

LONG RANGE CAPITAL PLANNING COMMITTEE MINUTES
SEPTEMBER 25, 2006 – 4:00 P.M.

Present: Chairman David Wickerham; Supervisors Gutheil, Barrett, Thompson & M. Johnson; Spencer Hellwig, Mgmt. Analyst; D. Butler, Animal Shelter; Joe Ritchey, Commissioner of Public Works; Rick Gardner, Public Works; Press.

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

Mr. Wickerham said the charge of this committee is to review the Long-Range Capital Projects and make recommendations to the budget officer. The first item to be done is to review where we are and where we are going to go with the 2006 register. Several million dollars worth of projects were approved last year, he said.

Mr. Hellwig gave an update on the 2006 Capital Register as follows: He said the records management/imaging system was approved several years ago for the County Clerk. It is computerization of the department, including scanning of all the images, indexing and a whole computer structure, in addition to making some of the data stored available on line. This process was approved in 2005 with a vendor to provide the service, hardware, software, training and maintenance, with all the components delivered by the vendor. Initially, \$240,000 was budgeted, which was covered by revenues that the County Clerk's office had set up. The five-year contract actually came in at \$193,000/yr. saving approximately \$50,000. The County Clerk's office is in the process of digitizing the data, which is projected to be completed in October 2006. The remaining portions are expected to be phased in early in 2007, making the new records system complete, he said.

Mr. Wickerham said this was started as a special project for imaging, but it is now at a point where there is an annual operating budget expense. He suggested, it might be time to take it out of the capital budget and make it part of the operating budget.

Mr. Hellwig said the Full Document Imaging is a software package that was purchased by the Elections Department. Up to the point where the software package was purchased, everything was maintained in a hard copy file. This software package will allow them to take all the voter information on an individual and maintain it in a computer database. Initially, a lump sum was budgeted along with a five-year plan. This year approximately \$23,000 was paid with payments of approximately \$12,000 for the next four years, for a total of approximately \$71,000.

Mr. Wickerham said, when the county bought the elections programming several years ago it was decided not to buy it all at once. The first piece that was bought was the election night results, which was a special package. After that, elections was looking for another program to allow them to get voter records right out of the computer.

Mr. Ritchey said all 20 miles of reconstruction on the highways will be completed this year. There were three bridges scheduled for replacement/reconstruction this year. Two of them are done; Stone Road over the Snookkill has been completed and opened in July;

North Shore over Tributary on the Sacandaga was done in-house; Bryant's Bridge, a federally funded project will be opened in November.

Mr. Ritchey said all highway equipment that was scheduled has been purchased and received for approximately \$20,000 under the estimated cost. With regard to vehicle equipment, there was a small utility tractor and a pickup truck, which have both been purchased, saving approximately \$1,000.

Mr. Ritchey said the traffic signal project was originally going to be a traffic signal that was justified at the intersection of Dunning Street and Foxwander in the Town of Malta. The committee and the BOS approved a plan where the town of Malta would install a roundabout at this location and the county would contribute 50% of what it would have contributed for a traffic signal. To date, nothing has been spent, he said. Some of the engineering has been done, reappropriation of funds will be sought in 2007 in the amount of \$93,000, he said.

Mr. Ritchey said with regard to recycling equipment there was one item, a tilt-up trailer that has been ordered, resulting in a savings of \$5,400.

Mr. Ritchey said, the replacement of the original roof on the infirmary building was started a couple of weeks ago, and is scheduled to be completed in October.

Mr. Ritchey said the replacement of the boiler in building five is 98% complete. The project will be completed saving \$25,000 under the estimate, he said.

Mr. Ritchey said, engineering has begun on the design of the courtyard. This construction will not start until 2007, he said. It is estimated that approximately \$52,000 of the engineering costs will be spent in 2006.

Mr. Ritchey said the airport improvements are part of the federally funded multi-year aviation easement project.

Mr. Butler said he would like to pursue the replacement of the Animal Shelter. He is requesting funds of \$200,000 to hire an architect for the design of a new Animal Shelter. The current Animal Shelter is 29 years old, which was built aside of a building that is likely over 100 years old, he said. The request would be to do away with that part of the building and renovate the addition that was put on in 1988. The current shelter is approximately 7,000-sq. ft., and the new building should be 12,000 sq. ft. The shelter has handled an average of 3,000 animals per year over the past 7 years. The building should have an air exchange system capable of changing and filtering the air 15 times per hour. This will almost eliminate any odor that may be present, making it more pleasing to the residents coming to visit, adopt or redeem the animals. This system will also help control the airborne viruses that affect the animals. We need to incorporate areas to help control the spread of disease within the facility, he said. All animal holding areas should have drains so areas can be hosed down instead of mopped. When there is a case of rabies or canine parvo virus the area infected can be disinfected with no threat of spreading the disease. The building design should be as maintenance free as possible.

Mr. Wickerham said he would hope that if this request were approved that an RFP would be sent out to ensure the best possible price.

Mr. Butler said, "We don't need a Taj Mahal, but we need a place that is comfortable for the animals and for the people. First impressions are important".

Mrs. Johnson said, she is very pleased to see that the Animal Shelter has made it on the Capital Projects list. She said the possible rebuild of the Shelter is exciting and long over due. She commended Mr. Butler for actively pursuing the project.

Mrs. Johnson said, she is very troubled and perplexed that there is no inclusion of dollars over the next five years of this plan for Mental or Public Health. As we all know, Mental Health has been given notice to vacate their premises by July 30, 2007. We are currently looking for a place for them to relocate on a short-term lease basis, three to five years. Until we can find a permanent place that will handle the current and long term needs. Why have we not provided funding in this capital plan, so that we can plan long term for this department of over 50 employees, 50% of who presently share the space? With the future growth of Saratoga County they will only have services increased. The Public Health Department is located in Saratoga Springs, in a building that is over 100 years old and in dire need of office space, parking, security and building maintenance. We have professional nurses that must share office space, and I say space because that is all it is, a space for a desk and a chair. These desks butt each other in a long line up with an exposed sewer pipe directly over their heads. There certainly can be no client confidentiality we are all familiar with. Yes, they are on the road a lot during the day, but they still need a place to come home to where they can complete their paper work, and phone calls. They should not have to worry about where their space will be on any given day. How many of us in this building or complex share our office space with someone else, and how productive would that be. The building committee spent weeks studying these problems and formally made their recommendations and presentations. There are serious problems that need to be addressed, and I am at a loss as to why no consideration has been given to either of these buildings in the plan, she said. We know that Saratoga County continues to grow in population, which will definitely increase our services to the public. Now know we are a prosperous county and will continue to be so. We know that both these locations can provide revenue to assist in any new location for a building. My question is; why are we not providing for our employees, as well as our residents in Mental and Public Health in this Capital Plan, as we have so appropriately done for our cats and dogs in the Animal Shelter?

Mr. Ritchey said the first item is the Highway Reconstruction Program, where the county maintains 360 miles of highway, reconstructing approximately twenty miles of highway per year for an 18-year life cycle. All the roads are rated on a yearly basis, first looking at the ones in the worst condition and their traffic volume.

Mr. Ritchey said the Stafford Bridge is a 264-foot replacement. The county has \$35,000 in engineering costs toward the rehabilitation of the bridge. This is a multi-million dollar bridge replacement that is a local project, so we can find a rehabilitation method to hold it for ten years and then wait for submission of federal funds, he said. The local share for four bridges is \$305,000 with no federally funded projects scheduled or next year. There

are eight deficient bridges, compared to last years four, however, there are no bridges red flagged, he said. All 104 bridges in the county are inspected by the State every two-year.

Mr. Ritchey listed in priority his Capital Equipment Requests as follows:

1. Replace one (1), 1996 Small Truck
2. Replace two (2), 2000 Large Trucks
3. Replace two (2) 1998 Pick-up's
4. Replace two (2) trailers
5. Replace one (1) Backhoe
6. Replace one (1) Chipper
7. Replace two (2) Utility Vehicles
8. Replace one (1) Vibratory Roller
9. Purchase one (1) Guiderail Post Driver

Mr. Ritchey is requesting the replacement of two (2) vans with approximately 40,000 miles each. One is an electricians van and the other is used to transport supplies, materials and employees to different projects.

Mr. Ritchey is requesting replacing the following Recycling Equipment:

1. Replace one (1) Tractor Truck, Tandem Axle, Diesel
2. Replace two (2) 56 cu. yd. Open top containers
3. Replace one (1) 30 cu. yd. Open top roll-off container
4. Replace one (1) 40 cu. yd. Covered roll-off container

Mr. Ritchey said roof replacement on building #1 of the county complex is scheduled for 2007. The roof was replaced in 1986 and is starting to give major problems. With its many roof penetrations, it has been very difficult to find the many leaks that have occurred. This roof has had extensive roof warranty work, and it is now out of warranty and in need of replacement.

Mr. Ritchey said the Roof Top Units and Mixed Air Units that supply heat and air conditioning to the Jail and Sheriff's Office are original equipment and are in need of replacement. They are nineteen (19) years old and are four (4) years older than the

recommended replacement of fifteen (15) years. This is a two (2) year program with replacing ½ the units in 2007 and ½ in 2008.

Mr. Ritchey said being that there was \$1,000,000 in Capital for Courtyard repair, and the estimate for repair was \$1,426,000, he is requesting an additional \$426,000 to fund the project.

Mr. Ritchey said with regard to the Saratoga County Airport improvements there was a substantial increase in State funding due to the 2005 bond issue that was issued and passed last year. All taxiways and itinerant aprons are original pavement and are exhibiting full depth cracking with displacement, he said. A consultant will be retained to perform the required design, and a contractor will be hired for construction. The cost estimate for the project is \$2,050,000, with the county share of \$205,000.

Mr. Ritchey said the existing transient aircraft storage hangar is constructed of wood and is extremely old and deteriorated. It has been subject to structural failures due to fatigue and wind loads. A consultant will be retained for the design and a contractor hired for the construction. The total estimated cost of the project is \$500,000, with the county share of \$50,000.

Mr. Ritchey said the existing auto parking lot and entrance road to the airport is old and deteriorated. The estimated cost to reconstruct the auto parking lot and entrance road is \$300,000, with the county share of \$30,000.

Mr. Ritchey said the original based aircraft ramp is old and deteriorated. A consultant will be hired for the design and a contractor will be hire for the construction. The total estimated cost for the project will be \$300,000 with the county share of \$30,000.

Mr. Ritchey said a drilled water well serves the airport and county owned buildings, which are leased. This well frequently has gone dry and provides poor quality water. The installation of a water main from Geyser Road would alleviate the problem. The total estimated cost of the project is \$300,000, with the county share of \$30,000.

The next meeting was scheduled for Friday, September 29th at 4:00 p.m.

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

Respectfully submitted,
Chris Sansom