

GOVERNMENT OPERATIONS COMMITTEE MEETING MINUTES
MARCH 19, 2019

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

GOVERNMENT OPERATIONS COMMITTEE MEMBERS ABSENT: None.

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

Debra Prehoda, Clerk of the Board

Roger Wickes, County Attorney

Al Nolette, County Treasurer

Stephanie Lemery, County Clerk

Matt Jones, Supt. Building & Grounds
Public

Terri McNall, CIO Information Technology

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – February 19, 2019
- 3) Department Requests/Reports
 - A. County Clerk
 1. Update on New Systems
 2. Possible Option for Revenue Increase
 - B. Buildings & Grounds – Updates
- 4) Other Business
- 5) Adjournment

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

A motion to approve the minutes of the February 19, 2019 meeting was moved by Mr. Rozell, seconded by Mr. Shaw and adopted.

COUNTY CLERK – Stephanie Lemery, County Clerk, addressed the following items with the committee:

- Historical Society donated a framed poem that goes with the 123 Regiment flag and requesting permission to have Buildings and Grounds hang it next to the flag. A motion to approve request to have Buildings and Grounds hang the framed poem next to the 123 Regiment flag was moved by Mr. Middleton, seconded by Mr. O'Brien and adopted.
- Update on New Systems – Two new systems are up and running:
 - Laserfiche – grant project.
 - IQS replacing ACS system. Vendor will be back on site in a few weeks to ensure everything is operating properly and answer any questions. The County Treasurer and Court/Judges are all connected and have access to the system.
- Possible Option for Revenue Increase – The Clerk's Office has changed some of their fees: online fee increased and as of April 1st increasing copy fees by 15% from fifty cents to sixty-five cents estimating about \$6,000 in additional revenue per year. The last increase was in 2008.
- Mobile DMV is still going strong, averaging thirty (30) to fifty (50) processes per site.

BUILDINGS & GROUNDS – Matt Jones, Superintendent of Buildings and Grounds, addressed the following item with the committee:

- Updates, handouts attached:
 - Lake Lauderdale Park – The Lake Lauderdale Improvement Association is asking for two thousand five hundred dollars for an eurasian water milfoil treatment. This is something that is done about every three years. He did not budget for this expense but could take the money from a repair and maintenance line. A motion to go ahead with request from Lake Lauderdale Improvement Association for \$2500 for eurasian water

milfoil treatment and request the State to reimburse the County was moved by Mr. O'Brien, seconded by Mr. Ferguson and adopted.

- Court atrium patching and painting project is in progress.
- Cooling tower – The crane is here today to move the old cooling tower and getting ready to install the new one this week. No problems have been experienced during this process.
- Approval to start the engineering for identified 2020 capital projects – roof top #1 and #5 which are in poor shape. The engineering for roof tops # 2 and #4 and the cooling tower was \$16,500 for all three and estimating about \$12,000 for these two units. Mr. Middleton asked if the County would get a break for having the engineering done for all four; the two 2020 roof top units and two planned in a future year. The Superintendent noted that all the units are different and he will check out a discount if all four are engineered. A motion to approve moving forward with engineering on roof top units #1 and #5 and if they will provide a discount he will bring that information back to committee next month was moved by Mr. O'Brien, seconded by Mr. Middleton and adopted.
- Valmet Building Project – A \$23,000 proposal was submitted to the committee last month for a study to get us to the point of what we wanted and what we were going to engineer. The committee rejected the proposal and established a subcommittee to look at this project and the best path forward. The subcommittee concluded that the building will have to be engineered. The proposal for engineering start to finish is \$42,200, proposal included in attached handout. What is needed first is the construction document phase. They have identified the need for a 5000 sq. ft. building on a foundation basically a shell that we can incorporate our interior finishes the way we want them. He feels building a pole barn for just storage would be short sighted and this would be a building that is insulated well and built stick framed. Once we get the set of plans, it can go out to bid or built by County employees. This is not a study this is a direct step. We are telling them what we want and it will be all engineered. Mr. Shaw asked if this fits in with the overall campus design or is looking at the entire campus plan to big. Mr. Haff stated keep it simple not all encompassing. He stated the method they are using for this project might be a blueprint to follow. Purchase a building in kit form, hire two new employees with construction experience and erect the building and that would also give Buildings and Grounds the two more employees that they need. The Superintendent of Buildings and Grounds stated the focus now is the building shell and the design of the interior can be addressed later by the subcommittee. He also does not think hiring two employees to help with building a structure this size would work because the need is there without this building project. A motion to approve engineering proposal for construction documents phase in the amount of \$28,000 and SEQRA was moved by Mr. O'Brien, seconded by Mr. Ferguson and adopted. The Superintendent stated when we get to the bidding phase that will tell us the real number for the building.

