

Buildings & Grounds Committee Minutes  
May 12, 2020 – 4:00 p.m.

Present: Chairman Matthew Veitch; Committee Members Alan Grattidge, Ed Kinowski, Bill Peck, Mike Smith, Tom Wood and Benny Zlotnick; Supervisors Phil Barrett, Tara Gaston and Chairman of the Board Preston Allen; Chad Cooke, County Administrator; Steve Dorsey, County Attorney; Keith Manz, Tom Speziale, Public Works; Michael Zurlo, Rich Emery, Sheriff; Turner Bradford, McFarland Johnson.

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

**On a motion made by Mr. Zlotnick, seconded by Mr. Smith, the minutes of the March 10, 2020 meeting were approved. Mr. Grattidge abstained from voting as he was not present at that meeting.**

Mr. Manz gave a brief update on the Public Safety Facility. Mr. Manz said that the May 29<sup>th</sup> substantial completion date looks like it will be pushed out another month. The soonest they can move any Department will be around July 1. The last entity to be moved in will be the 911 emergency center due to the large amount of cabling. This should happen in the last quarter of the year. Mr. Speziale said that the project as a whole is at 95-98% completion. The vast majority of the remaining work is the responsibility of the general contractor who are suffering due to COVID-19 and a carpenter shortage. The other contractors are all very close to being complete. The electrical contractor is working parallel with IT, telephone and security vendors and have day to day issues that come up and need to be resolved in order to get all systems interfaced. There is a test scheduled next week on the fire suppression system. IT department is scheduled to install their equipment next week. Telephone and PA systems should start in the next few weeks and should only take a week to install. Fiberoptics and connectivity between buildings are underway. One of the largest hurdles now to get through is the video surveillance and access systems. Almost every door in the facility has electronic access and the work is complex to install. 911 Motorola is getting started and working with Tritech, Central Square and Verizon. At the earliest, the 911 center will be ready in the last quarter of the year due to testing required. Spectrum TV is installed. Furnishings have been installed with some even assembled, the remaining still boxed. Mr. Manz thanked Mr. Speziale for all of his work on this 2 year project. Mr. Veitch agreed and thanked Mr. Speziale for the wonderful job done. He has kept Mr. Veitch and the Change Order committee up to date on the project. Mr. Veitch said that he will keep this as a standing agenda item until the building is done. Mr. Speziale said that their intent is to get Public Health and Probation in at the earliest possible date. Mr. Peck also thanked Mr. Speziale and said that his day to day oversight of the project has been nothing short of incredible. The County owe him a deep appreciation on this complex project. He has done an outstanding job.

**A motion was made by Mr. Kinowski, seconded by Mr. Grattidge, to authorizing the creation a Reserve Account for the purposes to transferring allocated airport capital funds associated with the County's airport property currently occupied by the Gateway House of Peace. Unanimous.**

Mr. Manz said that during an inspection of the Airport a year ago, they noticed that there was some non-aviation use, specifically on the Gateway House of Peace parcel. Initially they said that the parcel needed to be subdivided off and the value put into an interest bearing account to be utilized for the County's share of FAA projects. The latest information is that a subdivision is not needed, an assessment of the parcel will suffice to determine the value, which is \$165K, create an interest bearing account and transfer that value into the account. The Gateway House of Peace still has a lease with the County and there is no change in that. Mr. Speziale said that the division of the property will only be shown on airport documents. Mr. Speziale said that the house is not in any airport zone and does not currently affect the airport. Mr. Veitch said that it posed an issue years ago when the runway was going to be extended but at this point does not pose an issue.

Mr. Manz distributed the COVID-19 Protocol document. It was created a few weeks ago from a document provided by the Association of General Contractors, and was reviewed and modified by DPW and Public Health. Employees must sign the second page, if not, the foreman or immediate supervisor will sign that they went over the document with the employee. Spot checks will be performed to ensure compliance. A copy of the protocol is attached to these minutes. Mr. Veitch confirmed that they worked with the Union reps. and got their approval on this document. Ms. Gaston thanked Mr. Manz for the document and suggested that this protocol be sent to all departments to be modified to the needs of each of the departments. Mr. Kinowski agreed and suggested that any document that is being sent out to employees, be sent through HR first. Buildings and Grounds employees will be phased in beginning next week. There are several projects that are overdue and new projects that need to be done, some COVID related like the installation of plexi-glass in other departments.

Mr. Manz distributed a document listing the proposed capital and budget reductions in Buildings and Grounds and gave a brief overview. Below is the list of projects and savings.

FUND A

Capital Projects:

- Bldg. 5 Solar Canopy Removal. \$375,000  
This project is currently out to bid,  
Bids are being received on 5/15
- Bldg. # 1 Supervisors Parking Lot \$ 50,000
- DPW Boiler Replacement Savings \$ 10,000
- Airport Projects CARES Act \$323,750  
The CARES Act will now reimburse 2020 Airport AIP  
projects at 100%(typically 5%) so the county share is  
now \$0 for these projects

Proposed Fund A Capital Savings: \$758,750

Budget Items:

- ¾ Ton 4/4 Service Truck. \$ 57,000
- Thermostats for DSS \$ 16,000
- ¾ Ton Cargo Van Savings \$ 9,000
- Box Truck Savings. \$ 5,000

- Floor Machine \$ 10,000
- Reduce sidewalk repairs \$ 6,000

Proposed Fund A Budget Savings: \$103,000

Other Notes:

- Airport CARES Act - The CARES Act will pay \$69,000 towards any airport operational expenses dating back to 1/20/20 with no end date until funds are exhausted. Saratoga County's application for these funds has been submitted and accepted by the FAA.
- Water Tower Rehab. County Farm Road - This project has already been let, awarded and a contract is fully executed. The tower needs to be rehabbed as a leak we are managing as gone from 1gpm to 4gpm over a one month period. The contractor is preparing to mobilize within the next month. The capital amount is \$1,350,000. The contract amount is \$1,187,700 so there is a potential savings on this project of \$162,300 although we would expect some change orders for unforeseen conditions.

Annual Revenue/Savings: \$ 231,300

Total Proposed Fund A 2020 Capital /Budget Reductions \$1,093,050

Fund A – Jail Budget

- Jail Rec. Yard Renovation Project \$ 575,000

Mr. Veitch confirmed with Mr. Speziale that the thermostats in DSS are fully functioning, but just older models. The plan was to replace them all, however at this point, they can just be replaced as needed. Mr. Emery said that the renovations to the rec. yard can be held off until next year. Buildings and Grounds staff were on site today and believe they can accomplish some remedial work this year to get it through to next year. Mr. Zurlo said that the Commission granted their request to postpone the project for a year.

Mr. Veitch said that he attended the very end of the Public Works meeting and they did not vote for a resolution to amend the budget. The committee decided to note the savings and directed the Administration to just not spend the money. Mr. Kinowski and Mr. Grattidge agreed that it was the way to go, and not to do a formal resolution.

Mr. Grattidge inquired about the occupancy rate at the Jail. Mr. Zurlo said that it's currently 105. Mr. Emery said that due to bail reform the population is down and they are able to keep the inmates spread out through the facility. Mr. Emery said that they are expecting the population to go up at some point as there are a lot of people awaiting sentencing.

**On a motion made by Mr. Kinowski, seconded by Mr. Grattidge, the meeting was adjourned unanimously.**

Respectfully submitted,  
 Therese Connolly  
 Deputy Clerk of the Board



## SARATOGA COUNTY DEPARTMENT OF PUBLIC WORKS

### SARATOGA COUNTY PUBLIC WORKS FACILITY

3654 GALWAY ROAD  
BALLSTON SPA, NEW YORK 12020-2517  
(518) 885-2235 or 885-0087  
FAX (518) 885-8809

Keith R. Manz, P.E.  
Commissioner

A handwritten signature in black ink that reads "Keith R. Manz".

Thomas A. Speziale  
Deputy Commissioner

### Saratoga County DPW COVID-19 Protocol 5/6/20

The following COVID-19 Protocol is being mandated for Saratoga County DPW to help protect its employees during this Coronavirus Pandemic:

- Sick employees are not to report to work.
- Any employee exhibiting any of the symptoms below, must report such symptoms to a supervisor (via phone, texting, or email) immediately and return home from the work site or stay home if already there. Employees that show signs or complain about such symptoms, shall be directed to leave the work site immediately. COVID-19 typical symptoms:
  - Fever
  - Cough
  - Shortness of breath or difficulty breathing
  - Sore throat
  - Headache
  - > Chills
  - > Repeated shaking with chills
  - > Muscle pain
  - > New loss of taste or smell
- Prior to starting a shift, each employee, by their attendance at the workplace, are self-certifying that they:
  - Have no signs of a fever or a measured temperature greater than 100.0 degrees.
  - Had no cough or trouble breathing within the past 24 hours.
  - Have not had "close contact" with an individual diagnosed with COVID-19. "Close contact" means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic.
  - Have not been asked to self-isolate or quarantine by their doctor or a local public health official.

Any employee that exhibits symptoms, or who are unable to certify they do not have an elevated temperature, will be directed to leave the work site. If warranted, employees must seek medical attention and receive applicable testing per their health care provider. They are not to return to the work site until cleared by a medical professional if the health care provider determines they may be or have been infected with COVID-19. CDC and NYSDOH guidelines must be followed accordingly.

- No handshaking or other touching.
- All persons must wash their hands upon entering the workplace and periodically over the course of their shift with soap and water or shall use an alcohol-based hand sanitizer comprised of least 60% ethanol or 70% isopropanol. The County is providing hand sanitizer at various locations.

- A “No Congregation” policy is in effect for all employees. All employees must adhere to social distancing protocols by maintaining a minimum distance of 6 feet from other individuals. If an activity must be performed and it is infeasible to perform that operation while maintaining social distancing, employees will be provided with a mask, unless they have brought their own mask to work.
- Do not convene meetings of more than 10 people. All face to face meetings must be conducted while maintaining social distancing. Employees should utilize cell phones, texting, web meeting sites and conference calls for project discussion when practical.
- All employees shall be encouraged to maintain appropriate social distancing when traveling to work or returning home from work. Minimize visits to stores for coffee, lunch, etc. (try to bring from home). Employees that utilize County vehicles are not to share their vehicle with others to get to and from work. If a construction activity requires more than one employee to occupy the vehicle, masks shall be worn, with one person in the back on the opposite side of the vehicle. The driver for all County vehicles shall not change unless 72 hours of non-use has transpired. Field crews shall report directly to the project location unless coming to the garage to pick up a county vehicle.
- When entering a machine or vehicle and you are not sure you were the last person to enter, door handles, steering wheel, etc. are to be cleaned and disinfected. Disinfectant and paper towels will be provided by the County.
- Personnel hoists, elevators, and breaks rooms shall only be used at 50% capacity and employees must wear masks.
- Cover coughing or sneezing with a tissue, then throw the tissue in the trash and wash hands. If no tissue is available, then cough into your elbow.
- Avoid touching eyes, nose, and mouth with your hands.
- To avoid spreading germs, all employees must clean up after themselves. No person shall be responsible for moving, unpacking and packing up tools or other personal belongings of another employee.

This is a mandated protocol and will be strictly enforced. Again, this is to help protect your health and the health of your fellow employees.

\_\_\_\_\_  
 Read & Acknowledged by: [sign above]

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Comments/Signature by Supervisor (if any)

\_\_\_\_\_  
 Date