

FACILITIES & COMMUNICATIONS COMMITTEE

MAY 4, 2016

NOT APPROVED

Committee Members Present: D. Pullen, D. Fanton, C. Jessup, K. Graves, A. McGraw, D. Root, C. Crandall (Absent: A. McGraw, N. Ungermann)

Others Present: L. Ballengee, S. Burt, D. Decker, S. Decker, K. Dirlam, C. Downs (LaBella Associates, PC), S. Grusendorf, D. Healy, R. Hollis, K. Hooker, J. Hopkins, B. Kelley, C. Knapp, M. Kukuvka (*LaBella Associates, PC*), K. LaForge, J. Margeson, T. Miner, B. Riehle, T. Ross, D. Scholes, R. Swartout

Media Present: No media present

Call to Order: The meeting was called to order at 2:02 p.m. by Facilities and Communications Committee Chairman David Pullen.

Approval of Minutes:

A motion was made by Legislator Graves, seconded by Legislator Root, and carried to approve the Facilities and Communications Committee minutes of April 6, 2016.

Facilities-Related Matters

Project Updates

Mark Kukuvka of LaBella Associates, PC introduced LaBella Project Manager/Project Architect Chris Downs. County Administrator John Margeson distributed copies of a document sent on March 31 by LaBella with details and a cost proposal for Option #4 which had previously been presented. Option #4 is the option that was chosen to pursue. Mr. Kukuvka went over a drawing of the space that shows the current layout of the third floor with proposed renovations. He indicated that some areas of the third floor will simply be brought up to code and have the windows replaced. The area designated for storage space will have the windows replaced, floor leveled and the required smoke detectors, heating and other elements minimally necessary to bring the space to code installed. Nothing will be done in the courtyard area. Legislator Graves asked if the third floor will be construction ready when LaBella is finished. Mr. Kukuvka indicated that it will be construction ready. The group discussed the possibility of having to remove plumbing from the courtyard area from an existing bathroom. Mr. Kukuvka stated that they will have to customize the plan as necessary. They are going to have to get into the ceiling of the second floor in order to do some investigating. There will be work that will require access from the second floor which may need to be done in the evening or on weekends. Committee Chair David Pullen remarked on equipment that is in place in what is commonly referred to as the "penthouse." He asked Deputy Public Works Superintendent Dean Scholes to elaborate. Mr. Scholes stated that there is a great deal of equipment in the "penthouse" area that would be difficult to get in and out of there if it needed to be replaced. He wondered if there was a way to include some kind of elevator or dumbwaiter in their plans in the event they need to replace any of the equipment up there. Mr. Kukuvka replied that it is certainly something they could consider adding, possibly even a winch system on the roof. Legislator Fanton asked if the price for demolition was separated out in the document. Mr. Downs stated that the demolition cost was included in the overall construction cost of \$140 per square foot. A question was raised about salvaging certain walls and other changes that might need to be made. Mr. Kukuvka said that Option #4 is a hybrid solution. If a corridor meets code as it is, it will be left in place. It was

decided earlier that it would be cost prohibitive to simply go in and gut the entire floor and start from scratch. If things can be salvaged they will be. Legislator Fanton asked about storage for files that are currently being stored in offices and rooms on the third floor. He hoped that they would be able to get the new storage space ready before working on the current storage area so they only had to moves things once. Mr. Kukulvka indicated that they could set up a temporary storage area that would still be accessible if someone needs something from there. Legislator Pullen brought up the topic of office space needs. He used the Public Defender Barb Kelley as an example and asked the LaBella representatives about laying out the office space. Mr. Kukulvka noted that they have a program for laying out office space, and they will work with our departments to determine their needs. He feels the square footage up there is adequate for what they may need. The group discussed another area that wasn't planned for renovation. This includes space that was formerly used as offices. A comment was made that it wouldn't take much to clean that area up and make it usable. They also discussed the duration of the project and how lead time for materials plays into that. He stated that the contract will read eight months, but the disruption here at the County will more likely be six months. Mr. Kukulvka said that the contract will go out to bid for contractors. It's not a lot of space to be converted, but there's a lot more going on with converting former jail space into office space. They would like the space to feel like an extension of the second floor. The committee also discussed using a clerk of the works hired by LaBella versus having the County manage it. They decided that they would include the clerk of the works. A motion was made by Legislator Fanton, seconded by Legislator Graves, and carried to approve this proposal including a clerk of the works for a total of \$230,000. **Prepare Resolution**

Communications-Related Matters

Lieutenant Shawn Grusendorf updated the group on the progress of the E-911 Room saying that it is complete, and they hope to have the equipment moved in there next week. As far as the tower builds are concerned, they are just waiting for the go ahead to get on the properties to clear trees so the construction can begin. The Grove site is scheduled to be done first.

Legislator Pullen indicated that members of the Allegany County Telecommunication Corporation are scheduled to meet the second Tuesday of each month at 6 p.m. The group hopes to have an area in Belmont up and running that can be used as an example for BOCES and other school districts.

IT Director – Keith Hooker

IT Director Keith Hooker presented information he had received regarding a proposed telephone system from Newcastle Communications. The cost estimate for the new system is \$207,000. Legislator Fanton asked what benefit would be gained from a new system. Mr. Hooker stated that the current system is old. It's very large and takes up a great deal of physical space. The maintenance is expensive at around \$43,000 per year. With the new system, the County would save \$20,000 in maintenance costs, and the new system offers features not available with the current system. The group discussed what year the current telephone system was installed. Treasurer Terri Ross indicated that the current system was

recently paid off. There was an upgrade to the current system around 1996-1997. Legislator Graves asked about the life expectancy of a telephone system. Mr. Hooker says he was told not to upgrade because it will cost more to upgrade our current system than it will to replace it. He also noted that with the current system if there is something that needs to be fixed, everyone on the system will be down while the problem is taken care of. Legislator Fanton asked if the lines themselves were usable and if it was just the "brain" that needs to be replaced. Mr. Hooker stated that most lines are in good shape. There are a few floors that need to be updated with new lines. The committee also discussed lease options that were offered by the telecommunications company. They discussed how the system would be paid for and whether it made better financial sense to lease the system or purchase it outright. They discussed working it into next year's budget. Legislator Root asked how long it would take to install the new system. Mr. Hooker indicated it would take about six months because they would have to replace every phone.

A motion was made by Legislator Graves, seconded by Legislator Root, and carried to go into Attorney/Client session at 2:50 p.m.

A motion was made by Legislator Graves, seconded by Legislator Fanton, and carried to come out of Attorney/Client session at 3:01 p.m.

The committee requested that Mr. Hooker sit down with the County Treasurer and discuss the different options for financing this purchase. Committee Chair Pullen stated that the committee will revisit the subject next month.

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 3:04 p.m. following a motion by Legislator Graves, seconded by Legislator Root, and carried.

Respectfully submitted,
Sarah M. Decker, Journal Clerk/Deputy Clerk of the Board
Allegany County Board of Legislators