OTHER BUSINESS: None

The meeting adjourned at 10:29 A.M.

Debra Prehoda, Clerk
Washington County Board of Supervisors

Government Ops
Buildings and Grounds Updates
March 19, 2019

Parks

- LLIA – 2019 Eurasian Water Milfoil

Buildings and Grounds

- Cooling tower project has started
- Court atrium project is in progress
- Need approval to start engineering for identified 2020 capital projects
- Valmet building



Lake Lauderdale Improvement Association, Inc.

P.O. Box 527, Cambridge, New York 12816

March 13, 2019

Mr. Matt Jones, Director
Department of Parks and Recreation
Washington County Office Building
383 Broadway
Fort Edward, NY 12828

Dear Mr. Jones:

Lake Lauderdale Improvement Association will be treating the lake with the herbicide Sonar PR in May, 2019 to control Eurasian Water Milfoil. Since 1997, we have had great success controlling the invasive milfoil and curly-leaf pondweed on a 3 year schedule. The project improves the water quality, fishing and swimming opportunities and should ensure a safe swimming areas at the County Park.

The pro-rated cost to treat the shoreline at the park this year is \$2,500. We thank you for your support of this project and look forward to an enjoyable Summer at the lake.

Sincerely yours,

Dan Wiley, Chairman

LLIA Environmental Committee

B&G 5-Year Capital Plan Detail

| Year | Project | Est. Cost | Yearly Total |
|------|---|------------|--------------|
| 2018 | St. Pauls Head Start Admin Building | \$ 20,000 | \$ 20,000 |
| 2019 | LEC RTU 2 | \$ 250,000 | |
| 2019 | LEC RTU 4 | \$ 250,000 | |
| 2019 | Cooling Tower Replacement | \$ 160,000 | \$ 660,000 |
| 2020 | Main Building Elevator #1 Upgrade | \$ 90,000 | |
| 2020 | Main Building - High Efficiency Boiler/ Piping/ AHU-1 duct repair | \$ 250,000 | \$ 340,000 |
| 2021 | LEC RTU 1 | \$ 250,000 | |
| 2021 | LEC RTU 5 | \$ 250,000 | |
| 2021 | Main Building - Elevator #2 Upgrade | \$ 90,000 | \$ 590,000 |
| 2022 | Phone System Migration | \$ 50,000 | |
| 2022 | Main Building- VU-1/VU-2/Duct Cleaning | \$ 250,000 | |
| 2022 | Courthouse - Elevator #3 | \$ 90,000 | \$ 390,000 |
| 2023 | LEC RTU 3 | \$ 250,000 | |
| 2023 | LEC RTU 6 | \$ 250,000 | |
| 2023 | St. Paul's Head Start - Elevator Upgrade | \$ 100,000 | \$ 600,000 |

Capital Plan Total Cost

\$ 2,600,000

SUBCONSULTANTS

The following project team will be assigned to this project:

- Rhinebeck Architecture Architect
- Weston and Sampson..... Civil Engineer
- Shumaker..... Hazmat Design

FEE FOR BASIC SERVICES

Our fee for Basic Services for design and bidding will be a lump sum. Construction Administration Services will be on an hourly basis not to exceed as indicated on the attached rate schedule. The following is the approximate breakdown of our fee by phase:

| Basic Services | Fee Amount |
|---|--------------------|
| Construction Document Phase (100% and Final CDs) (Lump Sum) | \$28,000.00 |
| SEQRA Services - Type 2 (Lump Sum) | \$500.00 |
| Bidding Phase (Lump Sum) | \$4,500.00 |
| Construction Phase (Hourly NTE) | \$9,200.00 |
| Total | \$42,200.00 |

FEE FOR ADDITIONAL SERVICES

The following is the approximate breakdown of our fee by service:

| Additional Services | Fee Amount |
|--|-------------------|
| Site Survey - Refer to Additional Services Paragraph for Description | \$2,500.00 |
| Total | \$2,500.00 |

REIMBURSABLE EXPENSES

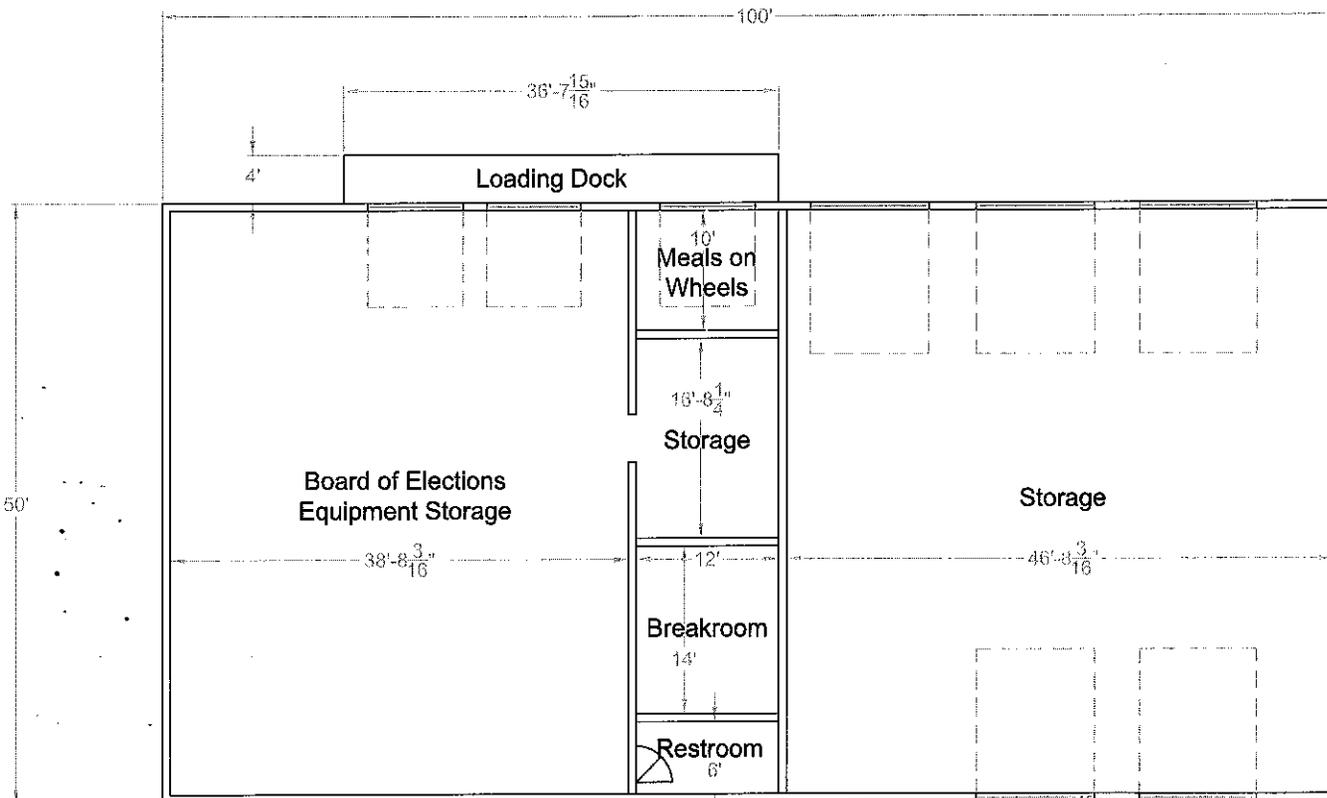
M/E Engineering, P.C. will be reimbursed for project expenses in addition to the above fee:

- Travel Outside of Schenectady County (At Cost)
- Printing and Reproduction Expenses (At Cost)
- D.O.H.-RPZ/Pool Application Fee (\$300.00)
- Subconsultant Expenses (At Cost times 1.1)
- Testing Services (At Cost times 1.1)

We would not expect reimbursables to exceed FIVE THOUSAND DOLLARS (\$5,000.00).

RATE SCHEDULE

We have included our rate schedule for hourly billing rates for the current calendar year. Should the duration of the project extend beyond this calendar year, a revised rate schedule will be provided and M/E will invoice based on those hourly billing rates.



PLAN VIEW

BOE Storage

SCALE: 1"=10'



Construction of
Board of Elections Storage Facility
 Pary Street Town of Fort Edward County of Washington State of New York
Washington County Department of Public Works
 Building A 383 Broadway Fort Edward, New York 12823
 Phone: (518) 746-2440 Fax: (518) 746-2441
 Highways Engineering

| No. | Date | By | Revisions | Drawn |
|-----|------------|----|---|-------------|
| | March 2019 | | Scale: 1"=10' | SP-TJZ |
| | | | Sheet: Sheet 1 of 1 | Checked |
| | | | Project Name: Q:\Engineering\Projects\2019\Buildings | By: NA |
| | | | Deborah Donohue, P.E. Superintendent of Public Works | Checked: NA |
| | | | | By: NA |

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