

STEBEN COUNTY AD HOC OFFICE SPACE COMMITTEE

Tuesday, November 12, 2019

10:35 a.m.

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

****MINUTES****

COMMITTEE:	Robin K. Lattimer, Chair Gary D. Swackhamer	Carol A. Ferratella, Vice Chair Scott J. Van Etten	John V. Malter
STAFF:	Jack K. Wheeler Cody Ryan Jennifer Prossick	Christopher Brewer Andy Morse Tammy Hurd-Harvey	Rob Wolverton Eric Rose
LEGISLATORS:	Joseph J. Hauryski	Kelly H. Fitzpatrick	Hilda T. Lando
ABSENT:	Brian C. Schu		
OTHERS:	Mary Perham		

I. CALL TO ORDER

Ms. Lattimer called the meeting to order at 10:35 a.m.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE SEPTEMBER 10, 2019, AND OCTOBER 28, 2019, MEETINGS MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. NEW BUSINESS

A. County Manager

1. **Project Update** – Mr. Wheeler stated bids for Phase I of the project are due Friday. We have seen good activity and are hoping we will get good competition. Once the bids come in, we will review them and plan a meeting of the committee in December to award. Mr. Swackhamer asked did we decide that we would try to keep some of the contractors straight through the four years? Mr. Wheeler replied we are going to try. We are already working on the Phase II bid package which will go out around February. In some cases, we may get a better price with a different contractor; although you reserve the right to reject. The time frame and the size of the project will encourage competition. Mr. Van Etten commented the phases are totally separate areas and will not really affect one another. Mr. Wheeler stated our hope is that for the contractors who are awarded Phase I will like the project enough to want to stay and find efficiencies in their next bid.

Mr. Wheeler stated Phase I will consist of moving the County Manager, Clerk of the Legislature, Legislature and Planning over to the Annex Building and moving Public Works to the main floor. There will also be a little work in Security and also the former Elections Office. We did receive an email from the State regarding the reimbursement on bonding cost or a straight reimbursement during construction. The State has authorized \$100,000 - \$200,000 per year during construction if we do not bond. He has asked them to put that into writing for us. Mr. Wheeler stated he is working with Mr. Rose on the standard report with regard to the paperwork. He stated assuming we get successful bidders, at the December meeting he will propose accepting the bids and also ask the committee to make a decision about financing, at least for Phase I.

Mr. Malter asked will you have to use the restricted fund balance? Mr. Wheeler replied if you use cash instead of bond, he would suggest transferring that into the capital project. This would only be for Phase I. You could transfer \$10 million into that building project, or just enough to cover the first phase. Mr. Swackhamer asked what is the cost to bond? Ms. Prossick replied it is a good amount, tens of thousands of dollars. Mr. Wheeler stated the analysis they presented to committee a few months ago showed using fund balance and cash due to the cost of bonding plus interest.

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS LAW, ARTICLE 7§ 105.1.F. THE MEDICAL, FINANCIAL, CREDIT OR EMPLOYMENT HISTORY OF A PARTICULAR PERSON OR CORPORATION, OR MATTERS LEADING TO THE APPOINTMENT, EMPLOYMENT, PROMOTION, DEMOTION, DISCIPLINE, SUSPENSION, DISMISSAL OR REMOVAL OF A PARTICULAR PERSON OR CORPORATION MADE BY MR. MALTER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: RESCINDING RESOLUTION NO. 143-19, AUTHORIZING THE WAIVER OF A PORTION OF THE MORTGAGE TAX ON THE PURCHASE OF THREE (3) COMMUNITY SERVICES OFFICE LOCATIONS MADE BY MR. VAN ETTEN. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

MOTION: AUTHORIZING THE COUNTY MANAGER TO NEGOTIATE AND PURCHASE A PARCEL SITUATE IN THE TOWN OF ERWIN MADE BY MR. VAN ETTEN. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Parking Lot Lease** – Mr. Wheeler requested authorization to renew the license agreement with Jay Dickson for the use of a parking lot.

MOTION: AUTHORIZING THE COUNTY MANAGER TO ENTER INTO A LICENSE AGREEMENT WITH JAY DICKSON FOR PARKING MADE BY MR. MALTER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN MADE BY MR. MALTER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature