

STEBEN COUNTY ADHOC OFFICE SPACE COMMITTEE

Tuesday, July 11, 2017

11:00 a.m.

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

****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 Mitchell Alger Eric Rose
Carol Gamet Jennifer Prossick

OTHERS: Garri Webb, Werth Construction Services
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 MARCH 21, 2017, MEETING MADE BY MR. SCHU. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

III. NEW BUSINESS

A. County Manager

1. **Contract Approval** – Mr. Wheeler stated we would like approval to contract with Day Automation for the HVAC and card access systems in the New Records Storage Facility and the New Office Building. Mr. Rose stated at the time that we were working on updating the County Office Building, we got some preliminary numbers. Mr. Wheeler stated they are on state contract. We have an existing office space renovation capital project, which is separate from the bond project. There is \$500,000 in that and we are paying Labella and Werth out of that. Mr. Rose stated the contract amount is \$179,024.82.

MOTION: AUTHORIZING A CONTRACT WITH DAY AUTOMATION TO INSTALL THE HVAC AND CARD ACCESS SYSTEMS IN THE NEW RECORDS STORAGE FACILITY AND NEW OFFICE BUILDING FOR A TOTAL PRICE OF \$179,024.82 MADE BY MR. SCHU. SECONDED BY MR. MALTER FOR DISCUSSION.

Mr. Malter asked was this built into the design contingency cost? Mr. Rose replied we had a preliminary number and because at the time the design was not complete, they gave us a rough number. Mr. Webb commented we had \$120,000 budgeted. Mr. Wheeler stated the project is still under budget and the overall budget is tight with the addition of the third floor, but Mr. Webb is doing a good job managing that. He stated that Mr. Alger also submitted an application for, and received, a \$75,000 grant from NYS Archives to help offset the cost of records storage in the new facility.

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

2. **Construction Project Update** – Mr. Webb distributed the June monthly progress report along with a budget update. He stated the bids came in and then it was decided to pursue the addition of a third floor for

the New Office Building. Everything was redesigned and we are still within the project budget, with a contingency of \$50,000. The Records Storage Facility construction is underway and during excavating found an old silo foundation and pipe, which was removed. With the addition of the third floor to the New Office Building, the schedule has been extended out three months. The Records Storage Facility is still set for a completion date of December 15, 2017. Mr. Wheeler commented Mr. Webb has done a tremendous job working with the contractors and everything is going well. Mr. Webb stated the completion date for the New Office Building, worst case scenario, is November or December of 2018.

3. **Hornell DMV** – Ms. Lattimer asked how is the relocation of Hornell DMV going? Mr. Rose replied the furniture should be done by the end of July and possibly installed. We are in good shape and the relocation should happen at the beginning of September.

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