

STEBEN COUNTY ADHOC OFFICE SPACE COMMITTEE

Tuesday, December 13, 2016

11:00 a.m.

*Legislative Committee Room
Steuben County Office Building
Bath, New York*

****MINUTES****

COMMITTEE:	Robin K. Lattimer, Chair Brian C. Schu	Carol A. Ferratella, Vice Chair Gary D. Swackhamer	John V. Malter Scott J. Van Etten
STAFF:	Jack K. Wheeler Pat Donnelly Jennifer Prossick	Mitchell Alger Vicki Olin Amy Dlugos	Eric Rose Kelly Penziul Andy Morse
OTHERS:	Mary Perham		

I. CALL TO ORDER

Ms. Lattimer called the meeting to order at 11:00 a.m.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE SEPTEMBER 13, 2016, AND SEPTEMBER 29, 2016, MEETINGS MADE BY MR. SCHU. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

III. NEW BUSINESS

1. **RFP Authorization** – Mr. Wheeler stated as we have discussed in the past, we feel that using a construction manager for the project would be of significant benefit to us. We will have two buildings under construction at the same time. He requested authorization to issue an RFP for a Construction Manager. With your approval, we anticipate getting the RFP’s out this week and having them returned prior to the Legislative Meeting in January. We most likely will schedule a special meeting of this committee the day of the Legislative Meeting to award the RFP. Our goal is to get the construction manager on board in January, which will allow them time to review the bid documents before they go out in February.

MOTION: AUTHORIZING THE COUNTY MANAGER, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO ISSUE A REQUEST FOR PROPOSAL FOR A CONSTRUCTION MANAGER MADE BY MR. SWACKHAMER. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

2. **Update**

a. *Hornell DMV* – Mr. Wheeler informed the committee that he has been working with the County Clerk to interface with the State regarding moving the Hornell DMV offices to the Seneca Street building. Mr. Rose has been doing a good job working with Public Works to get the blueprints of the as-built and proposed changes. We would like to have the State’s approval in January and we will bring this back to committee for discussion.

Ms. Lattimer commented in her opinion, you need to keep pushing this and moving this along as we would like to hear that the State DMV will approve the move and we can get going. Mr. Swackhamer asked how long will it take to construct the new office space? Mr. Rose replied it depends on the State, but the turnaround time will need to be fairly quick. Mr. Wheeler commented there is not a significant amount of work that needs to be done.

b. *General Update* – Mr. Wheeler informed the committee that they have been meeting with Labella on a weekly basis and everything is moving along well. We currently have the 75 percent drawings and expect to have the 95 percent drawings next week. We are trying to mirror this building as much as possible. If anyone would like to see the 75 percent drawings, please let him know.

Mr. Swackhamer asked is there a priority as to which building will be started first? Mr. Wheeler replied our thought was to get the Records Building going quickly. They will largely be reusing the current high-density filing systems. We are also assuming the construction manager will also want to get that building going first.

Mrs. Ferratella asked is there enough room in records to temporarily move the voting machines over? Mr. Wheeler replied no. If you move one or the other, it would be very tight. If we moved all of the inactive records there would be no room for the voting machines. We are on track with the timeline for that.

MOTION: TO ADJOURN MADE BY MR. SCHU. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature