

WARREN COUNTY SEWER COMMITTEE MEETING

Wednesday, August 4, 2010

9:30 am

AGENDA

CALL TO ORDER..... Chairman Dan Belden

APPROVAL OF MINUTES..... Chairman Dan Belden

NEW BUSINESS.....Chairman Dan Belden

Page #

2 (R) Create New Position – Sewer Administrator.....Jeff Tennyson

6 (R) Amend County Budget – Sewer Administrator.....Jeff Tennyson

7 Transfer of Funds – Due other Gov't (Hague).....Jeff Tennyson

OLD BUSINESS..... Chairman Dan Belden

PRIVILEGE OF THE FLOOR..... Chairman Dan Belden

ADJOURNMENT..... Chairman Dan Belden

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Sewer

DATE: August 4, 2010

- (a) Title of Requested Position: Sewer Administrator
- (b) Annual Base Salary (and Grade if Applicable): \$40.00 per Hour, part-time, as needed. Equivalent Annual Salary = \$40 X 2080 hours = \$83,200
- (c) Effective Date for New Position:* August 23, 2010
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department=s Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable): NA
- (e) Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount: Requires Budget Amendment
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.) Yes
- (g) Is this a mandated position? If so, please explain: No
- (h) Is there expected revenue from this position? If so, please explain: Position is reimbursable from LG Basin Sewer H166

Adopted, Warren County Personnel, September 5, 1996

SEWER ADMINISTRATOR (COUNTY SEWER PROJECT)

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for directing and coordinating the engineering, bidding and construction of a large water pollution abatement program involving collection, transportation and treatment of, and eventual disposal of its waste water by-products. The work is performed under administrative direction of the County Sewer Committee with leeway allowed for exercise of independent judgement in carrying out details of the work.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Promotes, coordinates and implements Sewer District project proposals;

May assist in engineering, legal and financial evaluation of studies, reports, construction plans and specifications;

May direct land and right-of-way acquisition as required;

May conduct or attend public hearings and assures compliance as required on various aspects of the pollution abatement programs;

With consultants, solicits competitive bids on construction projects for various phases of the system;

With consultants, evaluates bids and makes recommendations to the Committee for award of contracts;

With consultants, oversees the construction of the collection system and treatment plant, reviews change order proposals and makes recommendations to the Committee;

Reviews vouchers submitted to the Committee for reimbursement and recommends payments;

Determines eligible costs for Federal and State reimbursement and files the necessary applications;

May assist legal counsel in developing contracts and sewer use ordinances for the district and insures compliance;

Keeps the Board of Supervisors apprised of all activities and communications specific to their individual localities;

With consultants, coordinates construction of new facilities or improvement and replacement of facilities with municipalities and public utilities;

Oversees the hiring, training and supervision of district personnel;

Directs the financial, business management and budget preparation for the district;

With consultants, assists local communities in water pollution and budget preparation for the district;

Assists local communities in water pollution control matters, such as the creation of collection districts;

With consultants, assists in the development of safety and operating procedure manuals for all functions of the Sewer Project;

Prepares a wide variety of records and reports.

(cont.)

page 2

Sewer Administrator (County Sewer Project)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of large scale sewage and industrial waste collection, transportation, treatment and related consumer services; good knowledge of principles and practices of engineering and sources of engineering information related to sewage and industrial waste water collection and treatment; good knowledge of modern business management practices and procedures; good knowledge of the operation and maintenance of type 1-A sewage treatment plant; ability to plan and direct construction and engineering projects; ability to plan and supervise the work of others; ability to coordinate diverse activities of the agency with other departments and agencies; ability to deal effectively with the public; ability to write and speak clearly and effectively; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's degree in engineering and eight years of engineering experience in the field of sanitary design or water pollution control construction engineering. Must be a registered professional engineer with New York State.

Jeff Tennyson

From: Mello.John@epamail.epa.gov
Sent: Thursday, July 29, 2010 2:05 PM
To: jtennyson@warrencountydpw.com
Subject: RE: Warren County, NY Federal Grant No. XP992256-01

Jeff:

Congratulations on being appointed to replace Bill Lamy as Superintendent. I look forward to working with you on your above referenced grant.

As I briefly discussed with Bill several months ago, it appears that before the rest of the construction activity is accomplished, we will need to meet and discuss a line-item rebudgeting of your grant. We really still have a lot of work to do to confirm that my office has received and approved all of the engineering agreements and associated amendments before we proceed to closeout this grant once the work is done this fall.

However, I have one request to ensure that there is continuity on your grant since I'm positive that our Office of Inspector General will want to perform an audit after we closeout the grant since it was for \$ 20 million at 90% reimbursement and the scope of work involved numerous construction contracts and engineering agreements that have been awarded and/or executed.

I would hope that Bill would be available to assist us, even on a part-time basis. I've discussed this issue with our grants people and they have confirmed that his time would be an eligible, reimbursable cost under your grant.

Again, I look forward to working with you but we still have a lot of work to do even though the construction activity is winding down.

Feel free to contact me via email or call me at 212-637-3836.

Thanks !

8/3/2010

RESOLUTION REQUEST FORM NO. 7

*Request to Amend County Budget**

**If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: Sewer

DATE: August 4, 2010

- (a) Purpose of Amendment: To fund the part-time position of Sewer Administrator. Salary will be reimbursed by the LG Basin Sewer H166

- (b) Appropriation Code (with title), Object Code (with title) and Amount:
 - Dept 1490 - Public Works Admin - DPW
 - Code 130 - Salaries - Part-time : \$18,000 (for remainder of 2010)

- (c) Revenue Code (with title), and Amount:
 - A.1490 2121 Administrative Charges - Capital Projects : \$18,000

REQUEST FOR TRANSFER OF FUNDS

TO: JOAN SADY, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

FROM: PUBLIC WORKS

Name of Department

SIGNED: _____ DATE: 8/3/2010

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
H166.9950280	Lake George Basin Sewer Project	H166 631.00	Due to Other Governments	\$ 357,668.62

Please state reason for transfers requested:

Reimbursement of Unused Funds for Sewer Project to Town of Hague

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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Please state reason for transfer request:

Please file original request with Clerk of the Board and retain copy for your records.

VOUCHER

Purchase Order No. _____

Check No. _____

Ordered for Warren County DPW-County Snow

Code No. H.166 \$ 631

Purpose Contract

VENDOR # 98

WARREN COUNTY
Municipal Center, Lake George, NY 12845

CLAIMANT'S NAME AND ADDRESS
Town of Hague
Community Center
9793 Graphite Mt. Road
Hague, NY 12836

RESOLUTION NO.
TAX EXEMPT NO. 14 600 2576

Dates	Quantity	Description of Materials or Services	Unit Price	Total Amount
		Reimbursement of Unused Funds for Sewer Project		
		Hague EFC Money to County		\$ 2,463,015.00
		Bills applied Against EFC		\$ 2,105,346.38
		Remainder Owed to Hague		\$ 357,668.62
			Total	\$ 357,668.62

CLAIMANT'S CERTIFICATION

I, Jeff Tennyson, certify that the above account in the amount of \$ 357,668.62

is true and correct; that the items, services, and disbursements charged were rendered to or for the municipality on the dates stated; that no part has been paid or satisfied; that taxes from which the municipality is exempt are not included; and that the amount claimed is actually due.

8/3/10
DATE

Jeffrey Tennyson
SIGNATURE

Superintendent of Public Works
TITLE

(Space Below for Municipal Use)

DEPARTMENT APPROVAL

The above services or materials were rendered or furnished to the municipality on the dates stated and the charges are correct.

08/03/10

DATE AUTHORIZED OFFICIAL
DEP. SUPT. OF PUBLIC WORKS

APPROVAL FOR PAYMENT

This claim is approved and ordered paid from the appropriations indicated above.

DATE COUNTY AUDITOR

Hague Sewer Project:

7/30/2010

	Disbursement #		EPA	EFC
CHA			\$ 760,302.73	
AP Reale	1		\$ 1,924,129.10	
	2		\$ 365,482.10	
	3	\$216,600	\$ 110,086.07	\$ 106,513.93
				\$ 545,336.10
				\$ 116,926.00
				\$ 650,663.55
				\$ 235,699.18
				\$ 51,208.80
				\$ 71,475.91
				\$ 109,934.76
				\$ 88,335.00
				\$ 61,193.78
				\$ 68,059.37
			\$ 3,160,000.00	\$ 2,105,346.38
Hague EFC Money to County			\$2,463,015.00	
Bills Applied Against EFC			\$ 2,105,346.38	
County Owes Hague			\$ 357,668.62	