

Public Works – DPW
Department of Public Works
AGENDA
July 28, 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 Decrease Cap Project (H258 Tannery Bridge)..... Jeff Tennyson
Rationale: Remove remaining funds from complete project
- 2 Decrease Cap Project (H319 Hicks Rd Reconstruction)..... Jeff Tennyson
Rationale: Remove remaining funds from complete project
- 3 Decrease Cap Project (H277 Beach Rd Reconstruction)..... Jeff Tennyson
Rationale: Remove remaining funds from complete project
- 4 Increase Cap Project (H332 West Brook Parking Lot)..... Jeff Tennyson
Rationale: Increase funding for construction phase
- 5 Amend County Budget- Interfund to Transfers to County Proj. Jeff Tennyson
Rationale: procedural movement of funds into projects code
- 6 New Contract – West Brook Parking Lot (WC 50-15 TBD).... Jeff Tennyson
Rationale: Contract for porous asphalt construction of lot
- 7 Transfer of Funds – Various road projects..... Jeff Tennyson
Rationale: transfer of funds with County Paving Projects
- 8 Authorize Lions Club Duathlon.....Jeff Tennyson
Rationale: BOS Resolution is needed for DOT Permit

IV. Referral/Pending Items –

- Palisades Road Bridge Project Grant for amended scope
- 10 Intent to Backfill Confidential Assistant/Admin Deputy

V. Information for Discussion/Review

- Back to Sodom Rd Bridge (photos)
- Garnet Lake Rd Paving (photos)
- Valentine Pond Rd Paving (photos)

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

VII. Motion to Adjourn

Attachments

Page

- DPW OT Report
- DPW Fuel Usage Report

RESOLUTION REQUEST FORM NO. 9

***Request to Increase or Decrease or Amend Existing Capital Project or
Capital Reserve Project****

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

DEPARTMENT NAME: DPW

DATE: 7-28-15

(a) Exact Title and Number of Project*: Tannery Bridge over Stony Creek (H258)

(b) Is this a Capital Project? Yes

(c) Is this a Capital Reserve Project? No

(d) Amount of Increase (if applicable):

(e) Amount of Decrease (if applicable): \$96,867.60

(f) Source of Funding (if Increase) (including name & title of codes, etc.):

- \$41,234.28 Federal Share
- \$ 0.00 State Marchiselli Share
- \$55,633.32 Local Match (transfer to General Fund)

(g) Changes in Funding (if Amendment):

(h) Purpose of Increase or Decrease or Amendment: Reconcile funding shares for final project costs.

RESOLUTION REQUEST FORM NO. 9

***Request to Increase or Decrease or Amend Existing Capital Project or
Capital Reserve Project****

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

DEPARTMENT NAME: DPW

DATE: 7-28-15

(a) Exact Title and Number of Project*: Hicks Road Reconstruction (H319)

(b) Is this a Capital Project? Yes

(c) Is this a Capital Reserve Project? No

(d) Amount of Increase (if applicable):

(e) Amount of Decrease (if applicable): \$314,707.73

(f) Source of Funding (if Increase) (including name & title of codes, etc.):

-\$251,765.78 Federal Share
\$337,940.04 State Marchiselli Share
-\$400,881.99 Local Match (transfer to General Fund)

(g) Changes in Funding (if Amendment):

(h) Purpose of Increase or Decrease or Amendment: Reconcile funding shares for final project costs.

RESOLUTION REQUEST FORM NO. 9

***Request to Increase or Decrease or Amend Existing Capital Project or
Capital Reserve Project****

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

DEPARTMENT NAME: DPW

DATE: 7-28-15

(a) Exact Title and Number of Project*: Beach Road Reconstruction (H277)

(b) Is this a Capital Project? Yes

(c) Is this a Capital Reserve Project? No

(d) Amount of Increase (if applicable):

(e) Amount of Decrease (if applicable): \$136,821.15

(f) Source of Funding (if Increase) (including name & title of codes, etc.):

- \$152,564.92 Federal Share
- \$ 28,600.08 State Marchiselli Share
- \$ 9.12 Other State Share
- \$136,758.03 Local Match (transfer to Debt Service Fund)
- \$176,500.00 EFC Share (90%)
- \$ 4,611.00 (transfer from D.9950 910 Tranfers - Capital Projects)

(g) Changes in Funding (if Amendment):

(h) Purpose of Increase or Decrease or Amendment: Reconcile funding shares for final DOT grant project costs and increase shares for NYSEFC eligible work.

RESOLUTION REQUEST FORM NO. 9

***Request to Increase or Decrease or Amend Existing Capital Project or
Capital Reserve Project****

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

DEPARTMENT NAME: DPW

DATE: 7-28-15

- (a) Exact Title and Number of Project*: West Brook Parking Lot Project (H332)
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable): \$687,411.81
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):

NYSEFC GIGP GRANT FUNDED WORK

\$558,478.13 NYEFC Share (90%)
 \$ 62,053.13 Local Match (10% transfer from D.9950 910 - Transfers -Capital Projects)

OTHER LOCALLY FUNDED WORK

\$ 66,880.55 Local Funds (100% local funds transfer from A.9950 910 - Transfers - Capital Projects)

- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: Funding for construction phase of the project.

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: DPW

DATE: 7/28/15

(a) Purpose of Amendment: To transfer local match funds for various capital projects

(b) Appropriation Code (with title), Object Code (with title) and Amount:

A.9950 910 - Interfund Transfers (\$66,880.55)

(c) Revenue Code (with title), and Amount:

A.1325 5031 - Interfund Transfers (\$66,880.55)

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: DPW

DATE: 7/28/15

- (a) Is this a Result of a Bid or Request for Proposal? Bid

- (b) Purpose of Contract: To construct the West Brook Porous Asphalt Parking Lot in the Town and Village of Lake George

- (c) Name of Contractor: TBD - Bid opening Friday, August 21, 2015 (WC 50-15)

- (d) Address of Contractor: TBD

- (e) Contractor's Contact Person and Telephone Number: TBD

- (f) Has or will the Contract be provided, if so, please attach:

- (g) Commencement Date of Contract: TBD

- (h) Termination Date of Contract: Upon completion of work

- (i) Payment Provisions:
 - i) lump sum amount TBD
 - ii) hourly rate amount
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.

- (j) Where are the Funds for this Contract? List Budget Code, (with title), Object Code (with title), and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, and Title, and Amount: H332.9550 280 West Brook Parking Lot

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Department of Public Works

SIGNED:

DATE: 7/28/15

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
D5112.8209 280	2014 CR#17 Haviland Road	D5112.8230 280	2015 CR#10 Schroon River Road	\$25,000.00
D5112.8225 280	Stone Schoolhouse road -CR#71	D5112.8229 280	2015 CR#48 Trout Lake Road	7,000.00

Please state reason for transfers requested:

Project D5112.8230 - was extended to cover a larger area affected by winter damage, which require further repairs above and beyond initial road project.
Project D5112.8229 - Field Conditions Change - Additional Funds Needed.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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.

GLENS FALLS LIONS CLUB



WE SERVE

PO Box 528
Glens Falls, NY 12801
www.glensfallslions.org

Warren County Department of Public Works
Jeff Tennyson
Superintendent of Public Works

Dear Mr. Tennyson,

The Glens Falls Lions Club, a not-for-profit 501c3 organization, is hosting its third annual Duathlon (a 5K Run, a 30K Bike, followed by another 5K Run) on Sunday, October 11, 2015 at 8:30 a.m. at SUNY Adirondack College. This race route starts and finishes at the college while winding through the towns of Queensbury and Kingsbury. The funds raised from this race will enable our organization to continue its work providing sight and hearing assistance and preservation.

Attached is a map showing the race route. As part of our permitting process, the New York State Department of Transportation requires approval by all local governing bodies. We have already contacted the Warren County Sheriff's office and they will be providing traffic control at all critical intersections located in the Town of Queensbury for this race. We have also contacted the Town of Queensbury for their approval. The race starts at 8:30 AM and the event should be finished by noon.

We appreciate your time in reviewing this event. Should you have any questions please do not hesitate to contact Shaun Rivers at 518-761-0417, Extension 3.

