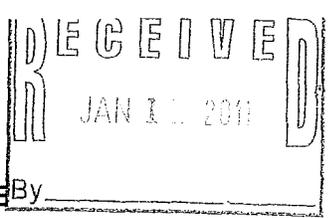


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**COURT FACILITIES AND COUNTY SPACE NEEDS COMMITTEE
JANUARY 4, 2012**

Members Present: D. Pullen, D. Fanton, G. Benson, D. Cady, P. Curran, K. Graves, C. Crandall

Others Present: M. Alger, C. Braack, D. Button, R. Christman, A. Finnemore, M. Healy, T. Hopkins, J. Margeson, T. Miner, B. Riehle, D. Roeske, F. Sinclair, R. Starks; **Media:** B. Quinn, Wellsville Daily Reporter

Call to Order: 3:00 p.m. by Committee Chairman David Pullen

Approval of Minutes: The minutes from the meeting of December 7, 2011, were approved following a motion made by Legislator Graves, seconded by Legislator Curran and carried.

DEPARTMENT OF MOTOR VEHICLES' NEW AREA – STATUS REPORT:

County Clerk Robert Christman thanked Public Works Superintendent David Roeske and his staff for the renovations completed on the former Surrogate Court Clerk and Treasurer's Accounting Offices for the new location for Department of Motor Vehicles. Flooring is being finished now, and the doors are done. Mr. Christman noted that they saved money on the doors. They were going to cost \$3,000 if purchased new, but they found some doors in storage and salvaged some glass. Information Technology's installation of wiring is completed. The partitions will start going in on January 9 or 10. Mr. Christman's staff will set up one work station to verify communications, and over the long weekend of January 14-16, Information Technology and DMV staff will move and hook up the remaining hardware. Hopefully, they will be open for business on Tuesday, January 17. It should be a seamless transition. DMV staff decided not to put the queuing system in for now, saving about \$250, because the four work stations should be able to keep up with customers without having them "take numbers." Everything is coming together, and the process has worked well. The slow progress on the project has helped, because they've been able to make modifications as they went along. (The area will be empty for the Court Facilities Open House & Ribbon Cutting on Friday, January 6.)

FACILITY UPGRADES FOR VARIOUS COUNTY OFFICES – STATUS REPORT:

Work is being done on various County Offices by Department of Public Works. An update was given for each item listed below by Superintendent David Roeske.

District Attorney's Office – New Area in Courthouse North Wing:

Public Works staff is assembling materials, and work will be starting soon. Mr. Roeske noted that he would be pushing this work a little faster than the DMV space. It'll take longer, because there's more work, but they won't have to rebuild anything; everything is new in that space. The work in DMV was slower because of the transition of offices into the new building, and his people were spread thinner. The work in the District Attorney Office space is tentatively anticipated to take about three months.

Probation Department Area:

Public Works is not planning to start work on the Probation area until the District Attorney's space is done. Probation Director Robert Starks reported that things are being torn down in anticipation of the high-density storage units being installed next week. Installation will start Monday or Tuesday, and it will take two to three days to complete. Staff will then begin the process of moving files. It will be a significant improvement for safety and getting rid of clutter.

Former Support Collection Unit Building Renovation:

Public Works will have an asbestos survey done soon so they can put the specifications together for the asbestos removal. Legislator Graves questioned the reason for the asbestos removal and asked if it was due to moving walls or changing the usage of the building. Mr. Roeske noted that the asbestos in the ceiling is coming loose. A survey has to be done to see what areas have to be removed. Then a contract will be put out to have it done. For any of the minor work they might have to do on the walls, our staff is trained to deal with that in-house. We're not doing anything extra, just what we have to do. It was also noted that covering or containment may be an option for some areas. Legislator Sinclair questioned if the people doing the assessment would provide a plan or options for dealing with what they find. Mr. Roeske stated that they don't usually. They tell you what needs to come out, the quantity, and what needs to be fixed. Then we put the contract together and hire someone to come in to do it. This process will probably be started at the end of the month.

Former Sheriff Civil Deputy's Area – Renovation for Second Assistant Public Defender:

This project is nearly finished. The wall between the two small areas has been removed, and one door was taken out. The new employee is housed.

Former Support Magistrate Area on Ground Floor of County Office Building (formerly Room 8 Emergency Services) – Renovation for Use by Social Services Foster Care Program:

Legislator Sinclair reported that during the Human Services Committee meeting, Social Services Commissioner Vicki Grant was asked about the ground floor area that the Courts were using. Ms. Grant is planning to move the Foster Care Program into that space. She thought that the only thing holding that up is wiring for their computers. Mr. Sinclair noted that it doesn't seem like a huge project, and if we could slide that in, it would be a huge advantage to Social Services. Mr. Roeske hasn't spoken to Ms. Grant about that project yet. The Courts just vacated the space. Information Technology Director Deborah Button stated that she will take care of the maintenance request for the wiring to be moved. Mr. Sinclair remarked that there was concern that, with all the projects Public Works is involved in, the space would just sit idle. Mr. Roeske responded that the space is usable space now, so they won't let that happen.

Current District Attorney's Office Space on Second Floor of County Office Building - Renovation for Use by County Attorney's Office and DPW:

This project is waiting for the new District Attorney's space to be completed. Mr. Roeske will assign a technician to start designing a plan, with input from the County Attorney, so that when the time comes, they will be ready to go.

Elevator Shaft and Facilities Serving Former Jail Area – Changes to Provide Access to All Four Floors of County Office Building:

Mr. Roeske assigned a technician to this project, and he's pulling drawings and information to find out exactly what we have for walls and where we have to break through. They'll start getting this going shortly. The only quote they have so far is the elevator itself, but there's no hard estimate on the rest of the work. They're just getting started.

Maintenance Building:

The shell is up, and there are a few punch list items to take care of. That will be done soon. When Public Works gets their work completed on the Record Storage Building, that crew will begin work on the partition walls, wiring, etc. in the Maintenance Building. Hopefully it will be done and in use by early spring.

Record Storage Building:

The heating and air conditioning has been installed. They just contacted the gas company to purge the lines and turn the gas on, so we'll have heat in there. The wiring is done, insulation is going in now, and the sheet rock will be next. Mr. Roeske noted that he may bring the crew down here and have someone do the finish work on that. Then there would be the painting and installing the lights, and the building will be ready to have the shelving units installed. Legislator Fanton questioned if some kind of barrier will be constructed to offer security for the voting machine storage area. Mr. Roeske stated that would be addressed. Committee Chairman Pullen relayed information from County Historian Craig Braack that the County applied for and received word on a grant to be used for the outfitting and modifications of the building for storage purposes. Deputy Administrator Mitch Alger noted that we were notified we would receive approximately \$26,500. Half of it was received in December and has been reappropriated for this budget year. The money has to be spent by June. Mr. Roeske remarked that the only thing not covered under the grant was the security fencing inside, and he may have to request money from Contingent for that. It's very significant to have that in before anything goes in there, especially the voting machines. Mr. Roeske explained that the security fencing is chain-link fence with locking doorways, and it's easier to put up than fire-rated sheet rock partitions.

Committee Chairman Pullen commented on some Social Services records currently stored in the basement of the Support Building and questioned if there was a plan to move them into the Record Storage Building. Mr. Braack noted that it would ultimately be a Committee decision for space assignment. Requests will have to be prioritized, and records with the greatest litigious possibility for breach of confidentiality will be stored first, for example: Social Services records. Some of the things stored behind locked security fencing in the current building are permanent Sheriff records back to 1905 and earlier, permanent confidential Health Department records, permanent District Attorney records back to 1905, permanent Mental Health records back to 1900. Mr. Braack explained record retention requirements and how things are kept up-to-date. Things are very well controlled and managed, but there is very limited space left. That's why the second building and the grant are so imperative. Committee Chairman Pullen requested Mr. Braack's recommendations regarding priorities.

A question was raised on whether there was certification required for the Records Management Officer. Mr. Braack gave a short history on record retention and the policy instituted by the State in the 1980s setting guidelines and requiring the appointment of a Records Management Officer by every municipality or organization supported by taxes.

Mr. Roeske estimated that the new Record Storage Building should be ready for the installation of shelving in March, maybe sooner. County Administrator John Margeson noted that the purchase of shelving will require quotes. He will obtain three quotes and then proceed with ordering to coordinate delivery for when the building is ready. The expense was included in the 2012 Budget. Mr. Roeske noted that he would get together with the Deputy Administrator and Historian to take measurements and prepare a plan to use for establishing the quote. Mr. Fanton questioned if the number of electrical outlets would be adequate in the area where the voting machines will be stored and worked on. Mr. Roeske remarked that he was aware of the need for electric, and there would be outlets there. Heat will be maintained.

PARKING:

Public Works Superintendent David Roeske reported that there are 69 parking spaces around the Addition and behind the Support Building, including the back lot. Before construction, there were about 90, so we lost about 21, a lot less than anticipated. The area at the bottom of the hill at the former Presutti property can now be used for parking. Mr. Roeske will begin having it plowed, but hasn't drawn up a plan for how parking should be laid out, so for now, cars can just park where there's space. When asked about progress on a long-term parking plan for the back lot, Mr. Roeske explained that parking in the back lot is by permit only. Mr. Margeson is handing out those permits per direction given by this Committee.

Chairman Curtis Crandall clarified that the number of spaces available in the Baptist Church lot (about 45) that we didn't have previously exceeds the 21 spaces lost out back, and if we include the Presutti property, we now have more parking than when the construction project began. That fact hasn't come out in any of the media articles or complaints. There are logistic issues as far as who parks where, and that needs to be developed further as time goes on. Mr. Pullen added that other arrangements have been made with the Legion lot and the former school lot. There was further discussion on allowing the general public access to the closest parking spaces, with County staff utilizing the areas that are farther away. This issue will be revisited to look at policy, enforcement, and monitoring. Mr. Pullen will speak with the County Attorney about options.

COURTHOUSE OPEN HOUSE AND RIBBON CUTTING:

Committee Chairman Pullen reminded those present about the Courthouse Open House and Ribbon Cutting program on Friday, January 6. Several state-level dignitaries are planning to attend. He urged those who can to attend to mark this milestone. Everyone deserves congratulations on this achievement.

Next Meeting: *(Subsequent to the meeting, the next scheduled Committee meeting set for Wednesday, February 1, was rescheduled to Thursday, February 2, 2012, at 3 p.m. to allow for NYSAC Conference attendance.)*

Adjournment: The meeting was adjourned at 3:47 p.m. following a motion made by Legislator Cady, seconded by Legislator Graves and carried.

Respectfully submitted,
Adele Finnemore, Deputy Clerk of the Board