

**STEBEN COUNTY AD HOC OFFICE SPACE COMMITTEE**

***Special Meeting***

Monday, March 25, 2019

9:00 a.m.

Legislative Committee Room  
Steuben County Office Building  
Bath, New York

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

<b>COMMITTEE:</b>	Robin K. Lattimer, Chair Brian C. Schu	Carol A. Ferratella, Vice Chair Gary D. Swackhamer	John V. Malter Scott J. Van Etten
<b>STAFF:</b>	Jack K. Wheeler Tammy Hurd-Harvey Cody Ryan	Amy Dlugos Jennifer Prossick Pat Donnelly	Brenda Mori Rob Wolverton
<b>LEGISLATORS:</b>	Kelly H. Fitzpatrick Aaron I. Mullen Gary B. Roush	Hilda T. Lando Robert V. Nichols Thomas J. Ryan	Steven P. Maio Frederick G. Potter Randolph J. Weaver
<b>OTHERS:</b>	Tom Simbarri, LaBella		

**I. CALL TO ORDER**

Ms. Lattimer called the meeting to order at 9:00 a.m.

**II. GENERAL BUSINESS**

A. **Review Draft Schematic Design** – Mr. Wheeler stated we sent a link out to the Legislators with the draft schematic design, along with the minutes from the March 12<sup>th</sup> meeting. We have not yet received an answer from the Courts about the courtrooms as of yet. Our discussions with them went pretty well, but they indicated that they do not like sharing courtrooms if they do not have to.

Mr. Simbarri stated we completed a concept report at the end of last year which included a better utilization of space and accommodated the Court's needs within the facility. We initially had 44,600 square feet of space to be renovated. We met with the user groups and throughout the course of those meetings, a few other needs developed. The amount of space to be renovated grew to 49,258 square feet. The biggest needs were in the District Attorney's Office as they felt by the end of the project that they would outgrow their current needs. Other areas that increased were the Public Defender, Family Court and Court Security.

Mr. Simbarri reviewed the proposed layout of the third floor of the Annex Building which will house the County Manager, Clerk of the Legislature, Legislature and Planning. The Legislative Chambers will have moveable partitions to accommodate small and large meetings.

Mr. Swackhamer asked how much unusable space is in this project? Mr. Simbarri replied he does not know the percentage, but he will look at that more closely. One of the challenges we have with this project is that we are waiting for a decision from the Court regarding the space on the third floor of the courthouse. Mr. Wheeler stated right here, the only flex space will be with the partitions. The Public Defender will be getting the Balcom House and there will be four offices that are not currently occupied. The District Attorney is probably about ½ of a floor. The proposed plan calls for offices for an additional four people.

Mr. Swackhamer stated he is not in favor of having 2 ½ floors for the District Attorney. If you have it, they will fill it. What is the cost per square foot? Mr. Simbarri replied the cost is \$200 per square foot. If you were to build a new courtroom, the cost would be \$400 - \$500 per square foot. Ms. Lattimer commented we still have to have a Grand Jury room, even if it is shared.

Mr. Swackhamer states we are hearing about all the “ifs”, but when it comes down to it, these requests for additional space could still be ten years down the road. Ms. Lattimer stated she does not think that there is much space in this proposal that is a buffer. Mr. Wheeler commented with regard to the District Attorney, you do have control over those positions. With the Public Defender and Hurrell-Harring, they will force you to create those positions. Mr. Swackhamer stated we have a wish list and we need to take a hard look at it. Mr. Wheeler stated we have been as strategic as possible. Mr. Simbarri stated he will try to identify those areas that have excess space.

Mr. Simbarri reviewed the proposed layout of the Balcom House. The Public Defender will occupy the entire first floor. They will also occupy the second floor, and this is really the growth area. Mrs. Lando asked is there security for this building? Mr. Simbarri replied no. Mrs. Lando commented she would be worried about that. Mr. Wheeler stated security at the Balcom House will be at local cost as OCA will not reimburse that. There is currently a security station there, but to staff it will be our cost.

Mr. Simbarri reviewed the proposed layout of the Courthouse. This space is still in flux. The District Attorney will occupy the first and second floors. There are challenges with the first floor as it has not been renovated like the second floor. There would be significant costs to restore the first floor so we tried not to do that. Right now, OCA occupies the third floor and we are proposing they would share that courtroom with Grand Jury. Mr. Wheeler commented if OCA is willing to share, there will be less cost to renovate. Mr. Simbarri stated they have proposed to OCA to relocate the third judge into the County Office Building. Mr. Wheeler explained the proposal is to have a chambers for a visiting judge. If there is a fourth judge, they would be located in the County Office Building. We already have the accommodations for the third judge.

Mr. Malter commented at the March 12<sup>th</sup> meeting, we had discussed keeping the Veterans’ Service Agency at the county farm. We had also discussed putting a 500 square foot addition onto the building, which was not included in the minutes.

Mr. Van Etten asked what is unique about the Grand Jury? Mr. Wheeler replied they are a special jury and sit for six weeks. Ms. Prossick explained those are the people that indict, and that is a secret proceeding. Mr. Wheeler stated OCA has complained about that for years. They have put their foot down about the District Attorney being out of the County Building, no matter what. Ideally, they do not want to share space.

Mr. Maio asked what is the unresolved issue? Mr. Wheeler explained the question is whether that can be another courtroom for OCA to use when Grand Jury is not meeting. The Grand Jury meets four days per month. That space would not be a regular courtroom, but could be used as an extra hearing room for visiting judges. Mr. Simbarri stated if the judge remains, we are proposing to move the hearing officer’s chambers into the County Office Building.

Mr. Maio commented there has been talk that if this happens, there may be another full-time judge. Mr. Wheeler stated we have heard that too, but that is uncertain at this point. Mr. Mullen asked will you be swapping with the hearing room on the first floor of the County Office Building? Mr. Wheeler replied no; this saves you from having to use the South Conference Room for hearing room space.

Mr. Simbarri commented there are a lot of moving parts to this. With Veterans’ Services remaining at their current location, the Conflict Defender will then occupy the first floor of the Surrogate’s Building, with the County Attorney occupying the second floor.

Mr. Simbarri distributed a handout with revised plans. The first page shows the proposed layout of the first and second floors of the Surrogate’s Building. The second page shows the proposed space for the Law Library. This space will occupy what is currently the DA’s Annex on the second floor of the County Office Building. They did request a little

extra space as they have not totally changed over to electronic media and will require some high-density storage. This handout also shows the proposals for Courtroom #3, Courtroom #4 and the Visiting Judge/Drug Coordinator/Hearing Room.

Mr. Simbarri reviewed proposed layout for Public Works and Court Security. Both will be located on the first floor of the County Office Building. Mr. Wheeler stated the Court Security Office will be located right off the vestibule, which makes a lot of sense. Mr. Simbarri stated with Court Security, there are three areas that are proposed for renovation. These areas are the office located by the main entrance, the old information desk across from the elevators on the first floor that will become a command center, and the inmate holding area which is off of the sally port. The inmate holding area will now need to accommodate a separate juvenile holding area. Currently this area is not handicap accessible and we are proposing the addition of a LULA elevator. Additionally, there will be a new curb cut for the drop off area instead of having the Sheriff's Office parking across the street. We also have created an interview room and moved the booking area.

Mr. Simbarri reviewed the proposed layout for the new hearing room, the space for the Surrogate's Court Clerk and Family Court and Supreme Court. The clerks for Family and Supreme Court said that they were able to share space, so they will be sharing toilet rooms, break room and lactation room. The second floor, which currently houses the Law Library, will be the area for the visiting judge and small hearing room, along with room for the Drug Coordinator. Courtroom #4 is a new courtroom that will be located in the space currently occupied by Public Works.

Mr. Wheeler explained drawing A-407A is what the South Conference Room will be if OCA does not allow for a shared courtroom. Mr. Simbarri stated they do have design options to accommodate the Grand Jury.

Mr. Simbarri stated the original concept design was \$5.8 million. The program increase to 49,000 square feet adds an additional \$1.5 million for a total of \$7.3 million. We are working with an independent cost consultant to review these numbers. If you add design option #2, which keeps Veterans at their current location, will be \$250,000, of which \$75,000 will be allocated for the addition at the Veterans location. That would bring the total to \$7.5 million. If you also incorporate design option #1B, that will cost an additional \$2.25 million to relocate Courtroom #3 and building out the third floor of the Courthouse.

Mr. Mullen asked does OCA have an enforcement mechanism? Ms. Prossick stated the State regulations say what each courtroom should be. Mr. Wheeler stated we asked the question, and it would cost upwards of \$30 million to build a new courthouse to accommodate their needs. Ms. Fitzpatrick asked why are they suddenly shoving this down our throat? Ms. Lattimer stated they have been saying this for years.

Mr. Malter commented he was never happy with the design of this building. Could we build on the courtyard space? He is just looking at something in the future and would like to know what the estimated cost would be. Mr. Simbarri stated he would say it probably would be \$350 per square foot, but he will check into it.

Mr. Wheeler stated we will have to have another meeting in April to further discuss the schematic plans.

**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