

**STEUBEN COUNTY FINANCE COMMITTEE  
STEUBEN COUNTY AD HOC OFFICE SPACE COMMITTEE**

*Special Meeting  
Friday, May 22, 2020  
9:51 a.m.  
Via Teleconference*

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

<b>COMMITTEE:</b>	Gary D. Swackhamer Chair Robert V. Nichols	Kelly H. Fitzpatrick, Vice Chair Gary B. Roush	John V. Malter
	Robin K. Lattimer, Chair John V. Malter	Carol A. Ferratella, Vice Chair Gary D. Swackhamer	K. Michael Hanna Brian C. Schu
<b>STAFF:</b>	Jack K. Wheeler Jennifer Prossick Cody Ryan Tina Goodwin Leslie Drum	Christopher Brewer Andy Morse Kathy Muller Tammy Hurd-Harvey David Hopkins	Brenda Mori Bill Caudill Wendy Jordan Vicky Olin Amy Dlugos
<b>LEGISLATORS:</b>	Scott J. Van Etten Steven P. Maio	Jeffrey P. Horton Frederick G. Potter	Hilda T. Lando Paul Van Caeselee
<b>OTHER:</b>	Mary Perham		

**I. CALL TO ORDER**

Ms. Lattimer called the meeting to order at 9:51 a.m.

**II. GENERAL BUSINESS**

A. **Phase I Furniture** – Mr. Wheeler stated we are getting very close to finishing Phase I. The Department of Public Works’ Space is nearly done and is looking great. We have trimmed the costs in the areas where we could; we did not do as many built-in’s which would have been custom mill work. These are different times, obviously, but we do have sufficient funds in the previous building capital project in the amount of \$650,000; this is the 2017-2018 building project. Mr. Wheeler stated he would recommend this. We are trying to reuse as much as possible and a lot of the departments are operating with really old furniture

Mr. Wheeler stated for the Legislature’s furniture we have ordered 60 gallery chairs that will be similar to the chairs in the 2<sup>nd</sup> floor conference rooms and they cost \$35.00 per chair. We did order nice chairs for the Legislators. Your desks are the largest item. They are tables that have laminate tops, sides and a privacy panel. These can then gang together to make a large conference table for committee meetings. He stated Mr. Morse and Mr. Brewer did a nice job putting everything together. The furniture, with the exception of the gallery chairs, will be ordered from Seating, Inc. out of Nunda. He requested authorization to not exceed \$60,000 but he feels they will be right on the nose at \$55,341.

**MOTION: AUTHORIZING THE COUNTY MANAGER TO SPEND UP TO \$60,000 OUT OF THE 2017-2018 BUILDING CAPITAL PROJECT TO PURCHASE FURNITURE FOR PHASE I OF THE COUNTY OFFICE BUILDING AND COURT RENOVATIONS PROJECT MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK FOR DISCUSSION.**

Mr. Van Etten asked did we talk about using this \$650,000 balance from the other building project for things like this when we talked at the beginning of this project? Mr. Wheeler replied at the beginning of this project we didn’t know what the different phases would look like and we didn’t specifically budget for furniture. He would propose using this old

project to purchase furniture for Phase II. The District Attorney will be the biggest expense, but again, we will reuse everything we can. After that, we can roll the remaining funds into a different capital project.

Mr. Van Etten asked have the engineers and architects continued to work and are we ready to bid Phase II? Mr. Wheeler replied yes, the bid will be delayed one week, but we expect to put the bids out the second week of July. Mr. Rose and Mr. Brewer are running point on a lot of that. They have done web reviews on the documents. Nothing has changed and still includes the bid alternative for an additional courtroom in the South Conference Room. We continue to make progress and the bids will be going out the second week of July.

Mr. Swackhamer asked are the prices we are paying for the desks reasonable? Mr. Wheeler replied yes. We are not getting anything extravagant and the average price is \$1,400.

Mrs. Lando asked what are we doing with the furniture that we are getting rid of? Mr. Wheeler replied we will reuse what we can. Mr. Rose has storage in the County Barn and sometimes departments will take things before they even get sent to storage. The furniture will stay in storage for a period of time and then it goes to auction. We try to reuse as much as possible.

Mr. Van Etten asked will you let other agencies know that furniture is available? Mr. Wheeler replied yes, but we will need to work with Mr. Morse and Ms. Prossick on that as they are County assets and we have to follow a certain process.

**VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 6-0 OFFICE SPACE COMMITTEE AND 5-0 FINANCE COMMITTEE.**

Mrs. Ferratella asked will the audio visual equipment for the Chambers include televisions or a projector? Mr. Wheeler replied yes and I can show you a design for that. On the dais, which will be by the windows facing west, there will be a television in each corner. The podium will be off to the side so that the speaker will not have their back facing the gallery as it is now. There will be a wireless microphone system that, with Mr. Roush's input, will be compliant for individuals with hearing impairments. Mrs. Ferratella stated my only comment is that the televisions in the second floor conference room are small, making it difficult if you are trying to read something; she would like to see bigger televisions in the Chambers. Mr. Wheeler stated he believes they will be 72".

**MOTION: TO ADJOURN MADE BY MR. ROUSH. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 6-0 OFFICE SPACE COMMITTEE AND 5-0 FINANCE COMMITTEE.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature