



Onondaga County Legislature

JAMIE McNAMARA
Clerk

TIMOTHY T. BURTIS
Chairman

TAMMY BARBER
Deputy Clerk

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COUNTY FACILITIES COMMITTEE MINUTES – FEBRUARY 20, 2024 DEBRA J. CODY, CHAIR

MEMBERS PRESENT: Mr. Knapp, Dr. Kelly, Mr. Brown, Ms. Hernandez
ALSO ATTENDING: Chairman Burtis, Mr. Garland; also see attached

Chair Cody called the meeting to order at 11:31 a.m., and the previous meeting's minutes were approved.

1. **ONONDAGA COMMUNITY COLLEGE:** Brian Donnelly, Deputy County Executive
 - a. **Confirming Appointments to the Onondaga Community College Board of Trustees (William Gilberti, Jaime Alicea)**

A motion was made by Mr. Knapp, seconded by Dr. Kelly, to approve this item. Passed unanimously; MOTION CARRIED.

2. **TRANSPORTATION:** Martin Voss, Commissioner
 - a. **Authorizing the Acquisition of Real Property in the Town of Clay for Highway Purposes (\$400)**
 - Installing 20'x7' box culvert on Oak Orchard Road
 - Have Bridge NY Grant approved for project to go into construction in 2026
 - ~1.5 miles NW of White Pine site
 - Need to acquire small sliver of land, which was an inherited parcel; property owner agreed to fair market value of \$400
 - Will build bridge, replace culvert and maintain going forward

A motion was made by Mr. Knapp, seconded by Dr. Kelly, to approve this item. Passed unanimously; MOTION CARRIED.

3. **FACILITIES MANAGEMENT:** Archie Wixson, Commissioner
 - a. **2023 Transfer Resolution (\$210,000)**

Purpose: Purchase of Boom Lift, HVAC Filters and Upgrade to Mailroom equipment

Objective/Work Plan: One-time purchase of boom lift (\$90,000), HVAC Filters (\$30,000) and upgrade to mailroom equipment (\$90,000).

Facilities currently does not own a boom lift to assist our trades/maintenance with higher area repairs/maintenance. We currently rent a lift when needed or hire contractors to do the work. Purchase of HVAC Filters will allow us to replace specialty filters that should be replaced every 3 years, this one-time purchase will allow us to replace the filters that were purchased in 2020. Our Mailroom VSort printer assembly that is part of our mail processing system is outdated and no longer can be supported by the manufacturer service provide, NPI. The software is driven by a Windows 7 version and cannot be upgraded to the newest version. The new server and the printer and other miscellaneous elements of the assembly need this investment to upgrade it to the current supported technology. If it were to malfunction now, we would be unable to process mail.

Funding Source: Utility Savings

Budget: \$210,000

- Upgrade mailroom processing machine – majority is software, hardware and electronic components
 - Not replacing whole unit; hardware/software no longer supported by manufacturer and beyond useful life
- Boom lift – aerial articulating extending boom lift with basket
 - Will allow trades people to take care of tasks in the air
 - ~2 year payback – based on what Facilities would be paying to rent one for upcoming projects
 - Boom lift operator is not required; only onsite training; no licensing required
 - Shelf life – if the boom is well maintained, will get 20-25 years
 - i.e. Convention Center has 2 they use for show setups purchased in 1992

A motion was made by Dr. Kelly, seconded by Ms. Hernandez, to approve this item. Passed unanimously; MOTION CARRIED.

- Boom will be self-propelled and looking at electric one

b. 2023 Transfer Resolution (\$1,000,000)

Purpose: Facilities Various Capital Improvements

Objective/Work Plan: Continue with renovations to the Civic Center 11th and 13th floors vacated by departments moving to other locations outside the Civic Center

Funding Source: Cash

Budget: \$500,000

- Made sense to use cash instead of bonding in CIP; repeat of what is done yearly for various projects

Purpose: OnCenter Rehabilitations

Objective/Work Plan: Continuation of yearly improvements required to maintain the marketability and operations

Funding Source: Cash

Budget: \$500,000

- Identical practice with OnCenter rehab; reinvestment into the facilities every year; cash instead of bonding

A motion was made by Mr. Knapp, seconded by Dr. Kelly, to approve this item. Passed unanimously; MOTION CARRIED.

4. PARKS & RECREATION: Brian Kelley, Commissioner

a. 2023 Transfer Resolution (\$125,000)

Purpose: Shade structure would provide shelter from the sun and outdoor elements for waiting pickleball players

Objective/Work Plan: The plan would be to construct one shade structure. The structure would consist of a 15x15 shelter type structure with four legs and a removable canvas top.

Funding Source: Surplus in Supply Account

Budget: \$65,000

- 15'x15' structure with concrete floor; enhancing courts, keeps people from rain/heat; tournaments lining up

- Feedback from players saying they want a structure to keep from shade, wind and rain; eventually will get sides on it to protect from colder elements
- Lots of people are using the courts this winter; Parks' brought in nets at the end of October, and people bring their own portable nets to play; freezing this morning and had 4 courts going

Purpose: *The radios the Park Rangers are currently using are twenty years old. This would update the Park Ranger communication system for the foreseeable future.*

Objective/Work Plan: *This project would be a full replacement of all twenty-two Park Ranger radios. The project will also include the purchase of three spare radios as well as programming, new radio holsters and charging stations.*

Funding Source: *Surplus in Maintenance, Utilities & Rents*

Budget: *\$60,000*

- Have to replace radios for all Park Rangers and program to same frequencies – each Ranger identified with radio number
- Cannot replace the radios individually due to programming
- Rangers will continue to talk with Sheriffs and State Police (via radios) and will have their own station for Parks
- Shelf life of radios – current is 20 years, replaced in 2003
- This comes with maintenance agreement: i.e. programming issue – company will reprogram
- If they are damaged, they need to be replaced, but otherwise the radios last

A motion was made by Mr. Brown, seconded by Ms. Hernandez, to approve this item. Passed unanimously; MOTION CARRIED.

5. ONONDAGA COUNTY PUBLIC LIBRARY (OCPL): Dawn Marmor, Executive Director
a. 2023 Transfer Resolution (\$115,500)

Purpose: *Onondaga County Public Libraries is seeking legislative approval and financial support for the replacement of public computers at the Central Library.*

Background: *Public access computers is one of the most demanded services at Onondaga County Public Libraries. Currently we have approximately 160 Public Access Computer offerings across our Central Library, 8 city branches, and 2 satellite libraries located within the Southwest and Northeast Community Centers. The current fleet of Dell Thin Clients is diminishing in performance as the machines are well past their typical lifespan. Additionally, we are unable to update the PCs to our minimum standard of operating system due to the physical limitations of these machines. We began the process of replacing these antiquated devices in 2023 in our branches and are continuing the process in 2024. We are still in need of funding to replace our inventory in the Central Library downtown. Upgrading our offerings will result in a greater experience for our patrons and a reduction of staff time being directed toward troubleshooting or repairing faulty computers.*

Budget: *\$26,100*

Purpose: *Onondaga County Public Libraries is seeking legislative approval and financial support for the replacement of security cameras at the Beauchamp Branch Library.*

Background: *Beauchamp Branch Library is located at 2111 S. Salina Street (corner of E. Colvin & S. Salina Street). It is a busy library with a lot of pedestrian traffic. Currently the security camera system is not operational and cannot be restored by the county contracted vendor that maintains the security systems, Johnson Controls Security Solutions. After many service calls throughout 2023 it has been determined that it is best to replace the entire security system at this location.*

The original cameras were installed six years ago using New York State construction aid for libraries but have reached end of life. Replacement plans include all the interior and exterior cameras as well as the computer terminal that stores video footage. Failure to replace this system will hinder our security vendor's ability to properly monitor the library areas for

safety purposes.

Budget: \$18,000

- December had event where all cameras became dysfunctional

Purpose: *Onondaga County Public Libraries is seeking legislative approval and financial support for the purchase of drinking fountains for three of its branch libraries.*

Background: *Currently, four of the eight city branch libraries do not have drinking fountains. Each summer during summer reading and other library children's programs there is a need to distribute water at the branches that do not have drinking fountains. Currently staff at the branches hand out small cups that children take to fill from sinks in the bathrooms which is not an ideal solution. The county facilities department has evaluated the four libraries in need of drinking fountains and determined that three of them (Beauchamp, Soule and White branches) have the appropriate plumbing in place to install drinking fountains. Not installing these drinking fountains would result in the continued deficit of drinking water for patrons and staff at these county locations.*

Budget: \$4,500

- All drinking fountains will have the water bottle filler

Purpose: *Onondaga County Public Libraries is seeking legislative approval and financial support for the purchase of a replacement vehicle with wrapping to be used in its delivery system.*

Background: *One of the essential services listed as part of the memorandum of understanding between the Onondaga County Central Library and the 19 suburban member libraries is a delivery system tasked with the distribution of outgoing and incoming materials throughout the 32 site library network. Over 8,000 stops are conducted annually to deliver and retrieve materials borrowed by library patrons at their library of choice. One of the main resources required to operate this system is its fleet of vehicles. The delivery system's vehicle inventory includes 4 cargo vehicles ranging in age from 9 years to 12 years of age and have all been driven at or above 100,000 miles. There has been over \$71,000.00 in repair expenses incurred by this fleet of vehicles and as the fleet ages, the maintenance costs rise exponentially. One of the older vehicles (a Ford E350 Cargo Van) accounts for 44% of the total fleet maintenance expense. The vehicle that has been identified as a viable replacement for the vehicle that has reached end of life is a Ford Transit 350 XLT Cargo Van. The MSRP is \$62,000 and the vehicle wrapping is \$5,000. Keeping this vehicle fleet current is a critical component to having a viable county wide library delivery system. Not addressing the need to replace these aging vehicles would begin to cause major delays in the transport of library materials as the vehicles continue to need significant repairs that keep them off the road.*

Budget: \$67,000

A motion was made by Mr. Knapp, seconded by Dr. Kelly, to approve this item. Passed unanimously; MOTION CARRIED.

6. ONONDAGA HISTORICAL ASSOCIATION: Lisa Romano Moore, Executive Director

a. INFORMATIONAL: Update from Lisa Romano Moore, Executive Director

- Installing environmental controls in 321 Montgomery St. building to improve collection care
 - Floor plans for the downtown project on file with the Clerk
- Public spaces are on the 1st and 2nd floors, which have AC and environmental controls - upper floors do not, and that is where OHA stores collection items
- 3rd floor has over 2,000 bound books of historical newspapers dated before Civil War, which are used for exhibits, information for archives and research done for historical perspective
- Planning to move current research center on 2nd floor up to 3rd floor, which will be larger

Second Floor

Offices



Notes:

Administrative/staff offices are not considered public space. Spline ceilings, lighting and sprinklers will be removed and replaced per project understanding for item 3b - "Second Floor"

Common Area



Notes:

The Common Area is for staff only and not open to the public. Spline ceilings, lighting and sprinklers will be removed and replaced per project understanding item 3b. Space currently functions as the primary location for staff meetings, eating area, and kitchen. The area will maintain its' status as an option for meetings, but refrigerator, coffee pots and water cooler will relocate to the new kitchen.

10 & 11 - This is the entrance into the current archival storage area to be subdivided with new walls to be installed for bathrooms, kitchen and storage (see Second Floor - Storage photos for detail on new wall construction). The gypsum walls behind the coffee maker and refrigerator in **10**, and under the EXIT sign in **11** will be removed, as will the door and door frame.

Second Floor

Storage



Notes:

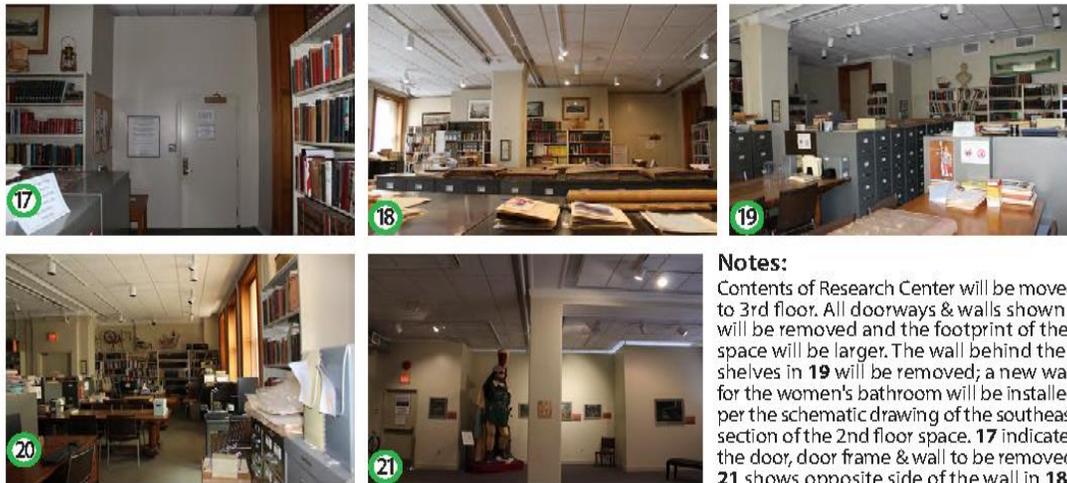
Items will be moved during construction of new walls that subdivide this space into bathrooms, kitchen and storage. Some materials will be permanently relocated to the third floor. Ceilings will remain at original historic height.

12 - approximate location of an east-west corridor created by new wall construction for new bathrooms, kitchen, and storage spaces (item 3c in Project Understanding). New metal stud walls with batt insulation and gypsum wallboard will be installed from floor to underside of deck on the same side as where archival materials are located in the current picture.

13 - photo taken from the same location, but facing the opposite direction. New wall construction for bathrooms will be on the left side of image. The large gray structure on the right is the current HVAC system that will remain in use. The doorway ahead is to the current Research Center. The door, door frame and wall behind the storage files to the left of the doorway will be removed.

- 14** - photo taken from doorway to current Research Center, facing what will become the back wall of the new bathroom.
- 15** - photo taken of the side view of the entrance door to the current Research Center. Flat files on the left will be moved and the wall behind them will be removed. This space will become the women's bathroom.
- 16** - Southern wall of the building envelope. This will become the back walls for the bathrooms, kitchen and storage area.

Research Center

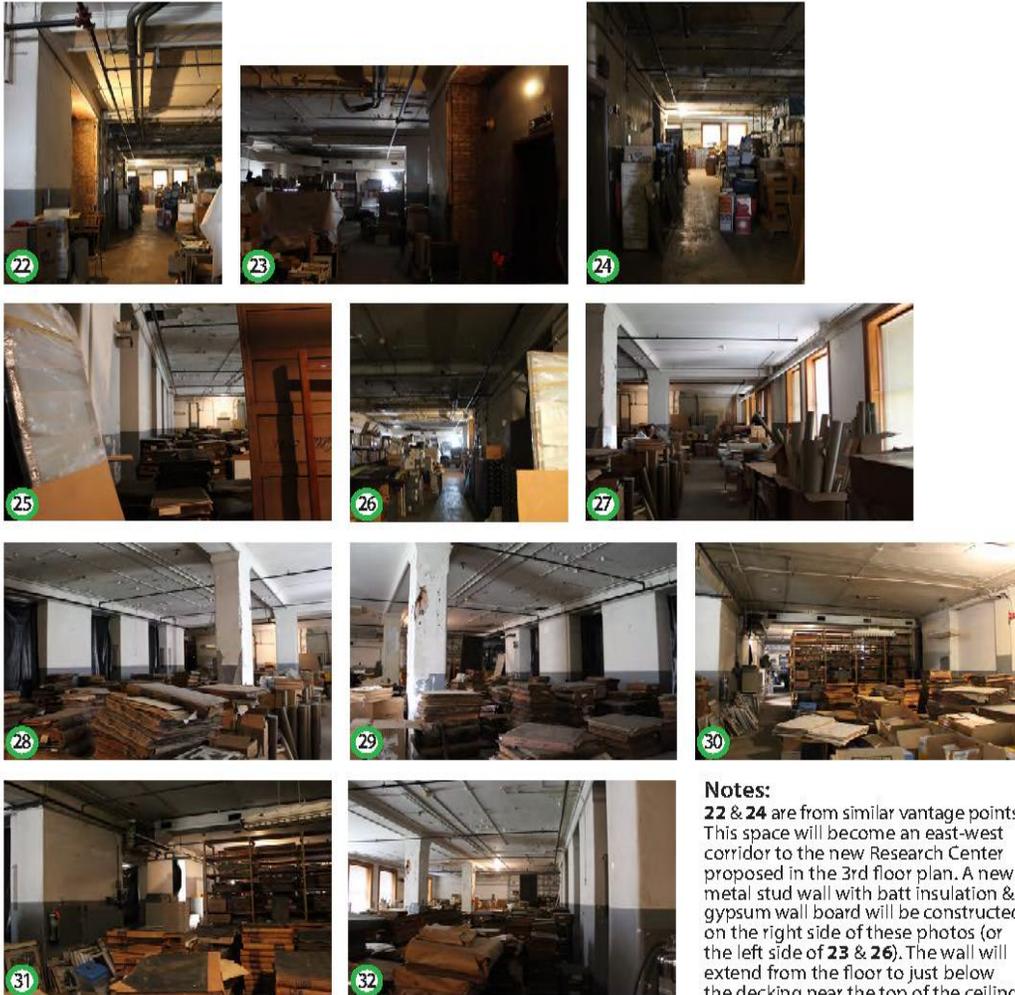


Notes:

Contents of Research Center will be moved to 3rd floor. All doorways & walls shown will be removed and the footprint of the space will be larger. The wall behind the shelves in **19** will be removed; a new wall for the women's bathroom will be installed per the schematic drawing of the southeast section of the 2nd floor space. **17** indicates the door, door frame & wall to be removed. **21** shows opposite side of the wall in **18**.

- Will be renovating 3rd floor space; current research center does not accommodate all files used and is not large enough to fit more than 3 or 4 people doing research; also has no wireless activity for those doing work
- 3rd floor will be research center and offices for archival staff; all materials will be together
- Working with \$3M grant through DASNY (Dormitory Authority of the State of New York) secured by Senator Magnarelli; will do additional fundraising for another ~\$1M to complete the project
- Everything is approved and waiting on grant disbursement agreement from NYS to begin
- Working with IPD Engineering to do the drawings for the schematics of the upper floors (completing in Spring), and later OHA will begin bidding process

Third Floor



Notes:
22 & 24 are from similar vantage points. This space will become an east-west corridor to the new Research Center proposed in the 3rd floor plan. A new metal stud wall with batt insulation & gypsum wall board will be constructed on the right side of these photos (or the left side of **23 & 26**). The wall will extend from the floor to just below the decking near the top of the ceiling.

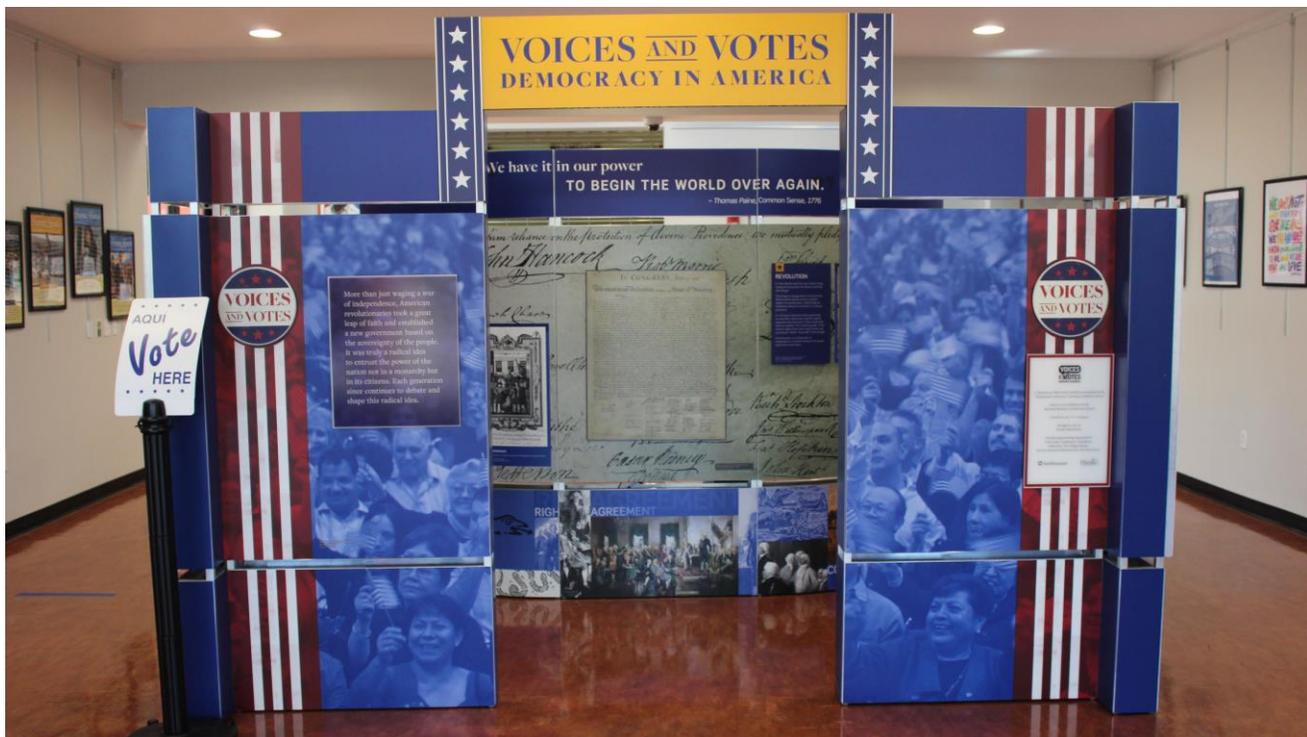
25 - the storage area that will be between the newly constructed wall and the north side of the building envelope.

28 & 29 - the space where the corridor will turn from a north-south orientation to an east-west orientation. The corridor wall will be located between the pillars and the wall of blacked out windows that appear on the left side of **28**.

27, 29, & 32 - the location of a new wall, doorway and door frames that will be constructed to subdivide the room for the new Research Center. The new metal stud wall with batt insulation and gypsum wall board will be installed from floor to the deck. It will run from the Western wall (seen to the left in **32**) through the pillar (shown in the foreground of **29 & 32**) to the wall between the two blacked out windows on the right side of **29**. A new door frame and door will be installed to the left of the pillar pictured in **32**, as well as where the corridor ends - providing entrance into the new Research Center. New ACT ceilings, lighting, fixtures and sprinkler heads will be installed in the new Research Center space.

30 & 31 - the area where a wall will be installed to separate the Research Center from storage areas. The metal stud wall with batt insulation and gypsum wall board, as well as a door frame and door, will be installed across the width of the space seen in **30** and **31**. The new door will be installed next to the wall on the left in **31**.

- Do not have kitchen facility, so the goal is to have a kitchen space and bathrooms added
- Will also have community room to accommodate public events for an additional revenue stream (2nd floor)
- Will add audio/visual equipment; currently cannot do zoom or hybrid public programming
- Project is meaningful and will improve overall care for collections (protecting history, records and materials)



- In 2025, OHA will be hosting a traveling exhibit from the Smithsonian called “Voices and Votes”
 - *The entire Smithsonian Exhibit Presentation is on file with the Clerk*
- It is traveling around the country in preparation for the 250th anniversary of US independence
- Only 12 sites in NYS are receiving the exhibit; it is being managed by the Association of NYS
- Funding is provided by the National Indemnity for the Humanities, Market NY - I Love NY Campaign, Pomeroy Foundation and Humanities NY
- OHA and Skä•noñh Great Law of Peace were selected to host this
- 12 kiosks will be set up which go into the history of the formation of the United States, the importance of voting and citizenship, the various acts for (i.e.) women’s voting and the Civil Rights movement

- Asked to have the exhibit at Skä•noñh Great Law of Peace Center to share the history of the Haudenosaunee to the founding fathers and women’s suffrage movement
 - Agreement with Nation to have this at the Skä•noñh Center
 - The Nation does not vote in American elections, but they feel it is important to draw more people to the center
- Anticipate this could bring between 5,000 - 10,000 visitors in the 6 weeks
- Staffing up and about to begin search for new Skä•noñh Director; put into proposal for 2024 staffing support for county
- Exhibit is coming April 18th – May 30th, 2025
- Currently developing banners about the history of the Skä•noñh Center and Haudenosaunee
- This is the only site that will have materials traveling to all 12 sites across NY to draw more interest to Skä•noñh Center
- Excited about this and grateful to County Parks for what they have done at the center
- Offered Mr. Eric Sopchak to join workshop on showing facilities managers how to set the exhibit up (16 crates, electrical and AV features – will cover travel costs)
- Anticipate a lot of school buses and school groups; will work with libraries as well to increase participation

- 2nd year partnering with County Parks, Salt Museum and Syracuse City School District
 - All 4th graders across the district will come to Salt Museum
 - Students will be given materials to in class to understand the salt history of the city and region
 - OHA provides curriculum support documents and images
 - Students then tour Salt Museum and Syracuse Salt Company, which has an active brine well to produce their product
 - Students will meet the Keefe brothers and see salt potato marker
 - Keefe brothers are played by actors, who portray the brothers that brought the salt potato into the market place at the turn of the century
 - Students also get salt brine and will make salt in their classrooms through the evaporation method
 - Curriculum developed with Parks, the Salt Company and the school district
 - Will have 1,200 students over 8 days from May into June

Questions/Comments from the committee:

- Would love to have committee come through OHA
 - Lot of things affect this exhibit including the General Association Document of NY that established New York’s desire to end their relationship with the Crown
- Is there climate control for the archives, or is that included in the project?
 - Renovation project – will be putting in new boilers as well
 - 3rd floor has paper archives, film footage and newsreel footage from 1960s-70s being digitized, but deteriorating
- Is there a place to put everything throughout the renovations?
 - Will be staging things and installing high density storage for materials to maximize floor space
 - May have to move some things (i.e. newspapers) to lower floors or offsite
- Renovation is long overdue, especially with waiting for someone to leave the research center to do research
 - COVID definitely drew attention to this issue
- Will OHA have to shut down to the public during renovation?
 - Goal is to not have to do that; first 2 floors will be open to public
 - Just in phasing and decision making; hopefully will not have to close down

The meeting was adjourned at 12:00 p.m.

Respectfully submitted,



JAMIE McNAMARA, Clerk
Onondaga County Legislature

ATTENDANCE

COMMITTEE: COUNTY FACILITIES COMMITTEE

DATE: FEBRUARY 20, 2024

NAME (Please Print)	DEPARTMENT/AGENCY
Mark Carter	OCPL
Dawn Marmor	OCPL
Ri. Kelly	Parks
Lisa Moore	OHA
Mary Voss	OCDO
Sue Torrey	OCC
Ben Yans	Law
Darcie Lesniak	Leg
Cynthia	Custodial
Tim Taylor	Comp
Kristi Spru	Fin Ops
Spencer Miller	Fin Ops
Jim Beebe	Leg
John DeSantis	Leg
Joe Fratelli	Leg
Brian Donnelly	C.E.
Isabelle Hanis	CE