

STEBEN COUNTY AD HOC OFFICE SPACE COMMITTEE

Tuesday, January 9, 2024

10:00 a.m.

*Legislative Chambers, 3rd Floor, Annex Building
Bath, New York*

****MINUTES****

COMMITTEE:	Carol A. Ferratella, Chair Brian C. Schu	Frederick G. Potter, Vice Chair Scott J. Van Etten	Jeffrey P. Horton
STAFF:	Jack K. Wheeler Brenda Scotchmer	Christopher Brewer Eric Rose	Jennifer Prossick
LEGISLATORS:	Kelly H. Fitzpatrick Nicholas D. Pelham	Hilda T. Lando Joseph Tobia	Wendy Lozo William A. Thew
ABSENT:	K. Michael Hanna		

I. CALL TO ORDER

Mrs. Ferratella called the meeting to order at 10:00 a.m.

II. APPROVAL OF MINUTES

MOTION: ADOPTING THE MINUTES OF THE NOVEMBER 27, 2023, MEETING MADE BY MR. SCHU. SECONDED BY MR. VAN ETEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. NEW BUSINESS

A. County Manager

1. **Extending Contract with Labella** – Mr. Rose requested authorization to extend the contract with Labella for six months, through June 30, 2024. There will be no additional cost; this is just a formality to finish the project.

MOTION: AUTHORIZING THE EXTENSION OF THE CONTRACT WITH LABELLA ASSOCIATES FOR ARCHITECTURAL AND ENGINEERING SERVICES RELATIVE TO THE HIGHWAY SHOPS RENOVATIONS THROUGH JUNE 30, 2024, MADE BY MR. HORTON. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Change Order** – Mr. Rose requested approval of a change order in the amount of \$29,535.93 with Day Automation. This is to provide card access for the Curtis, Mt. Washington and Prattsburgh shops. Mr. Wheeler stated they have money in the project contingency.

MOTION: APPROVING A CHANGE ORDER WITH DAY AUTOMATION FOR \$29,535.93 FOR THE INSTALLATION OF CARD ACCESS PANELS AND DOORS AT THE CURTIS, MT. WASHINGTON AND PRATTSBURGH HIGHWAY SHOPS MADE BY MR. HORTON. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN MADE BY MR. POTTER. SECONDED BY MR. HORTON. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully Submitted by Amanda L. Chapman, Deputy Clerk, Steuben County Legislature