Sincerely,

Shaun M. Rivers, Co-Chairmen

RESOLUTION REQUEST FORM NO. 12

10

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: Confidential Asst./Deputy Base Salary of Position: \$41,770 *Pending salary review by HR Grade:

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

Budget code and title: A.1490 Conf. Asst.-Super of Pub. Works Union Non-Union

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

Employee No: 8208 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 _____

CONFIDENTIAL ASSISTANT TO THE SUPERINTENDENT OF PUBLIC WORKS

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Warren County Department of Public Works and involves responsibility for independently performing varied clerical operations and relieving the Superintendent of Public Works of administrative detail to include expediting, coordinating and interpreting for staff, departmental policies and procedures in administrative matters. The incumbent performs management functions including, but not limited to program planning, budgeting, personnel management and supervision, fiscal management, reporting and program evaluation in order to free the time of the Superintendent for planning and policy making and for attention to duties requiring technical knowledge. Work is performed in accordance with policies and objectives outlined by the Superintendent with wide leeway allowed for the exercise of independent judgment in applying policy to specific areas. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative only)

- Serves as office manager, directing day to day clerical activities, setting priorities and reviewing completed work;
- Assists in the formulation of policies and procedures for the administration of various programs;
- Assists in planning and administering of in-service training programs for staff in office methods and procedures and other non-technical fields;
- Plans and supervises the collection, tabulation and analysis of statistical and financial data;
- Supervises and expedites the preparation of reports and the maintenance of records;
- Reviews incoming mail and answers general correspondence;
- Interviews applicants for work and advises superiors on hiring and related personnel matters;
- Orients and trains new employees;
- Participates in professional conferences and training programs;
- Explains department and agency functions and activities at meetings with civic groups and community organizations;
- Maintains and updates personnel files including employee history records;
- Conducts inventory and establishes control system for all agency equipment;
- Processes termination and unemployment reports;
- Establishes policies and devises new forms for attendance records including vacation, sick and absence reports;
- Reviews and updates employee job descriptions in cooperation with the Personnel Officer, agency head and subordinate supervisors;

(cont.)

Assists in the processing of purchases orders, vouchers, contracts and expense claims;
Assists in the preparation of the Public Works operating budget;
Performs related work necessary for the efficient execution of the administrative functions of the department.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles and practices of office management, including a knowledge of personnel methods and procedures, organizational reporting and communication, and supervisory principles and techniques; thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; good knowledge of statistical techniques, particularly in relation to the collection and tabulation of raw data; ability to train and supervise employees in office methods and procedures; ability to organize and lay out work for others; ability to get along well with subordinates and others and secure their cooperation; pleasing personality and appearance; resourcefulness in the solution of complex administrative problems; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and one year of administrative or supervisory office management experience with a public agency or private business; or
- B. Graduation from high school or possession of a high school equivalency diploma and five years of clerical experience, one year shall have been in an administrative or supervisory capacity; or
- C. An equivalent combination of experience and training as defined by the limits of (a) and (b) above.

DPW OVERTIME ALL DIVISIONS
(hours)

	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
2008	4180	4743	1796	301	940	889	707	343	1443	416	2919	1261	19938
2009	3155	1311	36	123	659	619	317	325	930	215	381	1813	9884
2010	1668	1462	89	205	120	489	390	251	1094	196	299	1147	7410
2011	2481	2238	1459	270	1464	1072	304	990	1482	866	396	577	13599
2012	1950	881	722	108	245	543	514	454	1073	356	366	2212	9424
2013	1279	1616	838	164	109	357	346	431	840	386	519	2054	8939
2014	2194	2042	1262	154	367	433	469	863	1131	289	973	1794	11971
2015	2063	2313	912	289	228	688	363						6856
Average	2371	2076	889	202	517	636	426	522	1142	389	836	1551	12574

Department of Public Works
 Diesel & Unleaded Fuel Expense
 for Period Ending
 June 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 Totdate	\$ 29,574.25	\$ 32,106.08	\$ 18,232.34	\$ 13,275.08	\$ 16,082.71	\$ 19,382.64

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 Totdate							\$ 128,653.10
Budgeted 2015							\$ 415,000
Budget Balance after June Expense							\$ 280,327
Less: Projected Additional Expense							\$ 112,392
Projected Budget Overage or (Shortage) @ current rates							\$ 167,935

**Department of Public Works
Diesel Fuel Used (Gallons)
for Period Ending June 30, 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 6540.6
Projected 2015

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								Current Price	Projected Cost
Projected 2015	6633	6752	7103	6776	5611	7687	40562	\$1.9116	\$77,538

**Department of Public Works
Unleaded Fuel Used (Gallons)
for Period Ending June 30, 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	2564.5
Projected 2015						

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	17162
					Current Price	Projected Cost	
					\$ 2.0309	\$ 34,854	