The meeting was cancelled due to lack of a quorum.
STEUBEN COUNTY AD HOC OFFICE SPACE COMMITTEE  
STEUBEN COUNTY FINANCE COMMITTEE  
Special Joint Meeting  
Monday, January 27, 2020  
9:45 a.m.  
Legislative Committee Room  
Steuben County Office Building  
Bath, New York  

**MINUTES**

FINANCE COMMITTEE:  
Kelly Fitzpatrick, Vice Chair  
John Malter  
Gary Rous  
Robert Nichols

OFFICE SPACE COMMITTEE:  
Brian C. Schu  
John V. Malter  
K. Michael Hanna

STAFF:  
Jack K. Wheeler  
Christopher Brewer  
Jennifer Prossick  
Brenda Mori  
Tammy Hurd-Harvey  
Cheryl Crocker

LEGISLATORS:  
Scott J. Van Etten  
Frederick G. Potter  
Aaron I. Mullen  
Hilda T. Lando  
Paul Van Caeseele  
Jeffrey Horton  
Steve Maio

ABSENT:  
Robin K. Lattimer, OSC Chair  
Carol A. Ferratella, OSC Vice Chair  
Gary D. Swackhamer

I. CALL TO ORDER

The Special Joint meeting of the Ad Hoc Office Space Committee and Finance Committee was called to order by Finance Vice Chair, Ms. Fitzpatrick.

MOTION TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.H. THE PROPOSED ACQUISITION, SALE OR LEASE OF REAL PROPERTY OR THE PROPOSED ACQUISITION OF SECURITIES, OR SALE OR EXCHANGE OF SECURITIES HELD BY SUCH PUBLIC BODY, BUT ONLY WHEN PUBLICITY WOULD SUBSTANTIALLY AFFECT THE VALUE THEREOF MADE BY MR. ROUSH. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 7-0 (Van Etten serving as voting member of Ad Hoc Office Space Committee)

MOTION: AUTHORIZING THE PREVIOUSLY APPROVED AMOUNT OF $450,000 FOR THE PURCHASE OF REAL PROPERTY TO BE PAID FOR FROM THE UNRESTRICTED FUND BALANCE MADE BY MR. MALTER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 6-1 (Fitzpatrick opposed; Van Etten serving as a voting member of the Ad Hoc Office Space Committee)

MOTION TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. SCHU. SECONDED BY MR. VAN ETten. ALL BEING IN FAVOR. MOTION CARRIES 7-0.

MOTION TO ADJOURN MADE BY MR. ROUSH. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 7-0.

Respectfully submitted by,  
Brenda K. Mori  
Clerk of the Legislature
**MINUTES**

COMMITTEE:  
Gary D. Swackhamer Chair  
Kelly H. Fitzpatrick, Vice Chair  
John V. Malter  
Robert V. Nichols  
Gary B. Roush  
Robin K. Lattimer, Chair  
Carol A. Ferratella, Vice Chair  
K. Michael Hanna  
John V. Malter  
Gary D. Swackhamer  
Brian C. Schu

STAFF:  
Jack K. Wheeler  
Christopher Brewer  
Brenda Mori  
Jennifer Prossick  
Andy Morse  
Bill Caudill  
Cody Ryan  
Kathy Muller  
Wendy Jordan  
Tina Goodwin  
Tammy Hurd-Harvey  
Vicky Olin  
Leslie Drum  
David Hopkins  
Amy Dlugos

LEGISLATORS:  
Scott J. Van Etten  
Jeffrey P. Horton  
Hilda T. Lando  
Steven P. Maio  
Frederick G. Potter  
Paul Van Caeseele

OTHER:  
Mary Perham

I.  CALL TO ORDER

Ms. Lattimer called the meeting to order at 9:51 a.m.

II.  GENERAL BUSINESS

A.  Phase I Furniture – Mr. Wheeler stated we are getting very close to finishing Phase I. The Department of Public Works’ Space is nearly done and is looking great. We have trimmed the costs in the areas where we could; we did not do as many built-in’s which would have been custom mill work. These are different times, obviously, but we do have sufficient funds in the previous building capital project in the amount of $650,000; this is the 2017-2018 building project. Mr. Wheeler stated he would recommend this. We are trying to reuse as much as possible and a lot of the departments are operating with really old furniture.

Mr. Wheeler stated for the Legislature’s furniture we have ordered 60 gallery chairs that will be similar to the chairs in the 2nd floor conference rooms and they cost $35.00 per chair. We did order nice chairs for the Legislators. Your desks are the largest item. They are tables that have laminate tops, sides and a privacy panel. These can then gang together to make a large conference table for committee meetings. He stated Mr. Morse and Mr. Brewer did a nice job putting everything together. The furniture, with the exception of the gallery chairs, will be ordered from Seating, Inc. out of Nunda. He requested authorization to not exceed $60,000 but he feels they will be right on the nose at $55,341.

MOTION:  AUTHORIZING THE COUNTY MANAGER TO SPEND UP TO $60,000 OUT OF THE 2017-2018 BUILDING CAPITAL PROJECT TO PURCHASE FURNITURE FOR PHASE I OF THE COUNTY OFFICE BUILDING AND COURT RENOVATIONS PROJECT MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK FOR DISCUSSION.

Mr. Van Etten asked did we talk about using this $650,000 balance from the other building project for things like this when we talked at the beginning of this project? Mr. Wheeler replied at the beginning of this project we didn’t know what the different phases would look like and we didn’t specifically budget for furniture. He would propose using this old
project to purchase furniture for Phase II. The District Attorney will be the biggest expense, but again, we will reuse everything we can. After that, we can roll the remaining funds into a different capital project.

Mr. Van Etten asked have the engineers and architects continued to work and are we ready to bid Phase II? Mr. Wheeler replied yes, the bid will be delayed one week, but we expect to put the bids out the second week of July. Mr. Rose and Mr. Brewer are running point on a lot of that. They have done web reviews on the documents. Nothing has changed and still includes the bid alternative for an additional courtroom in the South Conference Room. We continue to make progress and the bids will be going out the second week of July.

Mr. Swackhamer asked are the prices we are paying for the desks reasonable? Mr. Wheeler replied yes. We are not getting anything extravagant and the average price is $1,400.

Mrs. Lando asked what are we doing with the furniture that we are getting rid of? Mr. Wheeler replied we will reuse what we can. Mr. Rose has storage in the County Barn and sometimes departments will take things before they even get sent to storage. The furniture will stay in storage for a period of time and then it goes to auction. We try to reuse as much as possible.

Mr. Van Etten asked will you let other agencies know that furniture is available? Mr. Wheeler replied yes, but we will need to work with Mr. Morse and Ms. Prossick on that as they are County assets and we have to follow a certain process.

VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 6-0 OFFICE SPACE COMMITTEE AND 5-0 FINANCE COMMITTEE.

Mrs. Ferratella asked will the audio visual equipment for the Chambers include televisions or a projector? Mr. Wheeler replied yes and I can show you a design for that. On the dais, which will be by the windows facing west, there will be a television in each corner. The podium will be off to the side so that the speaker will not have their back facing the gallery as it is now. There will be a wireless microphone system that, with Mr. Roush’s input, will be compliant for individuals with hearing impairments. Mrs. Ferratella stated my only comment is that the televisions in the second floor conference room are small, making it difficult if you are trying to read something; she would like to see bigger televisions in the Chambers. Mr. Wheeler stated he believes they will be 72”.

MOTION: TO ADJOURN MADE BY MR. ROUSH. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 6-0 OFFICE SPACE COMMITTEE AND 5-0 FINANCE COMMITTEE.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature
I. **CALL TO ORDER**

Ms. Lattimer called the meeting to order at 9:45 a.m.

II. **GENERAL BUSINESS**

A. **Controls Change Order** – Mr. Wheeler stated Garri Webb, our construction manager, noticed a month ago that everything was bid except for the controls as we had used Day Automation Systems and the only controls awarded for the first phase were for the HVAC, not the card reader access. The State contract price for the card reader access with labor and installation is $21,681.81. He requested approval of the change order and noted this is the first time they have had to use the construction contingency.

**MOTION:** AUTHORIZING A CHANGE ORDER IN THE AMOUNT OF $21,681.81 FOR THE CARD READER ACCESS CONTROLS MADE BY MR. SCHU. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 7-0. (Mr. Van Etten serving as voting member)

**MOTION:** TO ADJOURN MADE BY MR. SWACKHAMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 7-0. (Mr. Van Etten serving as voting member)

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature
**MINUTES**

COMMITTEE: Robin K. Lattimer, Chair  Carol A. Ferratella, Vice Chair  John V. Malter  
Brian C. Schu  Gary D. Swackhamer  Scott J. Van Etten  
STAFF: Jack K. Wheeler  Christopher Brewer  Brenda Scotchmer  
Andy Morse  Eric Rose  Tammy Hurd-Harvey  
Brooks Baker  
LEGISLATORS: Kelly H. Fitzpatrick  Robert V. Nichols  
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 JANUARY 27, 2020; MAY 22, 2020; AND JUNE 22, 2020, MEETINGS MADE BY MR. SWACKHAMER. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

III. NEW BUSINESS

A. County Manager

1. **Phase II Bid Award** – Mr. Wheeler explained we put out the Phase II bid with a number of alternatives. Alternate No. 1 is the relocation of Courtroom B to the South Conference Room. This would allow the District Attorney to have all of the old courthouse. Alternate No. 2 is new finishes and seating for Courtrooms A and B. Alternates No. 3 through No. 6 are replacement of the fan coil units in the Balcom House, Courthouse, Surrogates and the County Office Building, along with the boiler replacement in the County Office Building. These units are all at end of life and since we are renovating the space, it would be better to do it now instead of after the renovation.

Mr. Wheeler stated the budget for Phase II is $6.7 million and the bids came in below that. We will also be able to carry a good part of the contingency over as we have barely used any of the $200,000 contingency from Phase I. The bids came in about $500,000 below budget. He is recommending awarding as shown on the handout. He commented that the General Contractor and Electrical Contractor had also worked on Phase I.

Mr. Malter asked what was the budget for Phase I? Mr. Wheeler replied it was a little over $3 million.

Mr. Van Etten commented with respect to Alternates No. 3 through No. 6, in my mind this is just standard maintenance of the buildings. The units are old and need to be replaced. Ms. Lattimer commented being that the bids came in low, it makes a lot of sense to do this while the building is torn apart and the contractors are there.
MOTION: AWARDING THE BIDS FOR PHASE II OF THE COURT AND COUNTY OFFICE COMPLEX RENOVATIONS, INCLUSIVE OF ALTERNATES, AS FOLLOWS: BUILDING INNOVATION GROUP (GENERAL CONTRACTOR) - $3,517,428.00; MATCO ELECTRIC CORP. (ELECTRICAL CONTRACTOR) - $853,200.00; LANDRY MECHANICAL CONTRACTOR (PLUMBING CONTRACTOR) - $230,500.00; T. BELL CONSTRUCTION CORP. (MECHANICAL CONTRACTOR) - $1,039,700.00; DAY AUTOMATION CONTROLS PROPOSAL - $550,507.80; COURTROOM SEATING - $60,000.00 AND STATE ADDED CAMERAS - $25,000.00 MADE BY MR. VAN ETTEN. SECONDED BY MR. MALTER FOR DISCUSSION.

Mr. Van Etten asked what will be the timing on this? Mr. Wheeler replied if you are comfortable, we would like to get a letter of intent out to the contractors so they can go to their subcontractors. In the meantime we will get the contractors in, as they would like to start working in the beginning of October. He stated Mr. Rose has come up with some great ideas about phasing. With the Balcom House, because of virtual court appearances, we will be relocating everyone in that building and do that renovation all at once. Probably the renovation of the old Public Works Space for the new courtroom would be the second project.

Mr. Swackhamer asked where will you put everybody from the Balcom House? Mr. Wheeler replied we are working on that. Some will continue to work remotely. They probably will go into the space that we are moving from as that will be vacant and we could set them up there temporarily.

Mr. Malter asked so we are accepting the bids; when will we talk about financing, or did we already make that decision? If we are looking at bonding, we would need to do that. Mr. Wheeler replied we had talked about paying cash. Mr. Van Etten stated we talked about cash originally. I also said with COVID that we may want to revisit financing with the second phase. Mr. Wheeler stated we can work up some numbers on that. Mr. Van Etten stated I think it is worth looking at again.

VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 6-0. Resolution Required.

2. Phase I Change Order – Fire Alarm System – Mr. Wheeler presented a change order for Phase I for approval relative to the fire alarm system. Matco Electric Corp. has provided a quote of $16,837.00 to upgrade the fire alarm system in the main County Office Building. They would be upgrading the controls and putting detectors in the renovated areas. We have been talking about replacing the fire alarm system for a while. This change order would essentially update all of the controls. The panel and old detectors are causing issues. The proposal is to replace 13 pulls, 70 smoke detectors, 8 heat detectors and 8 duct detectors.

MOTION: APPROVING A CHANGE ORDER FOR MATCO ELECTRIC CORP. TO UPGRADE THE FIRE ALARM SYSTEM IN THE MAIN COUNTY OFFICE BUILDING FOR $16,837.00 MADE BY MR. MALTER. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

Mr. Wheeler stated I would like to compliment Mr. Rose, Mr. Brewer and Mr. Webb and the whole team as they have done an excellent job.

Mr. Potter asked is there a problem with the Wi-Fi here in the new Legislative Chambers and is that something that needs to be addressed? Mr. Wheeler replied the wireless access point either arrived Friday or will arrive today and Information Technology just needs to install it.

MOTION: TO ADJOURN MADE BY MR. SWACKHAMER. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

Respectfully Submitted by
Amanda L. Chapman
Deputy Clerk
Steuben County Legislature
I. CALL TO ORDER

Ms. Lattimer called the meeting to order at 9:33 a.m.

II. GENERAL BUSINESS

A. County Manager

1. Financing Options for Phase II of Court and County Office Complex Renovations – Mrs. Hurd-Harvey reviewed the financing options that she had sent out to the Legislators a week ago. At this point in time it is unknown if the Office of Court Administration (OCA) would consider reimbursing a portion of the interest costs were we to bond some or all of the estimated costs because we have already been reimbursed for actual construction. If we were to pay all cash, the net cost would be $5,760,000. The next two options are bonding for $6 million for either ten years at 1.25 percent or five years at 1 percent. The total bonding cost estimate for bonding $6 million for ten years would be $6,245,314 and assuming OCA reimburses us at 66 percent of interest, that estimate is $6,217,907. The five year option would be $6,006,200 total or $6,136,608 if OCA reimburses us at 66 percent of interest. The final two options are bonding for $3 million for ten years or five years. The $3 million bond option for ten years total estimate is $5,998,050 and with the OCA reimbursement of 66 percent of interest would be $5,137,137. The $3 million bond option for five years total estimate is $5,920,500 and with the OCA reimbursement of 66 percent of interest would be $6,110,077.

Mr. Malter asked what are we making on our investments at this point? Mrs. Hurd-Harvey replied the banks are eager to keep our money. We have one T-bill remaining that fluctuates between .3 percent and .28 percent. Mr. Malter asked if we pay the project costs ourselves, what will be the OCA reimbursement? Mr. Wheeler replied OCA estimates between $125,000 - $150,000 per year for construction. This past year we requested $140,000 and OCA seemed very comfortable with that. Mr. Malter commented the best way to go is to pay the cost ourselves. Mr. Van Etten, Mr. Wheeler and Mrs. Hurd-Harvey stated they all agreed.
Mr. Van Etten commented we would be better off paying the costs ourselves. The risk is would they do a modified plan. Mr. Wheeler stated he spoke with the attorney at OCA and the indication was that yes, we could do this, but we do not have that in writing.

Mr. Swackhamer asked when will the Jail bond be paid off? Mrs. Hurd-Harvey replied that will be paid in 2021.

Ms. Fitzpatrick commented the reason for considering is not necessarily because it is cheaper to pay out of pocket, but because of concerns as we move forward into the budget process. How much will we deplete our fund balance? Mr. Wheeler replied with the size of the fund balance and the fact that we are managing the loss of revenue by not filling vacancies and not doing some capital improvements, I think we will end up in a fair spot. I don’t particularly have a cash concern. Mrs. Hurd-Harvey commented I don’t either. We have never had to overtly worry about cash. Mr. Malter commented the fund balance has grown over the past five to six years that I have been here.

Mr. Maio asked what fund are we pulling the cash from? Mrs. Hurd-Harvey replied there is a capital project. Mr. Maio asked what is our fund balance? Mrs. Hurd-Harvey replied it is close to $67 million.

Secretary’s Note: Following the meeting, Mrs. Hurd-Harvey sent an email stating that the General Fund unassigned fund balance as of December 31, 2019 was $71,863,734.

Mr. Van Etten commented when I first started the fund balance was in the $40 million range. That is why you have it; for these types of situations. Given what the balance is and the fact that it would cost us $160,000 to bond, it is more prudent to pay cash for the project.

Mr. Swackhamer asked is it still open to bond at any time? Mr. Wheeler replied it is, but the reimbursement from OCA would be at risk if we did decide to bond at a later date.

MOTION: TO ADJOURN MADE BY MS. FITZPATRICK. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature
**MINUTES**

COMMITTEE: Robin K. Lattimer, Chair  Carol A. Ferratella, Vice Chair  John V. Malter
Brian C. Schu  Gary D. Swackhamer  Scott J. Van Etten

STAFF: Jack K. Wheeler  Christopher Brewer  Vicki Olin
Tina Goodwin  Rob Wolverton  Jennifer Prossick
Brenda Scotchmer  Wendy Jordan  Andy Morse
Eric Rose

LEGISLATORS: Kelly H. Fitzpatrick  K. Michael Hanna  Jeffrey P. Horton
Hilda T. Lando  Steven P. Maio  Aaron I. Mullen
Robert V. Nichols  Frederick G. Potter  Gary B. Roush
Thomas J. Ryan

OTHERS: Mary Perham

I. CALL TO ORDER

Ms. Lattimer called the meeting to order at 9:35 a.m.

II. GENERAL BUSINESS

A. Legislative Desks and Microphones – Ms. Lattimer stated a few Legislators have expressed opinions regarding the current setup of the Legislative Chambers. This is an opportunity to discuss the issue of whether to increase the number of desks along with increasing the number of Bluetooth microphones in order to socially distance with COVID restrictions, or whether we are going to just tough it out and make do. These desks are set up almost to the same specifications as our old desks, except now it is supposed to be two people per desk.

Mr. Wheeler stated Mr. Brewer and Mr. Morse have done a lot of work getting the pricing. So Mr. Morse has confirmed with the manufacturer that they were $1,514.00 per desk for the same set up. The Public Works Department has to do some work to raise the casters. The total cost for eight additional desks would be $12,000 if you would like that. The microphones are still kind of an unsettled issue. We have the wired mics and when we did the specs they were for wireless. LaBella will issue a $15,000 credit to us for that. We anticipate keeping the wired mics up on the dais. You will have the additional cost of mics if you get additional desks. The other determining factor is whether we get analog or digital and we are working through that. Probably on average, with labor and everything and the additional equipment in the closet, the microphones will probably be $8,000 - $12,000.

Mr. Van Etten asked so the desks and microphones on their own will be about $24,000? Mr. Wheeler replied yes. Mr. Van Etten asked so we are getting $15,000 back from LaBella and our incremental spend for this would be $8,000 - $9,000? Mr. Wheeler replied yes, it would be about that. If may be more if we decide to go with digital microphones rather than analog. Mr. Van Etten asked so the desks are the same specifications as the previous desks, but the chairs are different? Mr. Wheeler replied the chairs are a little wider.

Mr. Malter asked did we save 10 percent as far as the actual construction portion? Mr. Wheeler replied yes, we came in a good amount under budget. We have enough in the project contingency. Since we are getting into an existing space, we
Mr. Malter stated it is my feeling that for $8,000 - $9,000 we should just do this.

Mr. Wheeler commented the total cost will be closer to $20,000 as we will be replacing the current microphones with wireless and there will be one microphone for each Legislator, plus a microphone at the podium. The cost could range from $22,000 - $45,000 depending what system you go with. We do have $15,000 that would be coming back to us.

Mrs. Ferratella asked why are we replacing these microphones? Mr. Wheeler replied these are wired and we have had asked for wireless. If you did not purchase additional desks and we just remained with the current setup, the credit from LaBella would pay for that.

Mrs. Ferratella asked once we are no longer restricted by COVID, there would be two people at each desk? Mr. Wheeler replied yes. Mrs. Ferratella stated in my person opinion, do they have smaller desks? Having two people per desk is kind of cozy and it would be nice to have a smaller desk and have one person at each. Mr. Wheeler stated when we did the specifications for these desks, it was based on the size you had in the old Chambers. When we get back to a normal setting, these can all come together for use as a large conference table for committee meetings.

Mr. Malter commented I like the size of these desks for one person and I would recommend that we get the eight additional desks along with the wireless microphones. Mr. Swackhamer stated I agree. Mr. Wheeler stated there are a number of options for the microphones and we will bring those options back to you. Getting additional desks would mean getting more microphones.

Mrs. Lando commented I am okay with having two people per desk, but we need to get more cleaning supplies.

Mr. Maio asked what is the deal with the tables back here? Are these ours? Mr. Wheeler replied we took those tables from the 2nd floor conference room so that we would have enough desks to remain socially distant. Mr. Maio asked what happened with our old desks? Mr. Wheeler replied we went with these desks so that we could have a larger committee table.

Mr. Malter commented I am not happy with spending the money. We have the money and I think since using these desks the last eight months, nobody wants to cozy up to anyone anymore. You get used to the workspace you have.

Ms. Lattimer stated even after the vaccine comes out there will be a transition period and unease. We are looking at a long haul of social distancing and mask wearing and putting two people at one desk is not the wisest choice.

VOTE ON PREVIOUS MOTION:  ALL BEING IN FAVOR. MOTION CARRIES 6-0.

MOTION:  TO ADJOURN MADE BY MR. SWACKHAMER. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

Respectfully Submitted by Amanda L. Chapman, Deputy Clerk, Steuben County Legislature
**MINUTES**

COMMITTEE: Robin K. Lattimer, Chair  Carol A. Ferratella, Vice Chair  John V. Malter  
Brian C. Schu  Gary D. Swackhamer  Scott J. Van Etten  

STAFF: Jack K. Wheeler  Christopher Brewer  Brenda Scotchmer  
Jennifer Prossick  Eric Rose  Tammy Hurd-Harvey  
Tina Goodwin  Vicky Olin  Rob Wolverton  

LEGISLATORS: Kelly H. Fitzpatrick  K. Michael Hanna  

OTHERS: Garri Webb, Werth Construction Services  Carla Grace, LaBella  

I. **CALL TO ORDER**

Ms. Lattimer called the meeting to order at 10:34 a.m.

II. **APPROVAL OF MINUTES**

MOTION: APPROVING THE MINUTES OF THE SEPTEMBER 8, 2020; SEPTEMBER 28, 2020; AND NOVEMBER 23, 2020 MEETINGS MADE BY MR. SCHU. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

III. **NEW BUSINESS**

A. County Manager

1. **Microphones** – Mr. Wheeler stated we had originally specified the purchase of wireless microphones for the Legislative Chambers and with the reconfiguration of the tables and the additional microphones needed for that, the total cost will be $25,438. He reminded the committee that LaBella will reimburse approximately $15,000 of that as the wireless microphones were supposed to be included in the original bid.

MOTION: AUTHORIZING A CHANGE ORDER IN THE AMOUNT OF $25,438 TO MATCO ELECTRIC CORPORATION FOR THE PURCHASE AND INSTALLATION OF WIRELESS MICROPHONES FOR THE LEGISLATIVE CHAMBERS, WITH APPROXIMATELY $15,000 OF THE COST TO BE REIMBURSED BY LABELLA MADE BY MR. VAN ETten. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Security Camera Change Order** – Mr. Wheeler stated the Office of Court Administration has identified additional areas that they would like cameras installed; some internally and some externally. The total cost will be $35,979, however Werth had accounted for this cost in their budget.

MOTION: AUTHORIZING A CHANGE ORDER IN THE AMOUNT OF $35,979 TO MATCO ELECTRIC CORPORATION FOR ADDITIONAL SECURITY CAMERAS MADE BY MR. MALTER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 6-0.
3. Asbestos Abatement Change Order – Mr. Wheeler informed the committee that during demolition, the contractor identified asbestos in the County Office Building, which was somewhat surprising, and that is what comprises the majority of the change in the amount of $24,590.

MOTION: AUTHORIZING A CHANGE ORDER IN THE AMOUNT OF $24,590 TO BUILDING INNOVATION GROUP FOR ASBESTOS ABATEMENT MADE BY MR. SCHU. SECONDED BY MRS FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

4. Carpet Change Order – Mr. Wheeler explained the lobby outside of the old Chambers and the area in toward Finance and what was formerly Public Works will become a waiting area that will be carpeted and was included in the bid. The carpeting is scheduled to stop at the beginning of the elevators. There is old tile that will be going into the carpet. He stated he is proposing carpeting the entire lobby so there is a new surface up there and also resurfacing the stairway from the security station up the stairs. The total cost to do that will be $16,427. Mr. Webb clarified the contractor will take the tile out and install carpet in the entire lobby.

MOTION: AUTHORIZING A CHANGE ORDER IN THE AMOUNT OF $16,427 TO BUILDING INNOVATION GROUP FOR CARPET INSTALLATION IN THE 3RD FLOOR LOBBY OF THE COUNTY OFFICE BUILDING MADE BY MR MALTER. SECONDED BY MRS FERRATELLA FOR DISCUSSION.

Mr. Malter commented with the amount of traffic in that area it would seem that tile would be much better than carpet up there. Are we doing this for liability concerns? Mr. Rose replied there is a sound issue as well as the potential liability. Mr. Wheeler stated the main issue was the courtroom; when we used to do our meetings in the old Chambers you could hear noise in the lobby.

Ms. Lattimer asked with the stair treads, are we using industrial strength to handle the weather? Mr. Webb replied we will be using vinyl tread.

VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 6-0.

5. Boiler Change Order – Mr. Wheeler explained the contractor, T Bell, has been working with Mr. Rose and during construction start-up they noticed our old boilers were inefficient. We have four boilers for hot water that were installed in 1996. We are looking at replacing these boilers with three new ones and by doing that, it is estimated we will see a savings of $7,000 - $10,000 per year. The cost to do the boiler replacement is $48,772 and we have sufficient contingency to do this.

MOTION: AUTHORIZING A CHANGE ORDER IN THE AMOUNT OF $48,772 TO T BELL CONSTRUCTION FOR THE INSTALLATION OF THREE NEW BOILERS MADE BY MRS. FERRATELLA. SECONDED BY MR. SCHU FOR DISCUSSION.

Mr. Van Etten stated in reading the quotes, these are very good machines and I have used them in the car washes. Mr. Rose stated these boilers will provide both hot water and heat.

VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 6-0.

6. Parking Lot Lease – Mr. Wheeler stated for the past year we have had a lease with Leland Dickson for the use of his parking area at an annual cost of $4,000. He requested authorization to renew that lease and he has been great to work with.

MOTION: AUTHORIZING THE COUNTY MANAGER TO EXTEND THE LEASE WITH LELAND DICKSON FOR PARKING LOT USE FOR $4,000 ANNUALLY MADE BY MR. MALTER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 6-0.
MOTION: TO ADJOURN MADE BY MR. MALTER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature