

**STEBEN COUNTY ADHOC OFFICE SPACE COMMITTEE**

*Monday, March 28, 2016*

*9:35 a.m.*

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

**\*\*MINUTES\*\***

<b>COMMITTEE:</b>	Robin K. Lattimer, Chair Scott J. Van Etten	Carol A. Ferratella, Vice Chair	Brian C. Schu
<b>STAFF:</b>	Jack K. Wheeler Vicki Olin Shawn Corey	Mitch Alger Kelly Penziul Alan Reed	Pat Donnelly Andy Morse Eric Rose
<b>LEGISLATORS:</b>	Joseph J. Hauryski Hilda T. Lando Aaron I. Mullen Gary D. Swackhamer	Dan C. Farrand Steven Maio Robert V. Nichols	Kelly H. Fitzpatrick John V. Malter Gary B. Roush
<b>ABSENT:</b>	Vacancy due to Legislator Crossett's retirement.		

**I. CALL TO ORDER**

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

**II. GENERAL BUSINESS**

A. **Contract Approvals** – Mr. Wheeler informed the committee that they requested quotes for land surveying services. They received three quotes and he recommended awarding to Washburn Land Surveyors of Hornell, NY which came in as the low quote at \$6,100. They will provide topographical and boundary maps of the two sites; the County farm site and the downtown site. This will be paid for out of the building capital project.

**MOTION: AUTHORIZING THE COUNTY MANAGER TO CONTRACT WITH WASHBURN LAND SURVEYORS OF HORNELL, NY TO PROVIDE TOPOGRAPHICAL AND BOUNDARY MAPS OF THE COUNTY FARM SITE AND THE WEST MORRIS STREET SITE FOR A TOTAL COST OF \$6,100 MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Mr. Wheeler stated they also requested quotes for an asbestos survey of the two houses that will be demolished on West Morris Street. The low quote was Envoy Environmental Services at \$4,999.

**MOTION: AUTHORIZING THE COUNTY MANAGER TO CONTRACT WITH ENVOY ENVIRONMENTAL SERVICES TO CONDUCT AN ASBESTOS SURVEY OF THE TWO COUNTY-OWNED HOUSES LOCATED ON WEST MORRIS STREET MADE BY MR. SCHU. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

B. **Project Update** – Mr. Wheeler informed the committee that they have met with Labella numerous times and last week met with the Board of Elections and Cornell Cooperative Extension. Labella has also contracted with a records management consultant to provide a detailed survey of our records storage. There is a possibility that we may be able to reuse our current high-density records storage.

Mr. Wheeler stated he has also had some discussions with the Village of Bath regarding the design of the downtown building. We reassured them that the design will be in character with our current office building. We also discussed traffic patterns with the new building and the Mayor will be looking at putting a four-way stop at the crosswalk.

Mr. Wheeler stated one thing that he would like the committee to think about is the recommendation to hire a construction manager. This would be a good investment on our part, however, it is an additional cost. If you factor in the overall impact, a construction manager would allow for more efficient work and also provide risk mitigation. If you decided to do this, we would need to put this out to bid. Our plan right now is to get the building bids ready to go out by the end of 2016, early 2017. The bids would then come back in early 2017 in time for construction season.

C. **Hornell Buildings Tour** – Mr. Wheeler announced we are organizing a visit to the Hornell Courthouse and the Seneca Street facilities after the Finance meeting on April 12<sup>th</sup>. We anticipate leaving Bath around 11 a.m. and starting the tour of the Hornell Courthouse at 11:30 a.m. All Legislators are invited to attend. We will have two motor pool vehicles available. Mr. Donnelly commented that they are researching the abstracts on both the Hornell and Corning Courthouses.

**MOTION: TO ADJOURN MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature