

**STEBEN COUNTY AD HOC OFFICE SPACE COMMITTEE**

*Monday, February 5, 2018*

*11:00 a.m.*

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

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

<b>COMMITTEE:</b>	Carol A. Ferratella, Vice Chair	John V. Malter	Scott J. Van Etten
<b>STAFF:</b>	Jack K. Wheeler Ken Peaslee Jennifer Prossick	Mitchell Alger Andy Morse Carol Gamet	Eric Rose Alan Reed
<b>LEGISLATORS:</b>	Joseph J. Hauryski	K. Michael Hanna	Frederick G. Potter
<b>ABSENT:</b>	Robin K. Lattimer, Chair	Brian C. Schu	Gary D. Swackhamer
<b>OTHERS:</b>	Gari Webb, Werth Construction Mary Perham		

**I. CALL TO ORDER**

Mrs. Ferratella called the meeting to order at 11:00 a.m.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE DECEMBER 12, 2017, MEETING MADE BY MR. MALTER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. HAURYSKI VOTING MEMBER)**

**III. NEW BUSINESS**

A. County Manager

1. **Contract for Fiber Install** – We would like to contract with Empire for the fiber runs from this building to the new building and to Records Storage Building. They have quoted a price of \$5,740 to run the fiber from this building to the new building. We are waiting to hear a price to run it to the Records Storage Building. The maximum cost for the Records Storage Building is \$9,500. In talking with Mr. Peaslee and Mr. Rose, they are working on a solution with Empire that might be less costly.

Mr. Wheeler requested authorization to spend up to \$9,500 to run fiber from this building to the Records Storage Facility and up to \$6,000 to run the fiber to the New Office Building. We do have money available in the building capital project.

**MOTION: AUTHORIZING THE COUNTY MANAGER TO CONTRACT WITH EMPIRE TO RUN FIBER FROM THE COUNTY OFFICE BUILDING TO THE NEW OFFICE BUILDING FOR A COST NOT TO EXCEED \$6,000 AND TO RUN FIBER FROM THE COUNTY OFFICE BUILDING TO THE RECORDS STORAGE CENTER FOR A COST NOT TO EXCEED \$9,500 AND AUTHORIZING PAYMENT FOR THESE SERVICES OUT OF THE NEW OFFICE BUILDING CAPITAL PROJECT MADE BY MR. VAN ETTEN. SECONDED BY MR. HAURYSKI. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. HAURYSKI VOTING MEMBER)**

2. **Court Space Study** – Mr. Wheeler informed the committee that they received a dozen applications to look at the space we have, as well as utilizing the third floor of the new office building. We are looking for conceptual drawings and diagrams of potential options. This is something that we do not have a choice; we are required by the State Office of Court Administration to provide adequate space for the courts and this is something that we need to do. After going through the applications, we interviewed SWBR and Labella. Mr. Wheeler commented State OCA is recommending Labella to provide conceptual drawings and diagrams at a cost not to exceed \$34,000. The proposal from SWBR came in at approximately \$24,000. Based on the proposals submitted, the County's and the court's history with Labella, and the emphatic recommendation of the State, he would recommend contracting with Labella for a cost not to exceed \$34,000.

Mr. Malter asked will the State pick up the cost of this? Mr. Wheeler replied no. There is some rearranging of offices that needs to be done and the courts are really looking for another big courtroom. Another reason to engage Labella is they have a deep history with the Rochester Office of Court Administration with state court buildings. They may have creative ways to find some funding. If we construct something, OCA would pay us rent, however, they will not pay the capital cost.

**MOTION: AUTHORIZING THE COUNTY MANAGER TO CONTRACT WITH LABELLA FOR CONCEPTUAL DRAWINGS AND DIAGRAMS FOR COURT OFFICE SPACE IN THE CURRENT COUNTY OFFICE BUILDING AS WELL AS THIRD FLOOR OF THE NEW COUNTY OFFICE BUILDING FOR A TOTAL COST NOT TO EXCEED \$34,000 MADE BY MR. HAURYSKI. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. HAURYSKI VOTING MEMBER)**

Mr. Hauryski stated that he would like to get a consensus of the Legislators present on a proposal for the court system to use our Legislative Chambers and to move the Legislature Chambers and offices across the street to the third floor of the new building. Mr. Wheeler stated this is one of the things OCA had mentioned and it would be the easiest option.

Mr. Malter asked would all of the administrative offices move? Mr. Wheeler replied yes, it would include the County Manager, and potentially the Planning Department and the Law Office. The Office of Court Administration will insist on a courtroom in this building and some offices will be moved. Mr. Hauryski commented this option made more sense.

3. **Hornell Courthouse** – Mr. Malter asked what is the status of the Hornell Courthouse? Mr. Wheeler replied the City of Hornell did not record the deed. City Council did authorize acceptance of the building and they have had some interested parties, however, Mr. Wheeler told the City he would give them a little more time, but it will not be too long before we go to auction. Mr. Van Etten stated he would tell the City that they have until April 1<sup>st</sup>.

4. **Records** – Mr. Malter asked for the status on the Records Storage Center. Mr. Wheeler stated Mr. Rose, Mr. Alger and Mr. Webb have been working with Mrs. Gamet and they should be doing the move in the next week or two.

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

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature