

BUILDINGS & GROUNDS COMMITTEE MEETING

August 9, 2010 – 3:00 p.m.

PRESENT: Chairman Thompson; Supervisors Jenkins, M. Johnson, Raymond, Rowland; Southworth; Spencer Hellwig, Mgmt. Analyst; Mark Rider, Co. Attorney; Joe Ritchey, Rick Gardner, DPW-Bldgs.; Hans Lehr, Carol Lyte, Mental Health; Dan Butler, Animal Shelter; Rich Campagnola, C. T. Male; John Bishop, Bishop-Beaudry; Press

Chairman Thompson called the meeting to order.

Mr. Rowland moved to approve the minutes of the July 29th special meeting, as amended. (The amendment is a “No” vote from Chairman Thompson on a one-year contract with WAM Commercial Associates LLC for the storage of the new voting machines with a 60-day out clause at no penalty to the County). Ms. Raymond seconded. Unanimous.

Mr. Bishop distributed copies of a Saratoga County Animal Shelter Project Budget Update. He said from the last update in the beginning of July, the only change is we solidified bollards that the State inspectors were requiring us to do. They are only requiring four additional bollards (\$2,240), he said. He stated the project is running \$288,000 under budget. He said they have no building change orders other than those going against the allowances. He said they are having a problem with the scheduling. He said for the aluminum entrances, they have had repeated dates and were promised they would be shipped on Wednesday. They have promised us in the past and have not come through, he said. He said they have spoken to the Vice-President of sales out of Pennsylvania, and he promised the date of August 26th, he said. He mentioned another problem is humidity in the floors. That is better now that we have turned on the HVAC system, he stated. Friday, we determined it was acceptable, and it is definitely bringing down the moisture in the slab. We need to be 80 or below the moisture in the slab, and we were as high as 96, he said. By the end of this week, we can probably start putting a floor in, he said. I anticipate we will be completing the week before Labor Day, he stated. The contractor doing the next two phases is ready to go, and we are anticipating an October completion of the project, he added. He stated the move in date could be the week before Labor Day.

Mr. Butler said he does not believe he will have a problem, as he has a lot of volunteers. He stated they have to steam clean all of the cages going over to the new shelter and getting them installed, and he does have people lined up to do that. He said it will be a week to ten days at least getting out of the old building.

Mr. Lehr stated that Mr. Angstadt is on vacation, and Mr. Gardner suggested discussing the search for relocating the Friendship House rather than waiting until next month. He said the Friendship House lease (228 Church St.) is up in December, and they have begun preliminary exploration of other options. He stated there are some problems with the current site, as it is not handicap accessible, and there are on-going problems with privacy. We have been there at least 20 years, he said. We began looking at a number of spaces. He distributed copies of a listing of options in Saratoga Springs, and he discussed each:

- 31 Myrtle Street, 2,400 sf @ \$25.00/sf, \$60,000 per year. Rent includes all utilities, plowing, mowing, waste removal, taxes. Any increases in taxes will be passed on to the tenant.
- 1 West Avenue, 4,384 sf @ \$15.95/sf, \$69,925. Taxes, insurance and maintenance @ \$6.64/sf = \$29,110. \$99,035/yr., \$8,253/month, plus utilities.
- 6 Care Lane, 2,500 – 3,000 sf may be available. \$16.95/sf includes outside maintenance. Taxes, insurance, etc. would bring the cost up to around \$21.00/sf. Estimated costs are \$65,000 - \$70,000/yr. plus utilities.

Mr. Lehr said they believe 31 Myrtle St. would meet the needs of the program. We would have shared office space in the building, but all of the office space is totally private, he said. He mentioned 1 West Ave. is about $\frac{3}{4}$ mile from the Hospital, and they would need to use an ambulance to get people there. Right now, we walk them to the Hospital, he said. Ms. Lyte said there is usable 3,900 square footage, but we would be paying for common areas. Mr. Lehr said they would be sharing with one or two other offices as well as hallways and bathrooms. We do not know whether this would include refurbishing. He mentioned 6 Care Lane may no longer be available. It is no longer listed, and the realtor has not returned our calls.

Mr. Lehr said in terms of other issues, 31 Myrtle Street would have to be wired for internet. We would have to contract that out, or potentially Buildings & Grounds could do some of that wiring, he said. We do not

know if the landlord would do that for us or they may up the rent if they do, but this is all preliminary, he said.

Ms. Raymond asked how much are we reimbursed through the State. Mr. Lehr said the revenue piece is a bit of an unknown. New York State will not be increasing the Medicaid revenue for that program, and the current revenue is projected out for the life of the five years, he said. Anything we are talking about that is more expensive will be paid for by the County, he stated. He said one other issue is with 31 Myrtle St. is none of them know, given where that building is situated, whether they can direct their antenna for their network to the Hospital antenna. Initially, Bob Kingsbury and I had a lot of discussion, and he did not recommend wireless in the building. Our billing and patient records are on one centralized server, he said. Mr. Hellwig said we decided to replace the existing system because it failed. With Road Runner, we would have to pay a monthly fee. The department operates on a deficit, and the more money we spend, the bigger the deficit, he stated. We will never be in a break even situation with these programs, he said. If they move to a location without a clear path to the antenna, they will have to go to Road Runner, he said.

Chairman Thompson asked how other counties handle this program. Mr. Lehr said some do not provide this program and others lease out space. Ms. Raymond said she hopes we can find space that is a little more modern and conducive to the goals of the program. **Chairman Thompson appointed a subcommittee of Mr. Jenkins (chair), Mrs. Johnson, and Mr. Hargrave to look into this rental.**

Chairman Thompson passed around a copy of NYS Board of Elections documents “Voting System Facility Guidelines for Storage, Power and Transportation” and “Voting System Security Policy.” He pointed out the portion on page 8 of the Guidelines that discusses Physical Security Recommendations. Ms. Raymond said she does not think we should get hung up on what this document says. I would be most curious to see what other counties in the State have done, she said. Chairman Thompson said there is no need for us to store a tin box in a secured environment. The computer must unlock from the storage cabinet to be repaired, he said. If these units could be broken down, the tin could be stored at the landfill, and there are two vaults in Bldg. #5 for the computer parts, he stated. We have all kinds of room to store things in Northumberland, he said. He said he also has a problem bringing 20 machines to his Community Center where he only

has 12 outlets. He said we also pay \$90/machine to move them. He called U-Haul, and they have a 26' truck with a pull out ramp that would cost \$80 for two days plus mileage for two of them. Chairman Thompson said if we hire the delivery of these out, it will be \$90/each, and the Board of Elections budgeted \$50,000. Mrs. Johnson suggested a subcommittee to look into this issue. Mr. Jenkins pointed out it is five weeks to the Primary. **Chairman Thompson appointed a subcommittee of Mr. Rowland, Mrs. Johnson, Ms. Raymond and himself to look at this issue.**

Ms. Raymond said the machines are being programmed centrally. Long term, maybe the best practice would be to transport these machines and then have them programmed. At least some of us should be able to keep the machine after the Primary, she said. Chairman Thompson said he cannot get answers from the vendor. Ms. Raymond said a representative from the voting machine company should come before the subcommittee. You will have to probably let this Primary be dealt with by the Board of Elections and then come up with a long-term procedure, she said.

Mr. Rider asked what the Committee is recommending the lease term to be. Chairman Thompson said one year with a 60-day out clause. Mr. Rider said you asked the vendor for a three-year lease, and you may not have an offer for a one year. Ms. Raymond said our problem is the RFP did not state a 60-day out clause, and the vendor did not have a building that meets the guidelines. Mr. Hellwig said he will talk to the Elections' Commissioners to get the answers Chairman Thompson is looking for.

On a motion by Ms. Raymond, seconded by Mr. Jenkins, the meeting was adjourned.

Respectfully submitted,

Elaine M. Sodemann