

**GENERAL SERVICES COMMITTEE**  
**October 17, 2023**

Present: Ian Gilbert, Chair; Richard Chartrand, Vice-Chair; Phil Hathway; Josh Leviker; and Andrea Moroughan.

Others present: Legislators Larry Dolhof, Thomas Osborne, Lisa Virkler, Jessica Moser, and Jeffrey Nellenback; County Manager, Ryan Piche; County Treasurer, Eric Virkler; Human Resources Director, Caitlyn Smith; and County Attorney, Joan McNichol.

Committee Chair, Ian Gilbert, called the meeting to order at 1:02 p.m.

Legislator Chartrand moved to approve the September 19, 2023 committee meeting minutes, seconded by Legislator Moroughan, and carried.

**Courthouse Renovations – Cassandra Moser, Clerk of the Board**

Cassandra began by listing off who was on the Concept Team, which was Eric Virkler, Visionary Leader; Brian Hanno, Pragmatic Leader; Caitlyn Smith, Empathic Listener; Conner Biolsi, Strategist; Ryan Piche, Voice of Reason; and herself as Space Designer. The goals of the renovations are driven by the space that will be created once some of the departments move into their new locations. The goals are to move the Codes Department to the first floor for easy public access; move Human Resources and Civil Service to the same floor; move Information Technology out of the basement and use basement for mostly storage; create one shared break room for efficiency of space; and create a more effective space for the District Attorney Offices.

She then showed floor plans of each floor of the building and pointed out the suggested changes. The First Floor would utilize vacant space facing State Street for Codes, Real Property would move things around to create more efficient space to include 2 new positions; and the Treasurer's break room would become the office for Purchasing. The Second Floor would have minor changes including using the current HR Directors office for a new position, utilizing the Law Department break room for office space and then using the last office for shared workspace; and creating a better space for testing probationers in Probations space. The Third Floor has the most changes and is the most significant amount of work. It would require reconfiguring the District Attorney's space to make it more efficient and public friendly; enlarge and create office space for HR Specialist, Benefits Specialist, Personnel Assistant, and Administrative Assistant; create a separate office for the HR Director that would allow privacy; utilize Code Department space for Information Technology; and create a shared workspace/conference room where Buildings & Grounds use to be. The Basement would utilize some office

space for Buildings & Grounds who won't be here 7 hours straight, and it would create a much larger breakroom that connects with the current small breakroom.

The solution to this large project is to split it into phases that can be done over the course of 2024, with the HVAC piece being completed in 2025/2026. Several of the smaller renovation pieces can be handled in house by our own Buildings & Grounds staff. There was a Phase schedule that was broken down into 5 phases, covering all the recommended renovations over 2024.

The reasons why this is important right now is because the departments that are moving out will create empty space; Real Property will be adding two more positions in 2024 and will need additional workspace; Codes Department is growing which is requiring more space; HR and Civil Service Departments have grown and currently are spread over two floors and three separate offices; working seven hours straight in a basement where the air is stagnant and there isn't any natural light is not a good work environment; Planning Department growth requires additional space; and creating one large, inviting breakroom will bring employees together and cultivate a culture of community. In conclusion the design that is presented is the most effective and efficient use of space that the Concept Team came up with and we would love to hear feedback or input from the Board.

In response to Legislator Gilbert's question, Cassandra explained that the departments that are leaving are Veteran Services, Building & Grounds, Highway, Solid Waste, and Recreation, Forestry and Parks. Ryan reported that the HVAC project which is the bulk of the expense is more disruptive and costly than moving offices around and taking down a few walls. The HVAC is important piece because the radiators still utilized in this building are from the 1940s, the roof top units are from 2008, and the boiler is from 1997. This equates to an inefficient system and affects the comfort levels in different offices and floors.

The floor plan needs to be worked out first because you don't want to tackle the HVAC and then change the floor plan because that is when you get return vents in one office and the air vents in another. In response to Legislator Gilbert, Cassandra stated that overall, most people were happy with the recommended changes. Eric stated that there was \$200,000.00 in the 2024 budget to use for minor construction costs for the different phases and used for furniture changes.

### **Local Law Introduction "To Regulate Camping on County Property" discussion**

Legislator Gilbert began by stating that the Intro. Local Law was emailed out to all legislators and several staff members for review. He would invite anyone with suggestions or concerns to bring them up now for discussion. Joan McNichol, County Attorney stated that there was feedback received from Highway Superintendent Timothy Hunt and a few others that she and Jackie Mahoney, Director of Recreation, Forestry and Parks will review. One item that was brought

up is a better definition of primitive camping which will be addressed. Some of the Chairman's language changes will be incorporated as well. Legislator Gilbert questioned what the issue with primitive camping was, Jackie Mahoney responded that it was camping in tents in designated areas which just needs to be defined better. A permit will be required to camp. In response to Legislator Gilbert's question Joan explained that this was originally a very basic law and now it spells out different types of camping, regulations for camping, increased the fee, and changed some of the language for enforcement.

The Introductory Law should be ready to be introduced at the November 21<sup>st</sup> meeting with the public hearing on December 5<sup>th</sup>.

The following dockets were reviewed:

1. Directing the demolition and removal of an unsafe building located at 6314 East Main Street owned by Ignacio Ahumada pursuant to Local Law No. 2-2007 in the Village of Turin.  
AYE   5              NAY   0
2. Appropriating \$81,700.00 in the Highway Department accounts to recognize additional revenue received from the sale of surplus equipment.  
AYE   5              NAY   0
3. Authorizing Bridge NY Master agreement between New York State Department of Transportation and Lewis County for the construction/CI phase under the locally administered Federal-Aid Bridge Replacement Project known as CR 21 over Gulf Stream.  
AYE   5              NAY   0
4. Authorizing Bridge NY Master agreement between New York State Department of Transportation and Lewis County for the construction/CI phase of the Federal-Aid Bridge Replacement Project known as CR 43 over Moose Creek.  
AYE   5              NAY   0
5. Authorizing Bridge NY Master agreement between New York State Department of Transportation and Lewis County for the preliminary design & construction phase of the Culvert Replacement Project known as Kotel Road over South Branch of Crystal Creek.  
AYE   5              NAY   0
6. Authorizing Bridge NY agreement between New York State Department of Transportation and Lewis County for the R.O.W. – incidentals/acquisition phases of the Culvert Replacement Project known as Kotel Road over South Branch of Crystal Creek.  
AYE   5              NAY   0
7. Authorizing Bridge NY agreement between New York State Department of Transportation and Lewis County for implementation and funding in the first instance of the Culvert Replacement Project known as Erie Canal Road over Black Creek.  
AYE   5              NAY   0

8. Appropriating \$220,000.00 in the Public Defender accounts to recognize additional grant funds due to increased Indigent Legal Services.

AYE 5            NAY 0

9. Fixing the Public Hearing date on the proposed addition of 0.7 miles of OHV trails in the Town of Lewis to the Lewis County OHV Trail System for Tuesday, December 5, 2023 at 5:00 p.m.

AYE 5            NAY 0

There being no other business to come before the committee, Legislator Chartrand moved to adjourn at 1:31 p.m., seconded by Legislator Moroughan, and carried.

Respectfully submitted,  
Cassandra Moser, Clerk of the Board