Public Works – DPW
Department of Public Works
AGENDA
June 29, 2015 – 10:00am

Committee Members: *MERLINO, Conover, Wood, Taylor, Frasier, Dickinson, Simpson, Sokol, Vanselow*

I. Committee Meeting Call to Order..... Chairman Merlino

II. Motion to Approve Minutes of Prior Committee Meeting..... Chairman Merlino

III. Action Agenda/New Business

Page		
1	Approval for Job Related Courses.....	Jeff Tennyson
	Rationale: Accounting related courses for office staff	
3	Auth to Attend Conference – NYSCHSA Summer Conf...	Jeff Tennyson
	Rationale: Annual Conf of County Highway Superintendents	
5	Transfer Request – Road Projects.....	Jeff Tennyson
	Rationale: Adjusted scope and budget for projects	
6	Intent to Backfill Positions – 3 Highway Positions.....	Jeff Tennyson
	Rationale: 3 existing positions needed for operations	

IV. Referral/Pending Items –

- Palisades Road Bridge Project Grant for amended scope

V. Information for Discussion/Review

- Food Vendor Request to operate in ROW parking area
- Use of Gov Deals Auction services via NJPA Contract

VI. Privilege of the Floor to discuss any additional items to come before the Committee

VII. Motion to Adjourn

Attachments

Page	
9	DPW Fuel Usage Report

(1)

RESOLUTION REQUEST FORM NO. 19

Application for Approval to Enroll in Job-Related Courses by Employee

1. Employee's Name: **Maja A. Tiokinska-Scroggins**

2. Position: **Senior Account Clerk** 3. Department: **DPW**

4. Course Title: **Math of Finance, Office Productivity, Accounting for Not-For-Profit Governmental Organizations, Accounting Micro Applications II.**

5. Institution or School: **SUNY Adirondack**

6. How Course Relates to Current Position: **Improve Accounting Efficiency**

7. Starting Date: **1/15** 8. Completion Date: **5/15**

9. Cost: **50% of $2,250.20**

10: Employee's Signature: _____ Date: 6/26/15

11. Supervisor's Comments (Approval/Denial)

Supervisor's Signature: _____ Date: 6/26/15

12. Department Head's Comments (Approval/Denial)

Department Head's Signature: _____ Date: 6/26/15

13. Committee's Recommendation:

Committee Chairman's Signature: _____ Date: 10/29/15

If approved by Committee, and resolution approving the course is adopted by the Board of Supervisors, candidate may enroll and be eligible for 50% reimbursement for costs as itemized in Item #9. Employee must complete the course with at least a "C", its equivalent, or better. Employee then submits a voucher with receipts verifying costs as listed and a copy of their final grade.

(2)

Account Detail for Term

500152829 Maja A. Tlokinska-Scroggins
May 20, 2015 09:44 am

Review detail transactions on your account, including current and future balance totals for the selected term and other terms.

201420 Spring 2015 Term Detail

Detail Code	Description	Charge	Payment	Balance
ACCF	Accident Insurance	$2.20		
ACTF	Activity Fee	$90.00		
IDCD	ID Card	$2.50		
PBCR	Pell Book Credit	$650.45		
PFEE	Parking Fee	$15.00		
REFU	Student Accounts Refunds	$70.85		
TECF	Technology Replacement Fee	$91.00		
TUIT	Tuition	$1,935.00		
WELF	Wellness Fee	$15.00		
FDLS	Federal Direct Loan - Sub		$1,732.00	
FFPG	Pell Grant		$1,140.00	
	Net Term Balance			$0.00
	Net Balance for Other Terms:			$2,250.20
	Account Balance:			$2,250.20

No Authorized Financial Aid exists on your record for the selected term.

No pending transactions exist on your record for the selected term.

RELEASE: 8.5.4.4

(3)

SCHEDULE "A"

AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

☒ In-State (needs Supervisory Committee authorization)
☐ Out-Of State (needs Board resolution)

The DPW hereby authorizes Jeff Tennyson

(Supervisory Committee) (Employee Name)

to attend NYSCH-Summer Conference & Trade Show

(Name of meeting or organization)

at The Byblos Niagara, Grand Island, NY

(Address)

on 08/23, 8/24 & 8/25. Mode of transportation to be used County Vehicle

(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is **not** a county vehicle or mass transportation, please explain:

Conference Cost, PDH Credits, hotel stay and meals $608.96 total

Proper documentation must be attached when submitting for approval.
(Please check documents attached)

☒ Notice of meeting or convention including cost.

For Overnight Travel

☐ Room rate $ _____ GSA* Rate $ _____
☐ Meal costs - GSA*per diem rate $ _____
*www.gsa.gov

Date: 6/26/15 Jeffrey E Tennyson
Department Head Signature

Date: 10/29/15 Eugene J Merlino
Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

****

Please check to request a fleet vehicle.

☐ **REQUEST FOR USE OF FLEET VEHICLE**

****

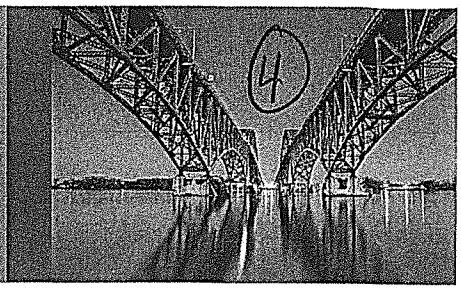
Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.

NEW YORK STATE COUNTY HIGHWAY SUPERINTENDENTS ASSOCIATION

THE SUMMER CONFERENCE

August 23-25, 2015 | Byblos Niagara Resort & Spa | Grand Island, NY



Program Registration Form

Online registration is now available.
Visit **www.countyhwys.org** to register today!

Important Deadlines

Early Conference Registration Deadline: **July 31, 2015**
Final Conference Registration Deadline: **August 15, 2015**

ATTENDEE INFORMATION

Please complete one registration form per attendee.

Jeff Tennyson
NAME

TITLE

COUNTY/AFFILIATION

ADDRESS

CITY STATE ZIP

PHONE FAX

EMAIL

WEBSITE

CEC Training Program

☒ YES, I am a professional engineer/land surveyor participating in the CEC Training program for PDH credits.

CONFERENCE SPONSOR OPPORTUNITY

- ❑ Platinum $7,500
- ❑ Gold $5,000
- ❑ Silver $2,000
- ❑ Bronze $1,000

- ❑ Summer Banquet (Monday) $6,500
- ❑ President's Welcome Reception (Sunday) $5,000
- ❑ Cocktail Reception (Monday) $2,500
- ❑ Morning Refreshment Break (Monday) $2,000
- ❑ Conference Gift ..... **SOLD**
- ❑ Lanyards ..... **SOLD**
- ❑ Conference Grand Prize ..... **SOLD**
- ❑ Golf Hole Sponsorship ..... $250 each
- ❑ Silent Auction - Donate an item for the auction (min. $100 value)

SILENT AUCTION DONATION ITEM

FULL CONFERENCE TUITION

Register early and save $100 by completing and returning your registration form with payment by July 31. Meals not included in tuition.

	BY 7/31	AFTER 7/31
NYSCHSA Member	☒ $175	❑ $275
Non-Member*	❑ $450	❑ $550
Retired Superintendent	❑ $100	❑ $100
Lifetime Member Working for Affiliate	❑ $100	❑ $100
Lifetime Member Fully Retired	❑ Complimentary	
Spouse/Guest Rate		
Regular Member	❑ Complimentary	
Affiliate Member	❑ $50	

SPOUSE/GUEST NAME

PAYMENT INFORMATION

Conference Registration	$ 175
Commuter Meals	$
Sponsorship Opportunity	$
Total Amount	$ 175

Payment Method

❑ Check or Voucher (payable to NYSCHSA)
Credit Card: ❑ Visa ❑ MasterCard ❑ AmEx ❑ Discover

CREDIT CARD NUMBER

EXPIRATION DATE SECURITY CODE

PRINT NAME (AS IT APPEARS ON CARD)

BILLING ADDRESS (IF DIFFERENT FROM REGISTRANT)

CITY STATE ZIP

CARDHOLDER'S SIGNATURE

COMMUTER/PART-TIME CONFERENCE MEALS

Those who do not reserve a hotel package at The Byblos Niagara Resort & Spa or plan to attend day sessions only, will need to pay the applicable conference tuition plus the cost of any meals they plan to attend.

- Sunday Welcome Buffet ..... ❑ $50
- Monday Breakfast ..... ❑ $25
- Monday Lunch ..... ❑ $28
- Monday Banquet Dinner & Networking Event ..... ❑ $75
- Tuesday Breakfast ..... ❑ $25
- Tuesday Lunch ..... ❑ $28

Please Return With Payment by July 31 To:

NYSCHSA | 136 Everett Road | Albany, NY 12205
or fax to 518.465.1942 or email to info@countyhwys.org.

5

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: Department of Public Works

SIGNED: **DATE:** June 29, 2015

FROM CODE	TITLE	TO CODE	TITLE	AMOUNT
D5112.8225 280	Stone Schoolhouse Road - CR#71	D5112.8229 280	Trout Lake Road - CR48	$5,200.00
D5112.8223 280	Harrisburg Road - CR#22	D5112.8229 280	Trout Lake Road - CR48	$12,000.00

Please state reason for transfers requested:
Field Condition change. Need additional funds for D5112.8229 280 Trout Lake Road CR48.

CONTINGENT FUND TRANSFER REQUESTS

FROM CODE	TITLE	TO CODE	TITLE	AMOUNT
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request:

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

(6)

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. *For complete instructions on the procedure to be followed, see the reverse of this form.*

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Works Payroll Dept. No.: 1900

Title of Position: MEO Medium #4 Base Salary of Position: $30,204 Grade: 7

Filling at Step # (If Known): Request to Back Due to Promotion: ☒ Yes ☐ No

Budget code and title: D.5110 110 Union☒ Non-Union☐

This position is vacated due to: ☒Retirement ☐Resignation ☐Termination ☐Promotion ☐Other

Employee No:10908 Is this position mandated? ☐ Yes ☒ No Is the position reimbursable? ☐ Yes ☒ No

Source of reimbursement: ☐Federal % ☐State % ☐ Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

☐ Competitive-active eligible list ☐ Competitive-no list *(hiring would be provisional)* ☑ Non-Competitive ☐ Other

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring.

Human Resources Director has approved this form when initialed. NJ

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

☐ The Administrator has no objection to the filling of the vacancy.

☐ The Administrator objects to the filling of the vacancy.

Administrator Signature _____ Date _____

BUDGET OFFICER COMPLETES THIS SECTION

☐ The Budget Officer has no objection to the filling of the vacancy.

☐ The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____

☐ The committee has no objection to the filling of the vacancy.

☐ The committee objects to the filling of the vacancy.

☐ In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.

☐ In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature _____ Date _____

7

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. *For complete instructions on the procedure to be followed, see the reverse of this form.*

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Works Payroll Dept. No.: 1900

Title of Position: MEO Light #16 Base Salary of Position: $27,345 Grade: 5

Filling at Step # (If Known): Request to Back Due to Promotion: ☒ Yes ☐ No

Budget code and title: D.5110 MEO (L) #16 Union☒ Non-Union☐

This position is vacated due to: ☐Retirement ☒Resignation ☐Termination ☐Promotion ☐Other

Employee No:12531 Is this position mandated? ☐ Yes ☒ No Is the position reimbursable? ☐ Yes ☒ No

Source of reimbursement: ☐Federal % ☐State % ☐ Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

☐ Competitive-active eligible list ☐ Competitive-no list *(hiring would be provisional)* ☑ Non-Competitive ☐ Other

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring.

Human Resources Director has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

☐ The Administrator has no objection to the filling of the vacancy.

☐ The Administrator objects to the filling of the vacancy.

Administrator Signature _____ Date_____

BUDGET OFFICER COMPLETES THIS SECTION

☐ The Budget Officer has no objection to the filling of the vacancy.

☐ The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature _____ Date_____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee_____

☐ The committee has no objection to the filling of the vacancy.

☐ The committee objects to the filling of the vacancy.

☐ In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.

☐ In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature _____ Date_____

(8)

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. *For complete instructions on the procedure to be followed, see the reverse of this form.*

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Works Payroll Dept. No.: 1900

Title of Position: MEO Medium #22 Base Salary of Position: $30,204 Grade: 7

Filling at Step # (If Known): Request to Back Due to Promotion: ☒ Yes ☐ No

Budget code and title: D.5110 MEO (M) #22 Union☒ Non-Union☐

This position is vacated due to: ☐Retirement ☒Resignation ☐Termination ☐Promotion ☐Other

Employee No:11381 Is this position mandated? ☐ Yes ☒ No Is the position reimbursable? ☐ Yes ☒ No

Source of reimbursement: ☐Federal % ☐State % ☐ Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

☐ Competitive-active eligible list ☐ Competitive-no list *(hiring would be provisional)* ☑ Non-Competitive ☐ Other

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring.

Human Resources Director has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

☐ The Administrator has no objection to the filling of the vacancy.

☐ The Administrator objects to the filling of the vacancy.

Administrator Signature _____ Date _____

BUDGET OFFICER COMPLETES THIS SECTION

☐ The Budget Officer has no objection to the filling of the vacancy.

☐ The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____

☐ The committee has no objection to the filling of the vacancy.

☐ The committee objects to the filling of the vacancy.

☐ In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.

☐ In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature _____ Date _____

Revised: February 3, 2015

Department of Public Works
Diesel & Unleaded Fuel Expense
for Period Ending
May 30, 2015

DM5130 442

Year	January	February	March	April	May	June
2008	$ 41,643.00	$ 51,796.00	$ 27,756.00	$ 27,519.00	$ 33,621.00	$ 43,618.00
2009	$ 31,901.00	$ 19,323.00	$ 14,152.00	$ 14,041.00	$ 15,832.00	$ 20,211.00
2010	$ 20,251.00	$ 21,890.00	$ 18,052.00	$ 20,409.00	$ 21,826.00	$ 24,286.00
2011	$ 41,395.00	$ 42,921.00	$ 40,756.40	$ 21,979.34	$ 36,389.79	$ 43,952.57
2012	$ 40,027.00	$ 25,334.00	$ 31,974.00	$ 28,001.77	$ 29,323.87	$ 33,578.02
2013	$ 35,917.67	$ 33,902.19	$ 29,065.23	$ 22,110.54	$ 22,994.76	$ 27,007.62
2014	$ 41,102.85	$ 44,193.73	$ 34,664.00	$ 21,869.40	$ 27,397.04	$ 31,902.50
Seven Year Ave	$ 36,033.93	$ 34,194.27	$ 28,059.95	$ 22,275.72	$ 26,769.21	$ 32,079.39
Ave. Minus high/low	$ 38,068.70	$ 33,648.18	$ 28,302.25	$ 22,777.46	$ 27,032.53	$ 32,078.43
Actual 2015 Expense Todate	$ 29,574.25	$ 32,106.08	$ 18,232.34	$ 13,275.08	$ 16,082.71	

Year	July	August	September	October	November	December	Year Total
2008	$ 41,711.00	$ 36,772.00	$ 36,849.00	$ 33,330.00	$ 20,615.00	$ 34,086.00	$ 429,316.00
2009	$ 20,694.00	$ 20,001.00	$ 20,226.00	$ 19,534.00	$ 14,865.00	$ 35,580.02	$ 246,360.02
2010	$ 21,243.00	$ 22,945.00	$ 21,119.00	$ 18,731.00	$ 18,193.00	$ 24,298.00	$ 253,243.00
2011	$ 25,992.71	$ 34,175.23	$ 37,901.04	$ 29,037.34	$ 33,796.55	$ 25,754.67	$ 414,051.64
2012	$ 30,915.85	$ 31,184.24	$ 30,933.55	$ 35,501.21	$ 22,835.91	$ 37,425.63	$ 377,035.05
2013	$ 28,081.00	$ 29,777.32	$ 29,089.41	$ 29,968.97	$ 25,563.08	$ 35,684.95	$ 349,162.74
2014	$ 32,737.06	$ 25,894.24	$ 34,375.73	$ 29,062.57	$ 26,566.80	$ 28,610.78	$ 378,376.70
Seven Year Ave.	$ 28,767.80	$ 28,678.43	$ 30,070.53	$ 27,880.73	$ 23,205.05	$ 31,634.29	$ 349,649.31
Ave. Minus high/low	$ 27,793.92	$ 28,795.21	$ 30,473.34	$ 28,186.58	$ 22,754.76	$ 31,943.28	$ 354,373.83
Actual 2015 Expense Todate							$ 109,270.46
Budgeted 2015							$ 415,000
Budget Balance after May Expense							$ 300,019
Less: Projected Additional Expense							$ 148,601
Projected Budget Overage or (Shortage) @ current rates							$ 151,418

Gas Usage 2015

Department of Public Works
Diesel Fuel Used (Gallons)
for Period Ending May 31, 2015

Year	January	February	March	April	May	June
2008	10159	13655	5861	5145	6221	7891
2009	10599	6650	4841	5260	5787	6958
2010	5893	6673	4558	5435	6311	7306
2011	10891	10687	8845	3703	7415	10142
2012	8954	4932	6757	5843	6383	8165
2013	7366	6947	5836	4268	4990	6359
2014	9224	10222	7695	4164	5900	7281
Seven Year Ave.	9012	8538	6342	4831	6144	7729
Ave. Minus high/low	9260	8236	6198	4854	6120	7520
Actual 2015	9160	10976.3	5208.1	8178.39	4880.8	
Projected 2015						7520

Year	July	August	September	October	November	December	Year Total
2008	7298	6746	7082	6934	6088	10618	93698
2009	6756	6580	6297	6382	4344	7906	78360
2010	5241	7121	6401	5031	4576	6062	70608
2011	5480	7377	9046	6592	7705	5256	93139
2012	7420	6833	6799	7548	4470	8035	82139
2013	6213	6478	6465	6513	5681	8175	75291
2014	7732	5910	8767	7460	7240	8258	89853
Seven Year Ave.	6591	6721	7265	6637	5729	7759	83298
Ave. Minus high/low	6633	6752	7103	6776	5611	7687	83756
Actual 2015							
Projected 2015	6633	6752	7103	6776	5611	7687	48082

Current Price	Projected Cost
$2.1581	**$103,766**

10

Department of Public Works
Unleaded Fuel Used (Gallons)
for Period Ending May 31, 2015

Year	January	February	March	April	May	June
2008	3725	3406	3359	3117	3252	3235
2009	3960	3465	3229	2824	2914	3341
2010	2587	2606	3063	3149	2849	3069
2011	3959	3528	3927	3002	3414	3459
2012	3174	2562	2486	2274	2646	2727
2013	2940	2498	2678	2672	2489	2432
2014	3460	2826	2719	2515	2825	2854
Seven Year Ave	3401	2984	3066	2793	2913	3017
Ave. Minus high/low	3452	2973	3010	2826	2897	3045
Actual 2015	2782	3124.9	2626	5096.69	2642	
Projected 2015						3045

Year	July	August	September	October	November	December	Year Total
2008	3524	3342	3533	3835	2863	4170	41361
2009	3294	3032	3293	2845	2317	3081	37595
2010	3019	2832	3224	2803	2833	3269	35303
2011	2588	3279	2855	2616	2511	2773	37911
2012	2644	2949	2583	3012	2377	2751	32185
2013	2940	2918	2616	2899	2438	2973	32493
2014	2685	2503	2696	2630	2326	2765	32804
Seven Year Ave	2956	2979	2971	2949	2524	3112	35665
Ave. Minus high/low	2916	3002	2937	2838	2497	2972	35221
Actual 2015							
Projected 2015	2916	3002	2937	2838	2497	2972	20207

Current Price	Projected Cost
$ 2.2188	$ 44,835