

Long Range Capital Planning Committee Minutes
September 26, 2007 – 10:00 A.M.

Present: D. Wickerham, County Administrator; Supervisors Hargrave, Barrett, M. Johnson, Thompson and Gutheil; Spencer Hellwig, Mgmt. Analyst; Paul Lent, Emergency Services; Joe Ritchey, Joe Miranda, Rick Gardner, Fred Arnold, DPW; Daniel Butler, Animal Shelter; Kate Jeanson, Kathy Marchione, LoAnne Sanders, County Clerk; Press.

Mr. Wickerham called the meeting to order and welcomed all in attendance.

Mr. Wickerham said the charge of the committee is to be an advisory committee. The 2008 budget is in the process of being put together. The decisions that are made today will be added to the tentative budget. The final budget will be approved by the full Board of Supervisors in the November-December time frame. The tentative budget will be released by the end of October. In the past there has been an unwritten agreement with the committee that the first priority is to maintain the tax rate, therefore, maintaining the tax rate for a long period of time is the main goal.

Mr. Wickerham asked for the committee's consideration in allowing he and Mr. Hargrave the latitude to amend items if needed, with the ultimate goal of having a budget that everyone can agree on.

Mr. Hellwig gave a brief overview of the following projects and expenditures for 2007 as follows:

Emergency Radio System

Mr. Hellwig said this was money that was budgeted in 2002 to develop the radio system. This year it is anticipated that \$221,543 will be expended, with approximately another \$540,000 to be spent this year for the construction of two towers, one in the Town of Providence and Town of Milton.

All groundwork has been completed and the engineering is done. The bid specs are in the process of being completed, with a return of late October/November.

An estimate of \$1,350,000 is for the construction of a tower at five separate sites.

Mr. Gutheil asked what the balance of the radio system expenses would be after these expenditures?

Mr. Wickerham said the expenses would total approximately \$4.6 million at the end of 2008.

Records Management/Imaging System

Mr. Hellwig said this is a project that was started two years ago in the County Clerk's office to scan and produce images for indexing and making the documents available on line. This project is fully funded through a new revenue source created through the County Clerk's Office in excess of the actual costs. This will continue through 2010.

Mrs. Marchione said the requested funds for 2008 will be for computers in the County Clerk's office. There is a five-year leasing agreement with all the computers and software in the office, she said.

Animal Shelter

Mr. Hellwig said \$22,700 was expended to conduct a feasibility study, which has been completed. The results of the study have been reviewed on numerous occasions by the Buildings and Grounds committee, and at this time the committee is requesting an additional \$500,000 for design work to be done on the facility for 2008.

Public Health/Public Safety

Mr. Hellwig said this request is for funds to conduct a feasibility study for space and building needs for Mental Health/Public Health Nursing and the Sheriff's department. At the August Buildings and Grounds committee meeting there was discussion with regard to setting money aside in 2008 for work done by the architect. The committee has requested \$1,000,000 be allotted for 2008 for design work.

Mrs. Johnson said the Buildings and Grounds committee has been working with Saratoga Hospital with the possibility of them building a building and

leasing it to Public Health. Mrs. Johnson said she has just been informed that they are not interested in doing that.

Mr. Hellwig said originally the Mental Health/Public Health and the Sheriff were included in the plan for the Public Safety Building. Ultimately, the committee decided to include Public Health and the Sheriff only.

Mr. Hargrave said that state law states Mental Health and Public Health cannot go into the same building.

Mr. Ritchey gave a brief overview of the following projects and their expenditures for 2007 as follows:

Highway Reconstruction

Mr. Ritchey said 20 miles of Highway reconstruction is scheduled every year. All but two projects have been completed.

Bridge Reconstruction

Mr. Ritchey said there were three projects in-house to reconstruct and an engineering project. Two of the projects are completed in Providence and Galway. Thirty-five Thousand dollars was set-aside for Engineering to rehabilitate a bridge in Saratoga Springs. Mr. Ritchey said he has been informed that the bridge may be eligible for federal funding, therefore, that project will be delayed in order to pursue funding.

Highway Equipment

Mr. Ritchey said all highway and building equipment has been ordered and is under budget.

Traffic Signal

Mr. Ritchey said a traffic signal will be added in the town of Waterford at the intersection of Fonda and Middletown Road. An RFP has been sent out for engineering work to be submitted in October.

Recycling Equipment

Mr. Ritchey said a tractor was replaced in addition to four containers that will need to be replaced. A bid has been sent out and it is anticipated there will be a slight surplus.

Roof Replacement

Mr. Ritchey said bids were awarded for the replacement of roofs on building one and three, and it is anticipated that the projects will be done by the end of 2007. It is estimated that the entire budget for this project will be used.

Buildings Equipment

Mr. Ritchey said this was the first year of a two-year program to replace half of the air conditioning units on top of the new jail.

Courtyard Repair

Mr. Ritchey said it is anticipated that this project will be completed this year.

Airport Improvements

Mr. Ritchey said five grants were anticipated. Three were approved by the Board of Supervisors. The first one was to rehabilitate all of the taxiways and the apron, along with replacing the hanger and installing the water main hydrant system into the airport. A resolution with the consultant is currently being worked on, with completion of the project over the next three years.

Mr. Butler said the needs assessment has been completed with regard to the new proposed Animal Shelter. It is anticipated that the final report will be distributed by the end of the week. Mr. Butler requested \$500,000 be put into the 2008 budget for schematic and design work for the new Animal Shelter with anticipated construction in 2009.

Mrs. Marchione distributed a preliminary design and gave an explanation of the proposed reconfiguration of the County Clerk's office and the DMV office at the county complex for all committee members' review. She said the goal was to move to a paperless operation.

Mr. Wickerham said that this would need to be reviewed by the Buildings and Grounds Committee before it can be approved.

Mr. Ritchey said each year 20 miles of highway is reconstructed. The roads are chosen five years in advance by a rating system. The highways are rated every year between 1-10. When there is a tie, the volume is assessed and the roads with higher volume are given priority.

The following projects are projected for 2008:

Highway Reconstruction

Approx. 7.4 mile section on Northshore Road in the Town of Day.

Approx. 2.3 mile section on Northern Pines Road in the Town of Wilton.

Approx. 1.3 mile section on Lake Desolation Road in the Town of Greenfield.

Approx. 1.9 mile section on Murray Road in the Towns of Greenfield and Milton.

Approx. 1.7 mile section on Geyser Road in the Town of Milton.

Approx. 2.1 mile section on Greenfield Avenue in the Town of Milton.

Approx. 2.7 mile section on Blue Barns Road in the Town of Clifton Park.

2008 Request: \$4,441,300

Bridge Reconstruction

Mr. Ritchey said the following three bridges are to be rehabilitated for 2008. In the Town of Halfmoon, Tabor Road over the Dwass Kill; In the Town of Edinburg, Sand Lake Road over Sand Creek; In the Town of Day, South Shore Road over Daly Creek. There is an engineering project on Health Road over Sturdevant Creek, in the Town of Corinth. There will be a total replacement of the bridge on South Shore Road over Tributary at Stewarts Pond, in the Town of Hadley.

Mr. Ritchey said there is an engineering project in the Town of Day on South Shore Road over Daly Creek where the replacement of the Bridge would be done in 2009.

2008 Request: \$405,000

Highway Equipment

The following is a list of highway equipment replacement requests for 2008 in order of priority:

1. Replace one 1995 Large Truck
2. Replace one Screen Plant
3. Replace one 1980 Tractor Truck
4. Purchase one Equipment Lift
5. Replace two 1998 Pick-ups
6. Replace one Backhoe
7. Replace one Dump Trailer
8. Replace one Small Tractor Mower
9. Replace a 1997 & 1999 Utility Vehicle
10. Replace one 1994 Medium Truck

2008 Request: \$897,000

Building Vehicles

1. Replace one 2000 4-WD Pickup with a plow
2. Replace one 1996 Compact Tractor

2008 Request: \$37,000

Traffic Signals

Mr. Ritchey said a study was done at the intersection of Round Lake Road and East Line Road in the Town of Malta and Ballston. The study warranted the need for a traffic signal.

2008 Request: \$106,000

Recycling Center

Mr. Ritchey said the recycling program is approximately 20 years old. The concrete in the buildings is deteriorating. A four-year program has been established beginning with the Clifton Park Recycling Center in 2008; Saratoga Springs Recycling Center in 2009; Town of Corinth Recycling Center in 2010; and Town of Milton Park Recycling Center in 2011.

2008 Request: \$50,000

Recycling Equipment

Mr. Ritchey said they ran into some problems this year with two tilt-up trailers. One trailer was repaired; therefore, the request for 2008 has been reduced to replacement of one trailer.

2008 Request: \$64,000

Parking Lots

Mr. Ritchey said the parking lot at the Services Building at 152 West High Street was installed in 1995 and is showing major surface deterioration. These areas will have the surface material removed as well as the base and sub base material. The entire lot will then be overlaid with 1-1/2 inches of asphalt. The parking lot will also be increased by 20 new parking spaces to accommodate an increasing number of vehicles.

2008 Request: \$150,000

Buildings Equipment

Mr. Ritchey said this is the second year of a two-year program to replace all the original RTU's and MAU's with regard to the air conditioning at the county Jail facility.

2008 Request: \$150,000

Airport Improvements

Mr. Ritchey said there were three NYS grants that have been approved with a 10% county contribution. The following projects will be done through these grants: Pave the perimeter of the access road; replace the automated weather observation station; reconstruct auto parking lot and entrance road. There are 4.5 miles of on-airport perimeter access gravel roads. The roads are overgrowing with vegetation and in particular Blue Lupine, which is a habitat for the Karner Blue Butterfly, a Federally protected species. If the roads overgrow too heavily with Blue Lupine they will be deemed unusable by NYDEC. Asphalt paving will prevent overgrowth of vegetation, he said.

Mr. Ritchey said it is anticipated that the following two items will be included in a Federal grant: off-Airport Obstruction removal; Rehabilitate Airport Beacon. All runway approaches have obstructions into the approach slope surfaces. Avigation easements have been acquired. This project will remove identified obstructions from those off-site parcels where avigation easements have been acquired. The existing beacon is old and has required repair and replacement of parts. A new unit will now replace the beacon, he said.

2008 Request: \$1,706,000

Wall and Masonry Analysis

Mr. Ritchey said extensive water damage has been noticed to the stairs and wall east of Bldg. #3 along with water penetration to many of the brick walls. A consultant with masonry background is needed to investigate the causes of the water damage, to make recommendations for repair to the damaged area. Their recommendations will be prioritized along with cost estimates. The buildings were constructed in 1969.

2008 Request: \$25,000

Renovation of Bldg's 1 & 4

Mr. Ritchey said there was a need for additional space for both the Treasurer and District Attorney as identified by the architectural study of the Main Complex in 2006. Five thousand square feet of storage space was identified as easily renovated for office space for the Treasurer's Department with natural expansion of the District Attorney's offices into the vacated Treasurer's space, which is 2,500 sq.ft.

2008 Request: \$320,000

Public Health/Public Safety

Mr. Lent said the request was to take the project through the schematic design, final design, bid documents and all enhanced engineering that would be required to move forward to construction. The \$1,000,000 request was based on a percentage on the estimate of the building that was projected during discussions at the Buildings and Grounds Committee Meeting.

Mr. Lent said discussion at the Buildings and Grounds workshop included asking Pacheco Ross Architects if there was a interim step to take to make the determination of what was the final inclusion of all the square footage in the building, i.e. sheriff department, public health, to refine it to schematic design and floor plans. Mr. Lent said the schematic design phase would take approximately three or four months to complete.

A motion was made by Mr. Hargrave, seconded by Mr. Barrett to approve the 2008 requests for Highway reconstruction in the amount of \$4,441,300; and Bridge Reconstruction in the amount of \$405,000. Unanimous.

Mr. Wickerham asked for discretion, if needed, with regard to the following highway equipment requests in order to keep the tax rate stable.

A motion was made by Mr. Barrett, seconded by Mr. Hargrave to approve the 2008 Request for Highway Equipment in the amount of \$897,000; and allowing the County Administrator and Mr. Hargrave the ability to use their discretion, if needed, in order to keep the tax base stable, and at the same time protecting the top five equipment requests as ranked by Mr. Ritchey. Unanimous.

A motion was made by Mr. Hargrave, seconded by Mr. Barrett to approve the following 2008 Requests from the following departments: Building Vehicles, \$37,000; Traffic Signal, \$106,000; Recycling Equipment \$64,000; Parking Lots, \$150,000; Buildings Equipment, \$150,000; and Wall & Masonry Analysis, \$25,000. Unanimous.

Mr. Wickerham said there would not be an expense in the budget for the Emergency Radio System as the expense will be taken out of the capital budget.

A motion was made by Mr. Hargrave, seconded by Mr. Barrett to approve the 2008 request for Airport improvements in the amount of \$1,706,000. Unanimous.

Mr. Wickerham said the records management imaging system is a five-year lease and has already been approved.

A motion was made by Mr. Hargrave, seconded by Mr. Barrett to approve 2008 requests for the following: Animal Shelter, \$500,000; Public Health/Public Safety, \$1,000,000; Renovation of Bldg's 1 & 4, \$320,000. Unanimous.

Mr. Wickerham said it is premature to put the money in the budget for the County Clerk's Office and DMV until it has gone through the Buildings and Grounds Committee for approval. This would be appropriated from the fund balance if the project begins in 2008.

A motion was made by Mrs. Johnson, seconded by Mr. Thompson to bring the County Clerk's Office and DMV request of \$1,410,285 to the Buildings and Grounds Committee for review and approval. If approved the funds would be appropriated from the fund balance in 2008. Unanimous.

Mr. Wickerham said that all resolutions that have been approved today will be forwarded on to the Board of Supervisors for approval when the final budget is adopted.

On a motion made by Mr. Hargrave, seconded by Mr. Thompson the meeting was adjourned.

Respectfully submitted,
Chris Sansom