

Montgomery County Board

Buildings & Grounds Meeting Minutes

Date: Friday, December 6th, 2013

Time: 1:00 p.m. – County Board Room

Members Present: Chairman Bob Sneed, Nikki Bishop, Ron Deabenderfer, Gene Miles, Jim Moore, Richard Wendel, and Board Chairman Roy Hertel

Others Present: Kevin Smith, Sandy Leitheiser, Mary Purcell, Ray Durston, Dale Cover, and Lloyd Meyer.

The committee met today to discuss the following:

1. **Update/Approval Early Voting Room Lighting & Switch Changes:** Sandy Leitheiser reported that there is a need for additional lighting above the election booths in the new election room. Leitheiser shared an estimate for the lighting and electrical work to add an additional switch so that the lights in the election room would not be on at the same time as the lights in the hallway. Leitheiser stated that she has received a \$ 1,900 grant from the Help America Vote Act to help pay for the additional lights. **Motion by Gene Miles and second by Ron Deabenderfer to approve the proposal from Hillsboro Electric in the amount of \$1,310.15 to install the additional lighting and switch. All in favor, motion carried.**
2. **Update/Approval Panic System:** Ray Durston presented a proposal from Warehams Security to install a wireless receiver on the third floor of the Historic Courthouse, a second wireless button at the front counter and install four additional wireless panic switches on the second floor for a total of \$1,185 for the parts and labor. **Motion by Gene Miles and second by Jim Moore to approve the purchase of the Panic alarms for the second and third floor with Wareham Security in the amount of \$1,185. All in favor, motion carried.**
3. **Update/Approval HVAC at Courts Complex:** Dale Cover stated that there was a pre-construction meeting on December 3rd, 2013. All the equipment has been ordered and the smaller equipment should be delivered next week. The Chiller unit should be here sometime in January and will be put in place. All modifications to the current unit will also take place very soon. Cover also reported that a grant was submitted to DCEO for \$10,000. The construction work in the Circuit Clerk's office should be a minimal inconvenience to the operation of the office.
4. **Update/Approval Maintenance Issues and Report:** Lloyd Meyer reported that he has been painting in the basement of the Historic Courthouse by the new Election area. The new tank for the generator at the Courthouse Complex will be delivered and installed next week. Meyer advised the committee that the roofs at the jail and new courthouse will need to be replaced in the next few years. The committee discussed addressing the roof at the jail at the time when an addition will be built. There was a boiler down at the jail yesterday and Meyer ordered parts to make the repairs. The boilers at the jail run all year long for hot water purposes. A new electronic ignition was about \$500 and Meyer tries to keep one in stock.
5. **Update/Approval Replace Windows at State's Attorney Office:** Meyer reported that two windows were replaced in the States Attorney's Office at \$460 each.
6. **Update/Approval Parking Lot Across from Courts Complex:** Highway Engineer Kevin Smith shared a proposal to rock the parking lot across from the Courts Complex. The estimate for materials, equipment, and labor is \$17,140.24. The committee also reviewed a sketch of how the parking lot would be set up. The committee decided to table the work on the parking lot until next month. Chairman Hertel asked why the Highway Department charges for Equipment usage and labor when doing work at County Buildings.

Committee discussed that this has been the practice for many years. The committee wants to check with Treasurer Jenkins regarding the general fund reimbursing the highway department for equipment and labor costs. Engineer Smith will also do some checking on the requirements for the handicap parking.

7. **Update/Approval Board Room Acoustics:** Bill Purcell is still researching options for speakers in the County Board room.
8. **Update/Approval Cleaning Service for the Courts Complex Building:** Chairman Hertel stated that he has checked with Sheriff Vazzi to see if a part time person can clean the New Courthouse after hours. It would be four to five hours per day at about \$13.00 per hour with no holidays and no benefits. The union has no problem with this proposed part time position. The County would need to purchase the cleaning supplies. The current full time custodial staff would also be helping with the cleaning at the new courthouse. **Motion by Jim Moore and second by Nikki Bishop to try the part time position for one year. All in favor, motion carried.**
9. **Update/Approval Surplus Auction:** Will be held on Thursday, December 19th.
10. **Update/Approval Fire Extinguishers & Material Safety Data Sheets:** Bob Sneed reported that when the insurance people were here for an inspection, the fire extinguishers need to be checked every month. Meyer will sign off each month on each unit and check off on a spreadsheet. Material safety data sheets will be copied and sent to the Sheriff's Office because it is open 24 hours a day, 7 days a week.
11. **Update/Approval Other Business:** Bob Sneed reported that he talked with Brett Seward regarding the work on the front of the Annex Building to help stop the leaking. The committee also discussed putting tuck pointing of the Historic Courthouse and Courts Complex buildings on the priority list.

Motion by Nikki Bishop, second by Richard Wendel to pay the bills. All in favor, motion carried.

Motion by Nikki Bishop, second by Ron Deabenderfer to adjourn the meeting. All in favor, motion carried.

Meeting adjourned at 2:35 p.m.

Minutes respectfully submitted by acting secretary Chris Daniels as Deputized by the Montgomery County Clerk and Recorder, Sandy Leitheiser.