and maintenance services for a five year term commencing April 1, 2013 and terminating March 31, 2018, in an amount not to exceed \$144,249 for the initial term of April 1, 2013 through March 31, 2014.

Motion was made by Mr. Mason, seconded by Mrs. Wood and carried unanimously to authorize the contract with the State of New York Unified Court System as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the December 20, 2013 Board Meeting.*

Mr. Morehouse informed he had received a request from the Veterans Administration to park a government vehicle at the Warren County Municipal Center; *a copy of the request letter is on file with the minutes.* Paul Dusek, County Administrator, stated the request was to park the vehicle at the Municipal Center on nights and weekends with all liability and responsibility for same remaining with the Veterans Administration. He noted a key to the vehicle would be left with the Buildings & Grounds Department in the event there was a need to move it.

Motion was made by Mr. Mason, seconded by Mrs. Wood and carried unanimously to authorize the Veterans Administration to park one government vehicle at the Warren County Municipal Center.

Mr. Morehouse requested authorization for the conveyance of County-owned parcels to the New York State Department of Transportation (NYS DOT) for highway improvement purposes. Jeffery Tennyson, Superintendent of the Department of Public Works (DPW), explained the NYS DOT had

determined their need for sections of County-owned parcels adjacent to Route 9 in front of the Municipal Center and along Glen Lake Road. He reviewed the maps detailing the sections in question with the Committee members; *copies of the maps are on file with the minutes*. Mr. Dusek asked if the conveyance would have any impact on the County-owned access road between the Great Escape property and Gurney Lane and Mr. Tennyson replied in the negative. Mr. Tennyson said he and Mr. Morehouse had viewed the areas in question and found there would be no impact to the County-owned parcels. He explained the conveyance was necessary in order to make highway improvements at the intersection. Mr. Girard asked if the improvements would be significant and Mr. Tennyson replied they would be widening Route 9 and completing some intersection modifications. Martin Auffredou, County Attorney, asked if there had been discussions with the NYS DOT about arriving at the agreement and Mr. Tennyson replied in the negative. Mr. Tennyson stated the NYS DOT was asking for normal consideration from a municipality. He said this was the first request from NYS DOT for conveyance of County-owned property to his knowledge. He informed that when Warren County requested an easement from the State, such as over a waterway, it was usually granted for \$1 or at no cost. Mr. Auffredou suggested the resolution authorize the Chairman of the Board of Supervisors to execute any and all necessary documents pertaining to the conveyance. A brief discussion ensued.

Motion was made by Mrs. Wood, seconded by Mr. Westcott and carried unanimously to authorize the conveyance of County-owned parcels to the New York State Department of Transportation for highway improvement purposes, as well as to authorize the Chairman of the Board of Supervisors to execute any and all documents pertaining to same. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the December 20, 2013 Board Meeting.*

Mr. Tennyson requested the granting of an easement to National Grid for the installation of electrical utility equipment on County-owned parcels adjacent to East Schroon River Road (Tax Map Parcel No. 198.4-1-9) in the Town of Bolton. He said there had been some question as to the need for this easement as normally utility companies would install within the highway right-of-way. He added there was an existing law which gave the utility companies that authority. Mr. Tennyson explained that on County Roads, utility companies were not denied the right-of-way but they were required to obtain a permit from the DPW Office. He further explained the County was involved in this instance because they owned the parcels adjacent to the highway. He suggested the easement be made conditional upon the approval of the Town of Bolton and that the equipment be within 24 feet 9 inches of the center line of the existing highway.

Motion was made by Mr. Mason, seconded by Mrs. Wood and carried unanimously to grant an easement to National Grid for the installation of electrical utility equipment on County-owned parcels adjacent to East Schroon River Road (Tax Map Parcel No. 198.4-1-9) in the Town of Bolton contingent upon the approval of the Town of Bolton and that the equipment be within 24 feet 9 inches of the center line of the existing highway. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the December 20, 2013 Board Meeting.*

Pertaining to the Pending Item List, Mr. Tennyson said there was no update on item numbers 1-3. Regarding Pending Item No. 4, concerning a request from Pam Vogel, County Clerk, Mr. Dusek reminded the Committee members this was a request for security personnel to assist with proctoring of the motor vehicle exams. He mentioned Mrs. Vogel had noticed there was a security guard who walked the Municipal Center Building throughout the day and she had requested the guard be stationed at the Department of Motor Vehicles (DMV)/County Clerk portion of the building. He said that security was handled through the Sheriff's Office and it was important to discuss the possibility with Bud York, Warren County Sheriff.

Sheriff York stated he was aware that the Committee wanted this to be a budget neutral endeavor. He said he had checked with his security supervisors and it was determined that it would be necessary to add another part-time (16 hours per week) position in order to accomplish this request. He advised in order to provide security coverage for 40 hours per week the cost would be approximately \$34,000 per year. Although this item had not been budgeted, Sheriff York explained there was a vacant Senior Account Clerk position which was budgeted and if he deleted the position he could utilize those funds. Mr. Girard asked if the salary for the Senior Account Clerk was \$34,000 and Sheriff York replied it was \$34,557.

Mr. Girard commented that Mrs. Vogel also wanted security personnel to assist with the proctoring of motor vehicle exams and Sheriff York replied that this would not be the job of a security guard. Sheriff York added if the Committee wanted another security guard to cover the proctoring of exams there would be an additional expense. Mr. Girard asked if the security guard post at the DMV/County Clerk entrance would fulfill the request from Mrs. Vogel and Mr. Dusek replied affirmatively. Mr. Dusek stated Mrs. Vogel had requested a permanent security presence at that end of the building because she felt there would be a calming effect. He said she also wanted the security guard to be available to assist in the event there was an issue. He added the proctoring of exams was a third issue which he believed would be difficult to comply with. He opined Sheriff York's recommendation would accomplish a large part of Mrs. Vogel's request. Sheriff York apprised the security guard could handle any incidents which arose during exams without necessarily being in the room during the exams. Mr. Mason asked if the Senior Account Clerk position was necessary and Sheriff York replied the position had originally been eliminated in 2009. Sheriff York stated he did not foresee a problem as the duties had been assigned to other employees.

Mr. Westcott asked if this was a legitimate security issue which needed to be addressed and Sheriff York replied he was in favor of securing the entire building, much like the Human Services Building was secured. Sheriff York stated a security guard in that portion of the building was a wise decision and would provide some peace of mind for the employees and members of the public.

Following further discussion on the matter, motion was made by Mrs. Wood, seconded by Mr. Westcott and carried unanimously to authorize a full-time security position to be assigned at the DMV/County Clerk portion of the Municipal Center to be manned by part-time security personnel.

Sheriff York said he would begin scheduling the post in the next couple of weeks. Mr. Girard requested the Sheriff to report back to the County Facilities Committee about the position and Sheriff York agreed. Mr. Strainer asked what the hours would be for the position and if it would be covered by two part-time employees. Sheriff York explained it would be a 40 hour per week post which would be manned by part-time security personnel on a rotating basis. Mr. Strainer asked at what time the DMV entrance was locked at night and Michael Swan, County Treasurer, replied at about 5:15 p.m.

Mr. Strainer suggested the need for an automated handicapped access door at the DMV entrance. He mentioned a man in a wheelchair who he had opened the door for a few weeks prior and noted the man might have had to wait outside the door for a while for someone to assist him. Mr. Strainer opined the DMV entrance would be the only door necessary for handicapped access as most of the public entered the Municipal Center at that location. Mr. Morehouse stated he had completed some research on automated handicapped access doors and he would determine a cost and report back to the Committee. He advised it might be necessary to replace the entire door in order to install the automated handicapped access door.

Mr. Tennyson advised that there might be some funds remaining in some of his 2013 budget codes which could be used to cover the cost of the automated handicapped access door. He said the funds had not been budgeted for 2014 and it might be easier to find the funds in the 2013 budget. He said if an estimate was obtained quickly and the Committee approved the purchase, he could submit a transfer of funds request at the December 11, 2013 Finance Committee meeting. He stated he would prefer utilizing 2013 funds in order to purchase the necessary materials as the 2014 County Budget was very restrictive and he would rather not impact one of the 2014 Buildings & Grounds budget codes with a costly project. Mr. Dusek agreed with Mr. Tennyson that it would be preferable to finance the expense in 2013 if possible.

Motion was made by Mrs. Wood, seconded by Mr. Mason and carried unanimously to authorize the purchase of an automated handicapped access door for the DMV entrance and to authorize the submission of a request for a transfer of funds at the December 11, 2013 Finance Committee meeting to cover the cost of the purchase.

As there was no further business to come before the County Facilities Committee, on motion made by Mr. Mason and seconded by Mrs. Wood, Mr. Girard adjourned the meeting at 11:23 a.m.

Respectfully submitted,
Charlene DiResta, Sr. Legislative Office Specialist