

GOVERNMENT OPERATIONS COMMITTEE MEETING MINUTES  
DECEMBER 4, 2018

GOVERNMENT OPERATIONS COMMITTEE MEMBERS PRESENT: Hogan, O'Brien, Haff, Ferguson, Middleton

GOVERNMENT OPERATIONS COMMITTEE MEMBERS ABSENT: Shaw, Rozell

SUPERVISORS: Henke, Fedler, Moore, Hicks, Idleman, Campbell

Debra Prehoda, Clerk of the Board

Chris DeBolt, County Administrator

Roger Wickes, County Attorney

Al Nolette, County Treasurer

Laura Chadwick, Real Property Tax Director

Teri McNall, CIO Information Technology

Matt Jones, Superintendent Bldgs. & Grounds Public & Media

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Discuss Buildings & Grounds Capital Plan/Tour Facility
- 3) Other Business
- 4) Adjournment

Chairman Hogan called the meeting to order at 10:00 A.M.

REAL PROPERTY – Laura Chadwick, Director, requesting approval for a one-night overnight stay in Albany for NYS Real Property Directors Conference. This is a budgeted expense. A motion to approve one-night overnight stay in Albany for NYS Real Property Directors Conference in Albany was moved by Mr. Haff, seconded by Mr. Ferguson and adopted.

COUNTY ADMINISTRATOR – Chris DeBolt, County Administrator, addressed the following items with the committee:

- Bid - Fuel Tank at Putnam Highway Barn – Received three bids to replace fuel tank and components at Putnam Highway Barn. Only one bid is in compliance, S&W Services of East Syracuse in the amount of \$60,865. Funds in Public Works budget for the replacement project. A motion to award bid for fuel tank and other components at the Putnam Highway Barn to S&W Services of East Syracuse in the amount of \$60,865 was moved by Mr. O'Brien and seconded by Mr. Ferguson. Discussion. Mr. Haff asked about the relationship between the town and County at this site. The County Administrator stated it is a town highway barn and the County has several bays; both co-located at this site. The County paid for the bays when the building was constructed. The gas system works the same as at all highway locations. The tank is a fixed asset of the County. The compliance issue was with the type of tank because it is less than 50 feet from the building. There is sludge in the current diesel tank. The motion to award bid for fuel tank and other components at the Putnam Highway Barn to S&W Services of East Syracuse in the amount of \$60,865 was moved by Mr. O'Brien, seconded by Mr. Ferguson and adopted.
- Evacuation of Building – Yesterday, there was an issue with one of the boilers, the building was evacuated and employees sent home. National Grid and Eastern Heating and Cooling addressed the issue. The County Administrator praised the Buildings and Grounds and Public Safety employees for staying in the building doing their jobs. Plans to discuss at the Personnel Committee meeting how to address paying the employees that were sent home. He would also like the Board to consider something for the hourly staff that stayed in this building; Buildings and Grounds and Dispatch recommending perhaps granting them four hours of vacation time.

FACILITY TOUR – Committee toured several buildings on the campus – Valmet trailer, barn and house on Olive Street.

BUILDINGS & GROUNDS CAPITAL PLAN – 11:19 A.M. – Chris DeBolt, County Administrator, stated he hoped that the committee sees the rationale behind what he and the Superintendent of Buildings are proposing. The Valmet trailers have outlived their usefulness and do not fit our needs. There is a need to store the voting machines preferably in one spot. There is inadequate storage for records in the barns and need a climate controlled environment for records that must be kept for a very long time. He would like approval from the Board to move forward with the general engineering contractor to develop site plan and cost estimates for that project; demolish wooden barn/Valmet trailers and put up a steel building. This project was stated in the first year of the previously discussed capital plan.

Mr. Middleton stated maybe we need a bigger look at the footprint especially since replacing the DPW garage has been discussed. These proposed buildings that need to be demolished are out of the way but will that area be needed for future expansion. The County Administrator does not believe putting up a new steel building in that area will impact future development.

The County Administrator stated he did build \$100,000 into the first year of the capital plan for a facilities master plan but he has reservations about that and would like to have a comprehensive strategy prior to commencing a master plan. He would like to collectively come up with plan and then buy into it. He does feel this is a very important exercise.

Mr. O'Brien noted several other highway barns on site were also in bad condition. He stated the Board is very bad at big plans; better segmenting projects. Mr. Hicks is not opposed to this proposed project but would like to know the scope of project and how the money fits in from the capital plan. The County Administrator would like to pursue this with the engineering contractor. Mr. Haff stated if the Administrator wants to do this project not combine it with a big complex master plan but it also needs to be looked at with some foresight.

Mr. Moore suggested a drone picture of the complex to be used for committee discussions and to work off from. He stated the County should have been putting funding away in a capital plan all along to address issues.

The County Administrator stated that Annex I and the DPW Shop are both in very bad shape. The faster we can figure things out the less spent down the road on emergency costs.

Mr. Haff stated perhaps someone might take the old barn down rather than demolish. The County Administrator has a concern with that timeline.

Chairman Hogan stated today the County Administrator is looking for approval to move things forward.

Mr. Campbell stated have open communication with the engineers and he would like their expertise on the facility master plan. The County Administrator stated the pain points/problems would be laid out for them and not going into it with preconceived solutions. He does not want to stop now for lack of the big facility master plan because he then fears nothing will move forward.

Chairman Hogan stated the Administrator and Buildings and Grounds are seeking to move forward with the Valmet trailer and barn.

Mr. O'Brien stated we have three projects: first is the storage needs and second and third are

move difficult because we need to know where to put buildings and best fit.

The County Administrator stated the scope of a grant project looking at the outlying highway barns has been changed to focusing on the heavy equipment shop and Fort Edward highway barn at the complex and is in the process of commencing.

Ms. Idleman would like the County Administrator and Superintendent of Buildings and Grounds to bring something back to committee to work from.

Mr. Middleton stated we need a plan and it should involve all the campus.

Mrs. Fedler supports what the Superintendent of Buildings and County Administrator wants to do and questioned if the building needs to be bigger to accommodate more storage.

A motion to approve the Superintendent of Buildings and Grounds and County Administrator moving forward with the initial phase of first year of his capital plan to address the Valmet trailer as well as the barn was moved by Mr. Ferguson, seconded by Mr. O'Brien and adopted. The County Administrator will come back with a site plan and firm cost estimate.

The meeting adjourned at 11:49 A.M.

*Debra Prehoda, Clerk*  
*Washington County Board of Supervisors*