

Public Works – DPW
Department of Public Works
AGENDA
January 25, 2016 – 10:10am

Committee Members: *SIMPSON, Conover, Dickinson, Frasier, Merlino, Sokol, Vanselow, Wood, MacDonald*

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 New Grant – H354 County Highway Preservation..... Jeff Tennyson
Rationale: Accept Federal grant
- 6 Increase Cap Project – H354 County Highway Preservation.... Jeff Tennyson
Rationale: Apply Federal Grant funds to Capital Project
- 7 Amend Budget – H354 transfer to D9950 910..... Jeff Tennyson
Rationale: Return local match to D9950 910
- 8 Amend Budget – DM5130 (\$6,501.57)..... Jeff Tennyson
Rationale: Accept Insurance Recovery
- 11 Amend Budget – DM5130 (WCSWCD Vac Excavator)..... Jeff Tennyson
Rationale: Adjust Budget for 2016 receipt of VacEx
- 15 Amend Reso 560 of 2015 – Electronics Recycling..... Jeff Tennyson
Rationale: Add Electronics Recycling to Town Agreements
- 16 Auth to Backfill Position – HEO #6..... Jeff Tennyson
Rationale: Backfill position due to Retirement
- 17 Approve Job Related Course – Confidential Assistant to Sup. Jeff Tennyson
Rationale: Approve job related courses for 50% reimbursement
- 19 Decrease Salary – Assistant Engineer #2..... Jeff Tennyson
Rationale: Correct Salary Schedule for 2015 backfill
- 20 Increase Salary – Confidential Asst to the Superintendent..... Jeff Tennyson
Rationale: Correct error in Sal Schedule for 2016 raise

IV. **Referral/Pending Items –**

- DOT Grant Agreement for H364 – West Mt. Rd Pavement Preservation
- DOT Grant Agreement for H365 – Bay Rd Pavement Preservation

V. **Information for Discussion/Review**

- 21 Town of LG Request to construct Parking Lane(s) – CR6
Fort George Road..... Jeff Tennyson

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

VII. **Motion to Adjourn**

Attachments

Page

- 25 DPW Fuel Usage Report
26 DPW OT Report

RESOLUTION REQUEST FORM NO. 5

Request to Apply for a Grant Application and Grant Agreement

DEPARTMENT NAME: DPW

DATE: 1/12/16

- (a) Purpose of Grant: NYSDOT Grant for County Highway Preservation Project (CR 17, 52 & 79) (H354)
- (b) Name of Grantor: NYSDOT
- (c) Address of Contractor: 50 Wolf Road, Albany, NY 12205
- (d) Grantor's Contact Person and Telephone Number: Karen Hulihan, 485-7734
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach? Yes, Grant Agreement attached
- (f) Effective Date of Grant: Upon Execution
- (g) Termination Date of Grant: 1/6/2026
- (h) Total Dollar Amount Involved (not to exceed): \$793,930.00
- (i) Deadline to Submit Grant Application and/or Grant Agreement: NA
- (j) Is a Budget amendment required? No If yes, also complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? Yes
If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (i) Is a Local Share Required? Yes If Yes, Where are the Funds? List Budget Code (with title), Object Code (with title), and Amount OR Capital Project OR Capital Reserve Project Number and Title and Amount: H354.9550 280 County Highway Preservation Project (CR 17, 52 & 79)

SAMPLE RESOLUTION BY MUNICIPALITY
(Locally Administered Project)
RESOLUTION NUMBER:

2

A Resolution authorizing the implementation, and funding in the first instance 100% of the federal-aid and State "Marchiselli" Program-aid eligible costs, of a transportation federal-aid project, and appropriating funds therefore

WHEREAS, a Project CR 17, 52 AND 79 - Pavement Preservation, Town of Queensbury, Warren County P.I.N. 1760.03 (the Project) is eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the costs such program to be borne at the ratio of 80% Federal funds and 20% non-federal funds; and

WHEREAS, the County of Warren desires to advance the Project by making a commitment of 100% of the non-federal share of the costs of Construction/Construction Inspection

NOW, THEREFORE, the County of Warren duly convened does hereby

RESOLVE, that the Warren County Board of Supervisors hereby approves the above-subject project; and it is hereby further

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the County of Warren to pay in the first instance 100% of the federal and non-federal share of the cost of Construction/Construction Inspection work for the Project or portions thereof; and it is further

RESOLVED, that the sum of \$796,980.00 (Seven Hundred Ninety Three Thousand Nine Hundred Thirty Dollars and no cents) is hereby appropriated from the State Treasury and made available to cover the cost of participation in the above phase of the Project; and it is further

RESOLVED, that in the event the full federal and non-federal share costs of the project exceeds the amount appropriated above, the Warren County Board of Supervisors shall convene as soon as possible to appropriate said excess amount immediately upon the notification by the New York State Department of Transportation thereof, and it is further

RESOLVED, that the Chairman of the Board of Supervisors of Warren County be and is hereby authorized to execute all necessary Agreements, certifications or reimbursement requests for Federal Aid and/or Marchiselli Aid on behalf of the County of Warren with the New York State Department of Transportation in connection with the advancement or approval of the Project and providing for the administration of the Project and the municipality's first instance funding of project costs and permanent funding of the local share of federal-aid and state-aid eligible Project costs and all Project costs within appropriations therefore that are not so eligible, and it is further

RESOLVED, that a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project and it is further

RESOLVED, this Resolution shall take effect immediately

STATE OF NEW YORK }
 } ss.:
COUNTY OF WARREN }

, the undersigned,

DO HEREBY CERTIFY that I have compared the above copy of a resolution adopted _____, 20__ with the original record in this office and that the same is a correct transcript thereof and of the whole of said original record.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the official seal of said _____

this ____ day of _____, 20__.

Clerk

SCHEDULE A – Description of Project Phase, Funding and Deposit Requirements NYSDOT/ State-Local Agreement - Schedule A for PIN 1760.03

OSC Municipal Contract #: <u>D035256</u>	Contract Start Date: <u>1/6/2016</u> (mm/dd/yyyy)	Contract End Date: <u>1/6/2026</u> (mm/dd/yyyy) <input type="checkbox"/> Check, if date changed from the last Schedule A
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Purpose: Original Standard Agreement Supplemental Schedule A No.

Agreement Type: Locally Administered Municipality/Sponsor (Contract Payee): County of Warren
 Other Municipality/Sponsor (if applicable): _____

State Administered *List participating Municipality(ies) and the % of cost share for each and indicate by checkbox which Municipality this Schedule A applies.*

<input type="checkbox"/> Municipality:	%	of Cost share
<input type="checkbox"/> Municipality:	%	of Cost share
<input type="checkbox"/> Municipality:	%	of Cost share

Authorized Project Phase(s) to which this Schedule applies: PE/Design ROW Incidentals
 ROW Acquisition Construction/CI/CS

Work Type: PAVEMENT PRESERVATION **County (if different from Municipality):** _____

Marchiselli Eligible Yes No (Check, if Project Description has changed from last Schedule A):
Project Description: CR 17, 52 AND 79 - Pavement Preservation, Town of Queensbury, Warren County

Marchiselli Allocations Approved FOR ALL PHASES *For complete total costs in the last row and column, right click in each field and select Update Field.*

Check box to indicate change from last Schedule A	State Fiscal Year(s)	Project Phase			TOTAL
		PE/Design	ROW (RI & RA)	Construction/CI/CS	
<input type="checkbox"/>	Cumulative total for all prior SFYs	\$	\$	\$	\$ 0.00
<input type="checkbox"/>	Current SFY	\$	\$	\$	\$ 0.00
Authorized Allocations to Date		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

A - Summary of allocated MARCHISELLI Program Costs FOR ALL PHASES *For each PIN Fiscal Share below, show current costs in the rows indicated as current. Show the old costs from the previous Schedule A in the row indicated as "Old". For complete Total Current Costs in the last row, right click in each field and select Update Field.*

PIN Fiscal Share	"Current" or "Old" entry indicator	Federal Funding Program	Total Costs	FEDERAL Participating Share and Percentage	STATE MARCHISELLI Match	LOCAL Matching Share	LOCAL DEPOSIT AMOUNT (Required only if State Administered)
	Current		\$	\$	\$	\$	\$
	Old		\$	\$	\$	\$	\$
	Current		\$	\$	\$	\$	\$
	Old		\$	\$	\$	\$	\$
	Current		\$	\$	\$	\$	\$
	Old		\$	\$	\$	\$	\$
	Current		\$	\$	\$	\$	\$
	Old		\$	\$	\$	\$	\$
	Current		\$	\$	\$	\$	\$
	Old		\$	\$	\$	\$	\$
TOTAL CURRENT COSTS			\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

NYS DOT/State-Local Agreement – Schedule A

B. Summary of Other (including Non-allocated MARCHISELLI) Participating Costs FOR ALL PHASES For each PIN/Fiscal Share, show current costs on the row indicated as 'Current'. Show the old costs from the previous Schedule A on the row indicated as 'Old'. To compute total Current Costs in last row, right click in each field and select 'Update' field.

Other PIN Fiscal Shares	'Current' or 'Old' entry indicator	Funding Source	TOTAL	Other FEDERAL	Other STATE	Other LOCAL
1760.03.321	Current	STP	\$793,930.00	\$635,144.00	\$0.00	\$158,786.00
	Old		\$	\$	\$	\$
	Current		\$	\$	\$	\$
	Old		\$	\$	\$	\$
	Current		\$	\$	\$	\$
	Old		\$	\$	\$	\$
	Current		\$	\$	\$	\$
	Old		\$	\$	\$	\$
	Current		\$	\$	\$	\$
	Old		\$	\$	\$	\$
	Current		\$	\$	\$	\$
	Old		\$	\$	\$	\$
TOTAL CURRENT COSTS			\$793,930.00	\$635,144.00	\$ 0.00	\$158,786.00

C. Total Local Deposit(s) Required for State Administered Projects:	\$
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D. Total Project Costs To compute Total Costs in the last column, right click in the field and select 'Update' field.

Total FEDERAL Cost	Total STATE MARCHISELLI Cost	Total Other STATE Cost	Total LOCAL Cost	Total Costs (all sources)
\$635,144.00	\$0.00	\$0.00	\$158,786.00	\$793,930.00

E. Point of Contact for Questions Regarding this Schedule A (Must be completed)	Name: <u>Deborah Lolik</u> Phone No: <u>518-485-9410</u>
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See Agreement (or Supplemental Agreement Cover) for required contract signatures.

NYSDOT/State-Local Agreement – Schedule A

Footnotes: (See LPB's website for link to sample footnotes)

- This Master agreement is for the Construction phase of project and funding reflects the Engineer's Estimate.
- CI = \$41,300.00

↘

- At this time the non-federal share of Project Construction and Construction Inspection (CI) costs identified for federal aid funding in this agreement is to be provided entirely by the Municipality. No subsidy or reimbursement of any portion of that local match is provided by New York State's Marchiselli Program or this contract at this time. Furthermore, this Agreement does not assure that any Marchiselli aid for the Project or phase hereunder will be authorized or available in the future. If the Project (and the phase of work) is eligible for State aid under the Marchiselli Program, and such aid is duly requested by the Municipality, NYSDOT may (subject to budgetary requirements) submit an appropriate request for Marchiselli funding authorization by the Legislature. If Legislative authorization for such funding is received, NYSDOT and the Municipality may enter a supplemental agreement providing such Marchiselli aid. Only then would Marchiselli aid be available to the affected Project and phase.

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: 1/25/16

(a) Exact Title and Number of Project*: H354 County Highway Preservation Project
(CR 17, 52 & 79)

(b) Is this a Capital Project? Yes

(c) Is this a Capital Reserve Project? No

(d) Amount of Increase (if applicable): \$633,280.00

(e) Amount of Decrease (if applicable):

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

\$635,144.00	Federal Share
\$0.00	State Marchiselli Share (Actual Available)
\$119,090.00	State Marchiselli Share (Assumed Available) To be Advanced by Treasurer
-\$120,954.00	Local Match Share (return surplus funds to fund source)

(g) Changes in Funding (if Amendment):

(h) Purpose of Increase or Decrease or Amendment: To allocate federal, state and local share funds for the construction and construction inspection phase of the project in accordance with the State - Local Agreement with NYSDOT

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: 1/25/16

(a) Purpose of Amendment: Amend D.9950 910 budget to include surplus local match funds from H354 County Highway Preservation Project

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

D.9950 910 - Interfund Transfers (\$120,954.00)

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

D.5010 5031 - Interfund Transfers (\$120,954.00)

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: Department of Public Works

DATE: January 25, 2016

(a) Purpose of Amendment:

To Amend 2016 Budget \$6,501.57 dollars to reflect Insurance Recovery payment received January 4, 2016, for repairs of 2004 Sterling 9500 Vehicle. Date of accident 1/18/15.

(b) Appropriation Code, Object Code, Full Title and Amount:

DM.5130 470 Road Machinery, Machinery, Contract \$6,501.57

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

DM.5130 2680 Road Machinery, Machinery, Insurance Recovery \$6,501.57

Northeast Property Claim Operations
 PO Box 14268
 Lexington, KY 40512-4268
 8002800555 x2307547



001705
 WARREN COUNTY
 1340 STATE ROUTE 9
 LAKE GEORGE, NY 12845

Attention: This remittance incorporates claim payments

Special Handling ID: RM 00

Explanation of Benefits

Page 1 of 1

Invoice Number	Claim Number/ Date of Loss	Insured Name/ Claimant Name	Amount Paid
	Y44IM 08050 01-18-15	WARREN COUNTY WARREN COUNTY	\$6,501.57
Nature of Payment: Coverage - IM - Contractors All Other Equipment - Owned Payment Reason - Damages (CL / FD) Additional Comments: Paid on behalf of: Hartford Fire Insurance Company Claim Handler: TONYA BARBEE Claim Center: Northeast Property Claim Operations PO Box 14268 Lexington, KY 40512-4268 Please contact the claim handler listed above if you have any questions on this particular claim.			Service Dates
Issue Date	12-21-15	Check Number	110347381 6
Total Amount of Check			\$6,501.57

Please keep the above information for your records.

