

Public Works – DPW
Department of Public Works
AGENDA
August 31, 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 (H277 Beach Rd Recon)..... Jeff Tennyson
Rationale: decrease FHWA grant
- 2 Increase Cap Project (H277 Beach Rd Recon)..... Jeff Tennyson
Rationale: increase EFC grant
- 3 Transfer of Funds – Various road projects..... Jeff Tennyson
Rationale: transfer of funds for County Paving Projects
- 6 2016 Snow and Ice Contracts..... Jeff Tennyson
Rationale: Rate adjustment for contracts with Towns
- 10 Intent to Backfill Confidential Assistant..... Jeff Tennyson
Rationale: backfill due to resignation

IV. Referral/Pending Items –

- Palisades Road Bridge Project Grant for amended scope

V. Information for Discussion/Review

- Town of Thurman Combs Rd Bridge (photos)
- County Paving Projects (photos)
- Back to Sodom Rd Bridge (photos)
- Market Street Bridge Replacement Project

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

VII. Motion to Adjourn

Attachments

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- 13 DPW OT Report
- 14 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: 8-31-15

- (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): \$318,240.15
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):

FHWA / NYSDOT Grant

- \$152,811.32 Federal Share
- \$ 28,646.29 State Marchiselli Share
- \$ 9.12 Other State Share
- \$136,773.42 Local Match (transfer to Debt Service Fund)

- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: Reconcile funding shares for final DOT grant project costs and transfer surplus local match funds to Debt Service Fund

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: 8-31-15

- (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): \$181,111.00
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):

NYSEFC Grant

\$176,500.00 EFC Share (90%)

\$4,611.00 Local Match (10%) transfer from D.9950 910 Transfers - Capital Project

- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: Increase capital project in anticipation of NYSEFC GIGP grant eligible storm water monitoring work

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: August 31, 2015

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
D.5112.8174 280	Harrington Hill Road CR#60	D.5112.8228 280	2015 CR#19 Omsteadville Road	\$10,003.89
D.5112.8178 280	CR#41 Federal Hill Road	D.5112.8228 280	2015 CR#19 Omsteadville Road	\$725.02
D.5112.8181 280	CR#59 Bloody Pond Road	D.5112.8228 280	2015 CR#19 Omsteadville Road	\$218.72
D.5112.8185 280	CR#9 Hudson Street	D.5112.8228 280	2015 CR#19 Omsteadville Road	\$590.05
D.5112.8186 280	CR#71 Stone Schoolhouse Road	D.5112.8228 280	2015 CR#19 Omsteadville Road	\$918.74
D.5112.8187 280	CR#67 Cameron Road	D.5112.8228 280	2015 CR#19 Omsteadville Road	\$922.33
D.5112.8188 280	CR#30 Glendale Road	D.5112.8228 280	2015 CR#19 Omsteadville Road	\$1,877.17
D.5112.8195 280	CR#60 Harrington Hill Road	D.5112.8228 280	2015 CR#19 Omsteadville Road	\$6,079.13

Please state reason for transfers requested:

D5112.8228 Unforeseen field conditions due to winter damage. Extended to cover larger area affected.

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.

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: August 31, 2015

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
D.5112.8207 280	2014 CR#49 Coolidge Hill Road	D.5112.8228 280	2015 CR#19 Omsteadville Road	\$17,383.20
D.5112.8214 280	2014 CR#30 Schroon River Road	D.5112.8228 280	2015 CR#19 Omsteadville Road	\$55,017.71
D.5112.8192 280	CR# 11 2013 Washout Repairs	D.5112.8206 280	2014 CR#76 Dartmouth Road	\$15,633.50
D.5112.8199 280	2014 CR#21 New Hague Road	D.5112.8206 280	2014 CR#76 Dartmouth Road	\$2,877.47
D.5112.8202 280	CR#72 Garnet Lake Road	D.5112.8206 280	2014 CR#76 Dartmouth Road	\$9,641.89
D.5112.8210 280	2014 CR#16 East River Road	D.5112.8206 280	2014 CR#76 Dartmouth Road	\$15,290.77
D.5112.8213 280	2014 CR#32 Call Street	D.5112.8206 280	2014 CR#76 Dartmouth Road	\$12,461.23
D.5112.8217 280	2014 CR#21 West Hague Road	D.5112.8206 280	2014 CR#76 Dartmouth Road	\$10,276.81

Please state reason for transfers requested:

D5112.8228 Unforeseen field conditions due to winter damage. Extended to cover larger area affected.
D5112.8206 Field condition change, pavement for bridge deck and approaches.

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

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SIGNED:

DATE: August 31, 2015

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
D.5112.8218 280	2014 CR#35 Diamond Point Road	D.5112.8206 280	2014 CR#76 Dartmouth Road	\$10,702.51
D.5112.8203 280	2014 CR#14 River Street	D.5112.8183 280	CR#48 Trout Lake Road	\$70,241.28
D.5112.8209 280	2014 CR#17 Haviland Road	D.5112.8183 280	CR#48 Trout Lake Road	\$16,329.42
D.5112.8212 280	2014 CR#52 Queensbury Avenue	D.5112.8229 280	2015 CR#48 Trout Lake Road	\$14,290.44
D.5112.8215 280	2014 CR#40 Golf Course Road	D.5112.8229 280	2015 CR#48 Trout Lake Road	\$35,359.67
D.5112.8175 280	CR#22 Harrisburg Road	D.5112.8201 280	2014 CR#4 Mountain Avenue	\$5,226.26
D.5112.8198 280	2014 CR#11b Valley Woods Road	D.5112.8201 280	2014 CR#4 Mountain Avenue	\$26,219.68
D.5112.8211 280	2014 CR#65 Knapp Hill Road	D.5112.8201 280	2014 CR#4 Mountain Avenue	\$14,543.30

Please state reason for transfers requested:

- D5112.8206 Field condition change, pavement for bridge deck and approaches.
- D5112.8183 Sustained severe winter damage.
- D5112.8229 Field condition change, requires additional funds to extend project area affected by winter damage.
- D5112.8201 Additional funds needed to correct drainage issue, slope stabilization and pavement issued caused by improper drainage.

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.

2016 MUNICIPAL CONTRACT

HIGHWAY RECOMMENDED PAYMENT RATE " see Schedule A"

\$7,647.10/MI. PLOWICE CONTROL APPLICATION WITH TYPICAL SNOW/ICE REMOVAL OPERATIONS BETWEEN STORMS, ADJUST MILES APPROPRIATE FOR MULTIPLE LANE HIGHWAYS.

\$8,000 Lump Sum EQUIPMENT EFFICIENCY IMPROVEMENTS... FOR TEMP SENSORS, SPEED CONTROLS AND OTHER EQUIPMENT THAT WILL RESULT IN BETTER EFFICIENCY OF MATERIAL USAGE AND LESS ENVIRONMENTAL IMPACT

\$710.50 each ADDITIONAL FOR WEIGHT RESTRICTED OR BRIDGES THAT REQUIRE SPECIAL EQUIPMENT OTHER THAN TYPICAL ROAD PLOW VEHICLE.

\$ 568.00/MI. SWEEP ROAD IN SPRING AFTER WINTER OPERATIONS ARE COMPLETED ONE TIME PER YEAR.

\$ 143.50/MI. MOWING IN MID JUNE TO LATE JULY, ONE TIME PER YEAR. ONE 6' PASS EACH SIDE OF HIGHWAY AND CLEAR FOR INTERSECTION SITE DISTANCE.

\$ 287.00/MI MOWING IN MID JUNE TO LATE JULY, TWO TIMES PER YEAR. ONE 6' PASS EACH SIDE OF HIGHWAY AND CLEAR FOR INTERSECTION SITE DISTANCE

TOWN	MILES \$7,647.10	EQUIP UPGRADES \$8,000.00	BRIDGES \$710.50	D.5142 TOTAL	MILES \$566.24	MILES \$304.48	D.5110 TOTAL	ESTIMATE OF PAYMENT
BOLTON	17.64	\$8,000.00	0	\$142,894.84	17.64	17.64	\$12,674.16	\$155,569.01
CHESTER	32.87	\$8,000.00	0	\$259,360.18	32.87	32.87	\$23,616.77	\$282,976.94
HAGUE	9.02	\$8,000.00	0	\$76,976.84	9.02	0.00	\$5,107.48	\$82,084.33
HORICON	26.32	\$8,000.00	0	\$209,271.67	26.32	0.00	\$14,903.44	\$224,175.11
LAKE GEORGE	0.95	\$8,000.00	0	\$15,264.75	0.95	0.95	\$682.57	\$15,947.31
LAKE LUZERNE	8.94	\$8,000.00	0	\$76,365.07	8.94	8.94	\$6,423.30	\$82,788.37
STONY CREEK	21.72	\$8,000.00	0	\$174,095.01	21.72	21.72	\$18,912.04	\$193,007.05
THURMAN	26.53	\$8,000.00	0	\$210,877.56	26.53	26.53	\$19,061.54	\$229,939.10
WARRENSBURG	6.82	\$8,000.00	0	\$60,153.22	6.82	0.00	\$3,861.76	\$64,014.98
WASHINGTON	0.68	-	0	\$4,553.96	0.68	0.00	\$395.76	\$4,949.72
	151.49	\$72,000.00	0	\$1,229,813.11	151.49	108.65	\$105,638.81	\$1,335,451.92

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DPW analysis: Cost per Mile for Snow Removal

Account Number	Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount
Fund	D			
Expenses				
Department	5142			
Personal Services				
110	Salaries - Regular	\$35,697.78	\$61,090.04	\$82,518.03
120	Salaries - Overtime	\$103,798.32	\$111,719.69	\$148,514.68
130	Salaries - Part Time	\$0.00	\$0.00	\$634.73
140	Salaries - Sick Leave Incentive	\$0.00	\$0.00	\$0.00
	Total: Personal Services	\$139,496.10	\$172,809.73	\$231,667.44
Contractual Expense				
410	Supplies	\$303,604.45	\$425,957.04	\$484,073.67
413	Repair & Maint.-Bldg/Property	\$0.00	\$0.00	\$0.00
417	Water/Sewer/Taxes	\$76.43	\$64.00	\$63.17
421	Equipment Rental	\$223,000.00	\$223,000.00	\$244,000.00
439	Misc Fees & Expenses	\$0.00	\$0.00	\$0.00
445	Foods	\$6,375.34	\$7,982.92	\$9,437.78
453	Uniforms & Clothing	\$0.00	\$0.00	\$0.00
465	Road/Bridge Materials	\$0.00	\$0.00	\$0.00
	Total: Contractual Expense	\$533,056.22	\$657,003.96	\$737,574.62
Employee Benefits				
810	Retirement	\$26,504.24	\$59,021.41	\$40,798.19
830	Social Security	\$8,717.37	\$10,614.03	\$14,087.33
831	Medicare Contribution	\$2,038.67	\$2,482.37	\$3,294.69
860	Hospitalization	\$12,401.64	\$41,256.82	\$57,991.65
865	Dental Insurance	\$153.32	\$524.83	\$772.05
	Total: Employee Benefits	\$49,815.24	\$113,899.46	\$116,943.91
Other Benefits				
840	Workmen's Compensation	\$0.00	\$0.00	\$0.00
850	Unemployment Insurance	\$0.00	\$0.00	\$0.00
855	Disability	\$0.00	\$0.00	\$0.00
	Total: Other Benefits	\$0.00	\$0.00	\$0.00
	Department Total: Snow Removal - County	\$722,367.56	\$943,713.15	\$1,086,185.97

Number of Miles Serviced 95.51

Total County Miles 247
 Town Snow Miles 151.49
 County Snow Miles 95.51

Snow and Ice Cost Per Mile Analysis 2014 rev 06122015



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SNOW & ICE LANE-MILE COST DETERMINATION

FACILITY	SQ. FT.	COST	NOTE	\$/sf
Municipal Center	555,318	\$ 70,000.00	Plow and salt \$.126/SF	0.126053901
DPW - Old Shop	158,400	\$ 19,966.94	Plow and salt	0.126053901
New Shop	81,435	\$ 10,265.20	Plow and salt	0.126053901
North Creek shop/ salt barn	15,000	\$ 1,890.81	Plow and salt	0.126053901
South End shop salt/ barn	94,900	\$ 11,962.52	Plow and salt	0.126053901
Toney Pit shop/ salt barn	179,127	\$ 22,579.66	Plow and salt	0.126053901
Corinth Road salt barn	22,570	\$ 2,845.04	Plow and salt	0.126053901
Gurney Lane salt barn	14,025	\$ 1,767.91	Plow and salt	0.126053901
Hartman Hill turn around	10,000	\$ 1,260.54	Plow and salt	0.126053901
Country Club bike path park lot	16,900	\$ 2,130.31	Plow and salt	0.126053901
Round Pond turn around	15,000	\$ 1,890.81	Plow and salt	0.126053901
West Mtn Rd park lot	68,900	\$ 8,685.11	Plow and salt	0.126053901
Golf Course Rd turn around	7,600	\$ 958.01	Plow and salt	0.126053901
Garnet Lake Rd turn around	2,125	\$ 267.86	Plow and salt	0.126053901
13th Lake Rd turn around	3,750	\$ 472.70	Plow and salt	0.126053901
Rail Road Place	12,870	\$ 1,622.31	Plow and salt	0.126053901
CR10 & 11 Park and Ride	12,075	\$ 1,522.10	Plow and salt	0.126053901
Perkins	92,500	\$ 11,659.99	Plow and salt	0.126053901
Golf Course Rd Nature Trails	21,750	\$ 2,741.67	Plow and salt	0.126053901
Westbrook Parking Lot	10,000	\$ 1,260.54	Plow and salt	0.126053901
Parks & Recreation		\$ -		0.126053901
Up Yonda Farm		\$ -		0.126053901
Countryside Home		\$ -		0.126053901
TOTAL OFF ROAD ANNUAL COST	1,394,245	\$ 174,489.48		0.126

TOTAL ANNUAL COST			
	2012	\$	722,367.56
	2013	\$	943,713.15
	2014	\$	1,086,185.97
3 YR Average		\$	917,422.23
	Deduct Non Road	\$	(174,489.48)
AVG ANNUAL TOTAL ROADS ONLY		\$	742,932.75

MULTI LANE ROADS	Add'l Mi's
Quaker : 2.53 Miles@ 5 lanes	7.59
Bay: 0.39 Miles @ 5 lanes	2.7
Haviland 0.55 Miles @ 3 lanes	0.55
Corinth: 1.3 Miles @ 3 lanes	1.3
TOTAL Add'l Lane Miles	12.14
COUNTY S&I Centerline MILES	95.51
COUNTY S&I LANE MILES	203.16

3 Yr COUNTY COST/ LANE MILE \$ 3,656.88 (excluding building cost)
 3Yr CENTERLINE MILE EQUIVALENT \$ 7,313.77 (excluding building cost)

ADD COST FOR HEATED STORAGE FOR LOCATING COUNTY VEHICLES AWAY FROM COUNTY GARAGES			
- Assumed \$1000/month for heated garage space for one truck (based on market estimates from 3 realtors)			
- Assumed 5 months per year for winter season			
- Assumed one truck per 15 centerline mile plow route			
\$1000/month X 5 months / 15 miles =	\$	333.33	per centerline mi
	\$	166.67	per lane mi

TOTAL ESTIMATED COST			
3 Yr COUNTY COST/ LANE MILE	\$	3,823.55	
3Yr CENTERLINE MILE EQUIVALENT	\$	7,647.10	



RESOLUTION NO. 18 OF 2015

Schedule "A"
2015 MUNICIPAL CONTRACT
HIGHWAY RECOMMENDED PAYMENT RATE

\$6784.02/MI. PLOW/ICE CONTROL APPLICATION WITH TYPICAL SNOW/ICE REMOVAL OPERATIONS BETWEEN STORMS, ADJUST MILES APPROPRIATE FOR MULTIPLE LANE HIGHWAYS.

\$ 1,420.50/MI. ADDITIONAL WITH VERY FREQUENT SNOW/ICE REMOVAL OPERATIONS BETWEEN STORMS, I.E. SNOW DRIFTS AND SNOW REMOVAL ON CITY STREETS, NUMEROUS INTERSECTIONS.

\$ 710.50 ADDITIONAL FOR WEIGHT RESTRICTED OR BRIDGES THAT REQUIRE SPECIAL EQUIPMENT OTHER THAN TYPICAL ROAD PLOW VEHICLE.

\$ 554/MI. SWEEP ROAD IN SPRING AFTER WINTER OPERATIONS ARE COMPLETED ONE TIME PER YEAR.

\$ 140/MI. MOWING IN MID JUNE TO LATE JULY, ONE TIME PER YEAR. ONE 6' PASS EACH SIDE OF HIGHWAY AND CLEAR FOR INTERSECTION SITE DISTANCE.

\$ 280/MI. MOWING IN MID JUNE TO LATE JULY, TWO TIMES PER YEAR, ONE 6' PASS EACH SIDE OF HIGHWAY AND CLEAR FOR INTERSECTION SITE DISTANCE.

TOWN	MILES \$6,784.02	MILES \$1,420.50	BRIDGES \$710.50	D.5142 TOTAL	MILES \$554	MILES \$140.00	D.5110 TOTAL	ESTIMATE OF PAYMENT
BOLTON	17.64	1.65	1	\$122,724.44	17.64	17.64	\$ 12,242.16	\$134,966.60
CHESTER	32.87	0.50	1	\$224,411.49	32.87	32.87	\$ 22,811.78	\$247,223.27
HAGUE	9.02	0.50	1	\$62,612.61	9.02	0	\$ 4,997.08	\$67,609.69
HORICON	26.32	0.50	1	\$179,976.16	26.32	0	\$ 14,581.28	\$194,557.44
LAKE GEORGE	0.95	0	0	\$6,444.82	0.95	0.95	\$ 659.30	\$7,104.12
LAKE LUZERNE	8.94	1.27	0	\$62,453.18	8.94	8.94	\$ 6,204.36	\$68,657.54
STONY CREEK	21.72	9.05	3	\$162,335.95	21.72	21.72	\$ 18,114.48	\$180,450.43
THURMAN	26.53	8.81	1	\$193,205.16	26.53	26.53	\$ 18,411.82	\$211,616.98
WARRENSBURG	6.82	3.29	1	\$51,650.97	6.82	0	\$ 3,778.28	\$55,429.25
WASHINGTON	0.68	0.68	0	\$5,579.08	0.68	0	\$ 395.76	\$5,974.84
	151.49 MI	26.25 MI	9	\$1,071,393.86	151.49 MI	108.65 MI	\$102,196.30	\$1,173,590.16

\$37,288.13

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RESOLUTION REQUEST FORM NO. 12

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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: Conf. Asst. to the Supt. of Public Works Base Salary of Position: \$41,770 *Pending salary review by HR Grade: incl. salary + stipend

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

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

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

Employee No: 8208 Is this position mandated? [] Yes [X] No Is the position reimbursable? [] Yes [X] 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 [X] Other Exempt

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. [Signature] 8-31-15

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

- [X] 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 Frank E. Thomas Date 8/31/15

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works

- [] 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 Eugene J. Mulvaney 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 (“Department”) and involves responsibility for day to day administrative operations of the office of the Superintendent. The incumbent performs office management and administration functions including but not limited to personnel management and supervision, fiscal management, policies and procedures coordination, program planning, budgeting, reporting and program evaluation as assigned by the Superintendent. Also, the Superintendent may designate the incumbent to act for and on behalf of the Superintendent or Deputy Superintendent for authorized functions. Work is performed in accordance with policies and objectives outlined by the Superintendent with wide leeway allowed for the exercise of independent judgment. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative only)

- Serves as office manager, directing day to day administrative activities, setting priorities and reviewing completed work;
- Assists in the formulation and coordination 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;
- Performs related work necessary for the efficient operation of the department;
- Assists in the processing of purchases orders, vouchers, contracts and expense claims;
- Assists in the preparation of the Public Works operating budget;
- May perform functions for and in the place of the Superintendent or Deputy Superintendent, as designated by the Superintendent;
- 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; resourcefulness in the solution of complex administrative problems; physical condition commensurate with the demands of the position.

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

Adopted: Warren County Civil Service, 5/6/10
Amended: Warren County Civil Service, 8/5/15
JC: Exempt

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	644	310					7447
Average	2371	2076	889	202	517	636	461	496	1142	389	836	1551	12659

Department of Public Works
 Diesel & Unleaded Fuel Expense
 for Period Ending
 July 31, 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	\$ 29,575.25	\$ 32,106.08	\$ 18,232.34	\$ 13,287.05	\$ 17,399.03	\$ 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 Todate	\$ 21,708.69						\$ 151,691.08
Budgeted 2015							\$ 415,000
Budget Balance after June Expense							\$ 258,618
Less: Projected Additional Expense							\$ 88,408
Projected Budget Overage or (Shortage) @ current rates							\$ 170,210

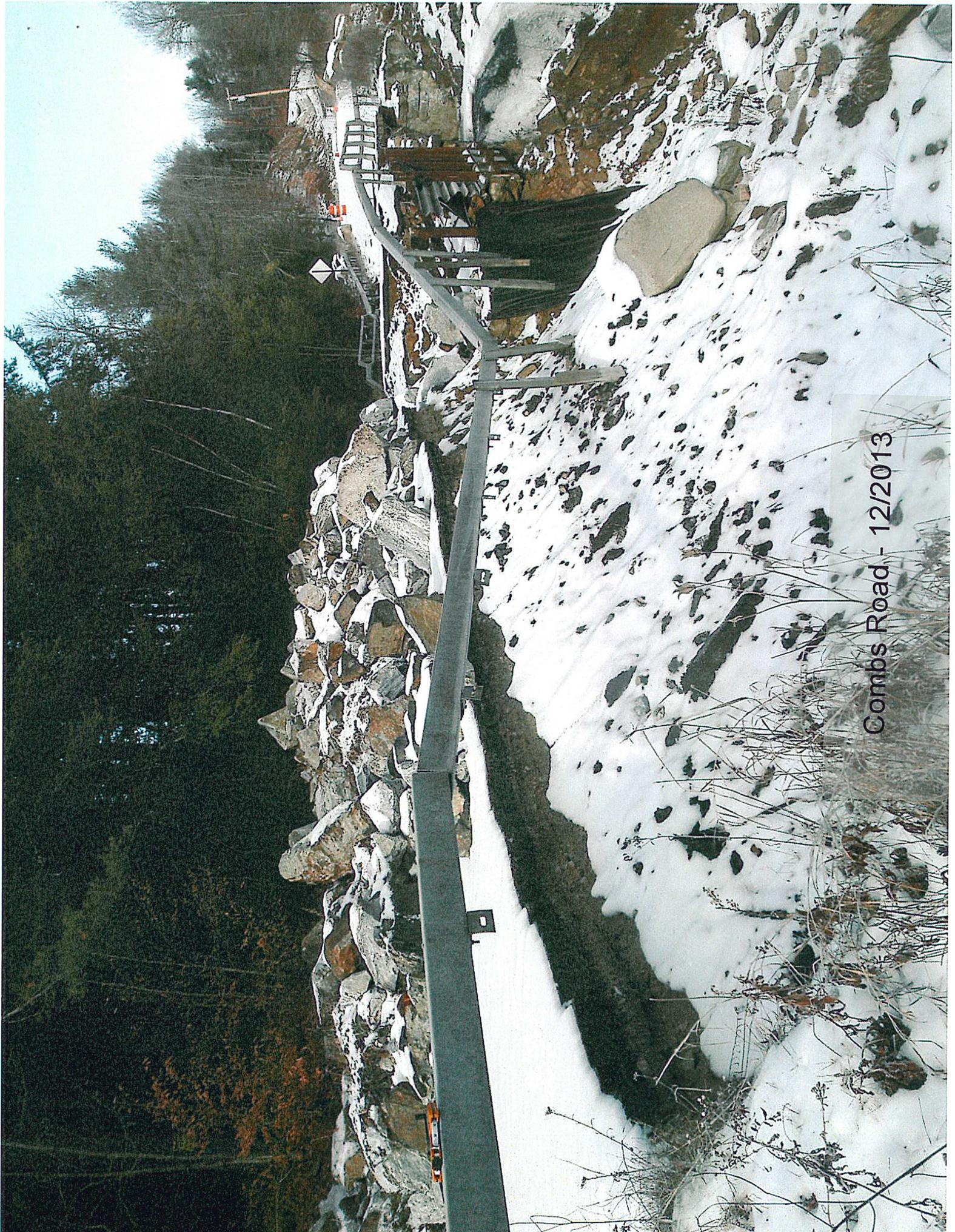
**Department of Public Works
Unleaded Fuel Used (Gallons)
for Period Ending July 31, 2015**

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	2564.5
Projected 2015						

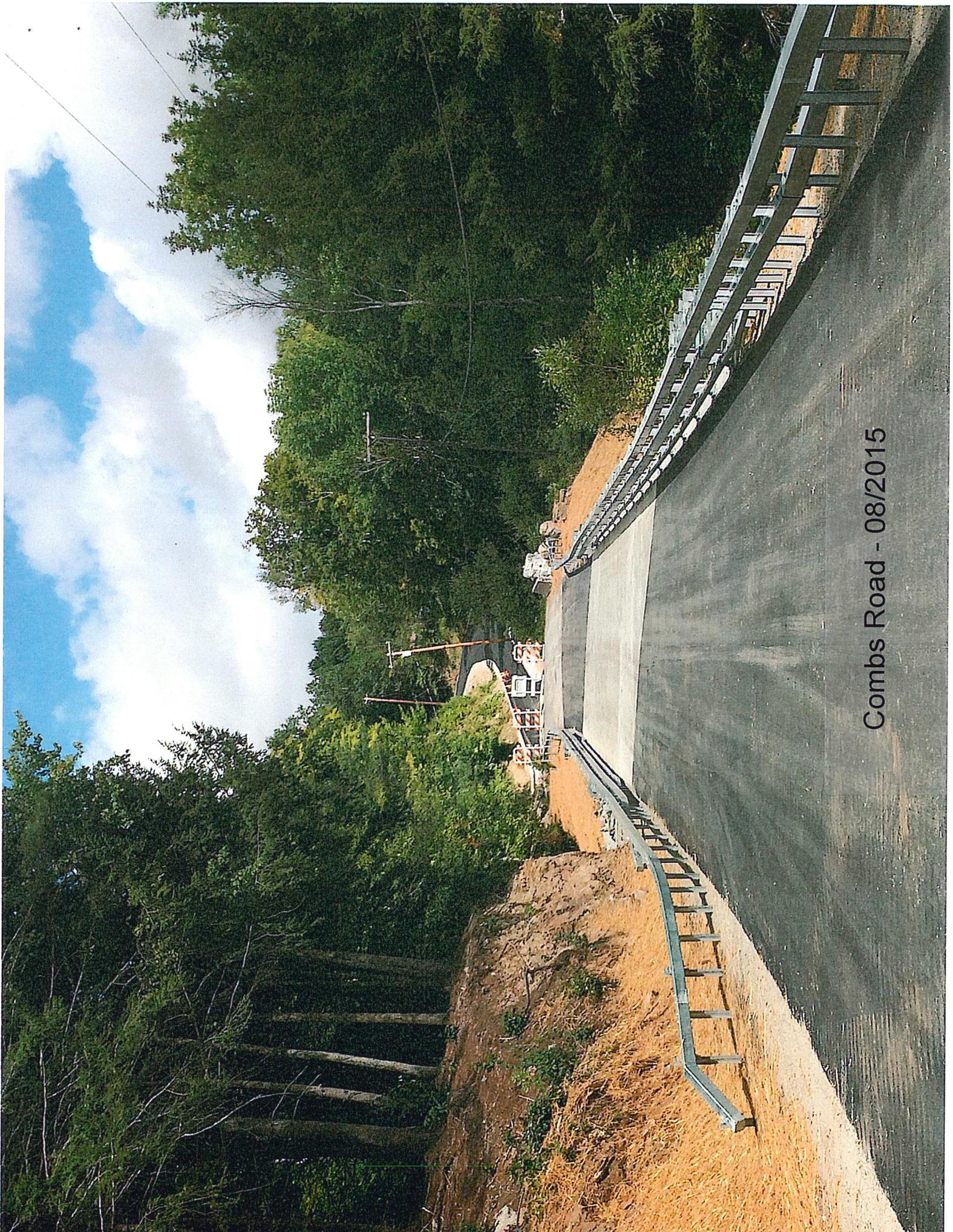
Year	July	August	September	October	November	December	Year Total
2008	3524	3342	3533	3835	2863	4170	41361
2009	3294	3032	3293	2845	2317	3081	37595
2010	3019	2832	3224	2803	2833	3269	35303
2011	2588	3279	2855	2616	2511	2773	37911
2012	2644	2949	2583	3012	2377	2751	32185
2013	2940	2918	2616	2899	2438	2973	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	3019.6						
Projected 2015		3002	2937	2838	2497	2972	14246
							Current Price \$ 1.8519
							Projected Cost \$ 26,382



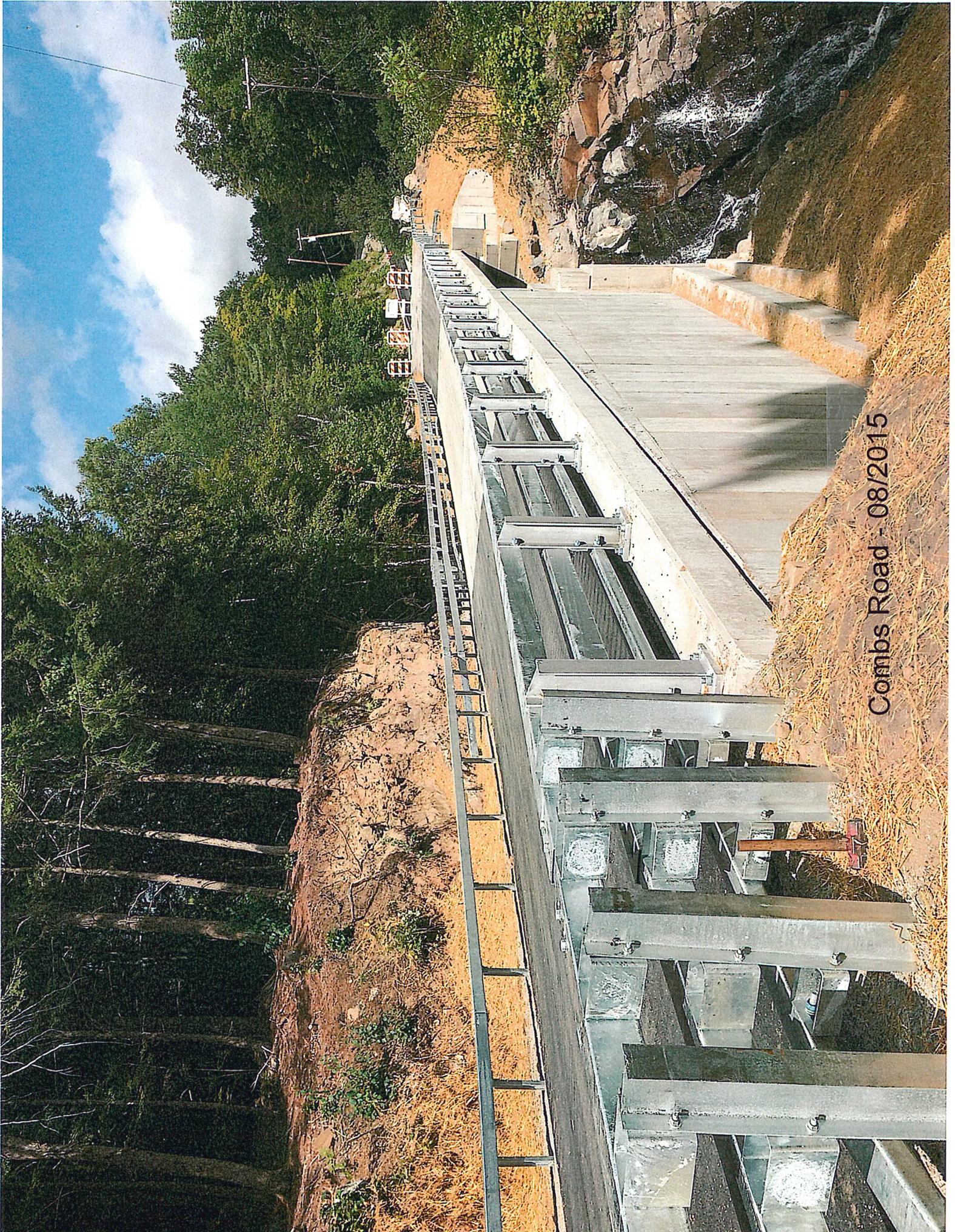
Combs Road - 10/2011



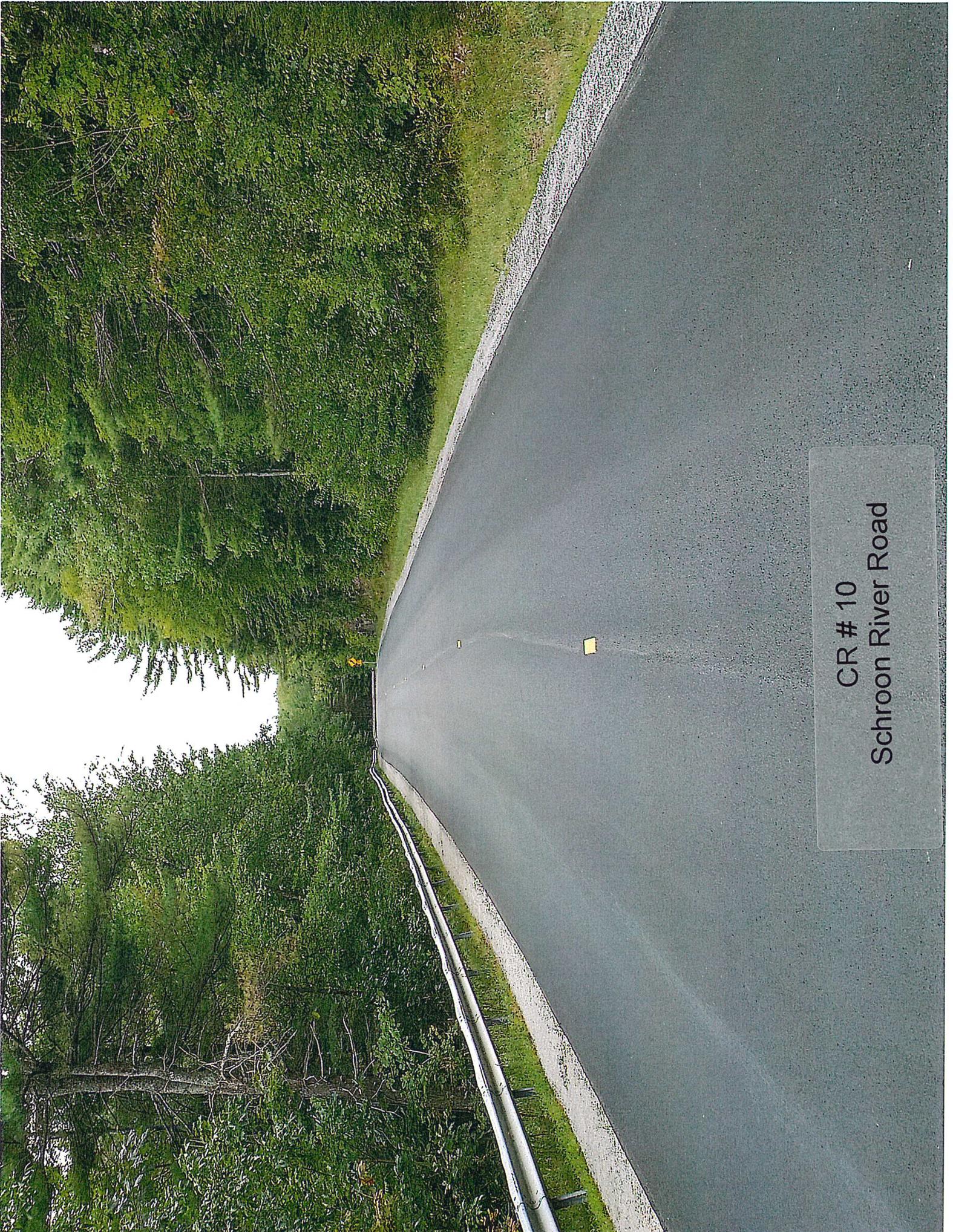
Combs Road - 12/2013



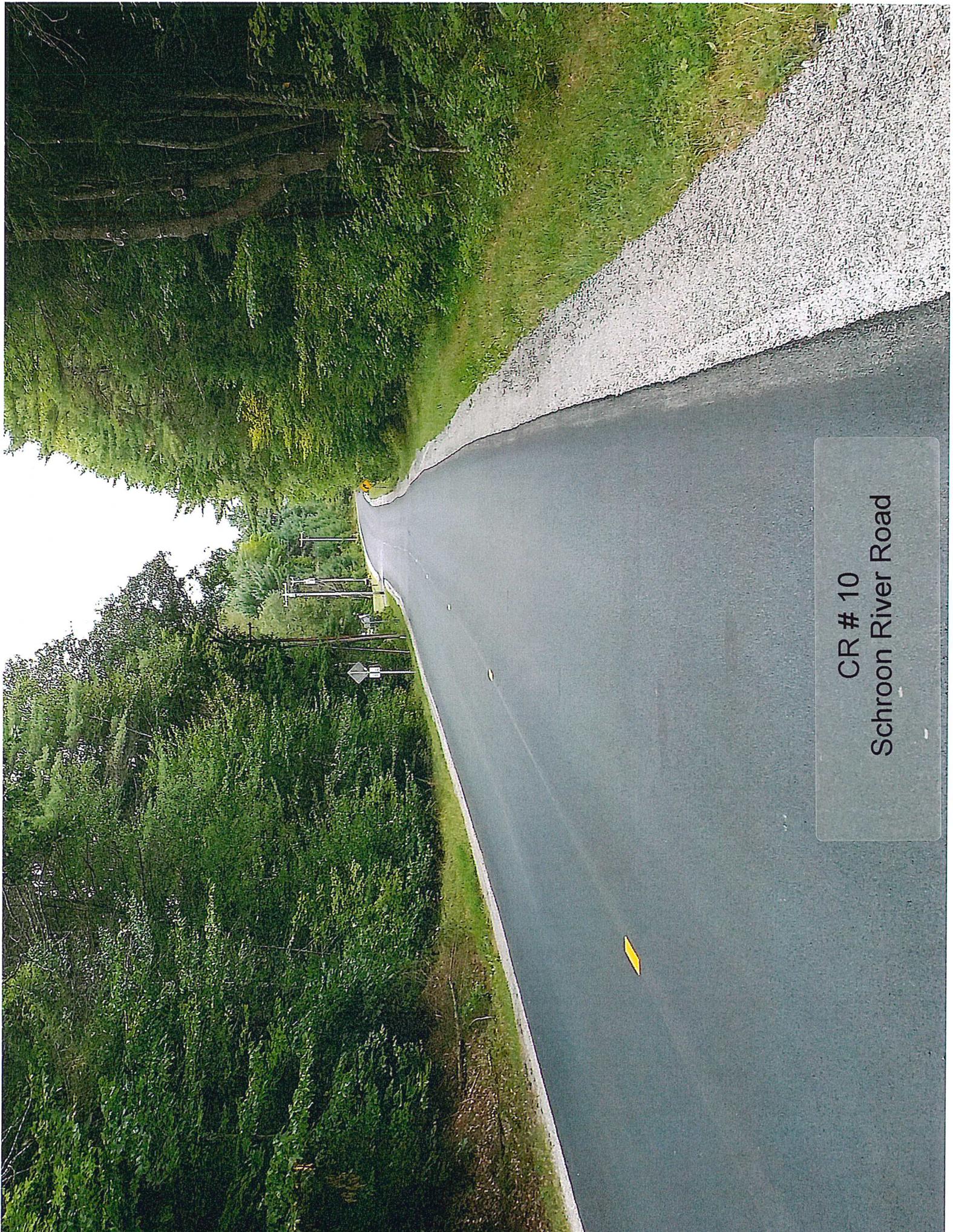
Combs Road - 08/2015



Combs Road - 08/2015



CR # 10
Schroon River Road



CR # 10
Schroon River Road



CR # 4
Glen Athol Road



CR # 4
Glen Athol Road



CR # 29
Peaceful Valley Road



CR # 29
Peaceful Valley Road



Back To Sodom Bridge



Back To Sodom Bridge



Back To Sodom Bridge



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