108735598

FOLD AT DOTTED LINE AND DETACH



Northeast Property Claim Operations
 PO Box 14268
 Lexington, KY 40512-4268
 8002800555 x2307547

Check Number: 110347381 6
 Issue Date: 12-21-15

\$*****6,501.57

JPMorgan Chase Bank, N.A.
 Columbus, OH 43085

SIX THOUSAND FIVE HUNDRED ONE DOLLARS AND 57/100

PAY WARREN COUNTY
 TO THE 1340 STATE ROUTE 9
 ORDER LAKE GEORGE, NY 12845
 OF

Robert W. Paris
 Authorized Signature

⑈ 1103473816 ⑆ ⑆ 044115443 ⑆ 649035458 ⑆

01862

⑆000012 1103473816

HAR-100-2

108735598

10

WARREN COUNTY ATTORNEY'S OFFICE

Warren County Municipal Center
1340 State Route 9
Lake George, New York 12845
Telephone 518 - 761 - 6463
Fax 518 - 761 - 6377

LAW DEPARTMENT

DATE: December 29, 2015
TO: Jeffery E. Tennyson, Superintendent
Department of Public Works
FROM: Amy C. Bartlett, Assistant Warren County Attorney *ACB*
RE: D/A: 1/18/15
2004 Sterling 9500

Jeff:

Enclosed please find The Hartford check #1103473816 in the amount of \$6,501.57 with regard to the above.

Amy

ACB:svn
enc.

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: 1/25/16

- (a) Purpose of Amendment: Amend the 2016 Budget for the purchase of a Vacuum Excavator. Warren County Soil and Water District has received a grant from NYSDEC and with this grant will reimburse the County for the purchase Vacuum Ecacavator. This will establish the appropriate Revenue and Appropriation Codes.

- (b) Appropriation Code (with title), Object Code (with title) and Amount: DM.5130 240 Road Machinery, Machinery, Highway and Street Equipment \$109,000

- (c) Revenue Code (with title), and Amount: DM.5130 2716 Road Machinery, Machinery, Grants from Other Sources \$109,000

Warren County Board of Supervisors

RESOLUTION NO. 581 OF 2015

Resolution introduced by Supervisors Conover, Taylor, Sokol, Monroe, Wood, Kenny, Merlino, Frasier and Dickinson

AMENDING WARREN COUNTY BUDGET FOR 2015 FOR VARIOUS DEPARTMENTS WITHIN WARREN COUNTY

WHEREAS, the Finance Committee has recommended amending the Warren County Budget for 2015 as set forth herein, now, therefore, be it

RESOLVED, that the following budget amendments are approved and authorized:

<u>CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
DEPARTMENT OF PUBLIC WORKS		
<u>ESTIMATED REVENUE</u>		
DM.5130 2716	Road Machinery, Machinery, Grants from Other Sources	\$109,000.00
<u>APPROPRIATIONS</u>		
DM.5130 240	Road Machinery, Machinery, Highway & Street Equipment	109,000.00
EMPLOYMENT AND TRAINING		
<u>ESTIMATED REVENUE</u>		
41.6293.0305 4791	Workforce Innovat & Opport Act, WIA/WIOA, Dislocated Worker, Workforce Invest Act/Workforce Innovation & Opportunity Act	43,826.00
<u>APPROPRIATIONS</u>		
41.6293.0305 433	Workforce Innovat & Opport Act, WIA/WIOA, Dislocated Worker, Training-Client	43,826.00
PUBLIC DEFENDER		
<u>ESTIMATED REVENUE</u>		
A.1171.3045	Public Defender, Office of Indigent Legal Services Distribut	4,300.00
<u>APPROPRIATIONS</u>		
A.1171 210	Public Defender, Furniture/Furnishing	3,000.00
A.1171 427	Public Defender, Membership & Dues	1,300.00

Warren County Board of Supervisors

RESOLUTION NO. 418 OF 2015

Resolution introduced by Supervisors Conover, Taylor, Sokol, Monroe, Wood, Kenny, Merlino, Frasier and Dickinson

AUTHORIZING ADVANCE OF FUNDS FROM THE GENERAL FUND UNAPPROPRIATED SURPLUS TO PURCHASE A VACUUM EXCAVATOR AND AUTHORIZING AN INTERMUNICIPAL AGREEMENT BETWEEN WARREN COUNTY AND THE WARREN COUNTY SOIL & WATER CONSERVATION DISTRICT FOR REIMBURSEMENT TO WARREN COUNTY FOR THE PURCHASE OF THE VACUUM EXCAVATOR FROM FUNDS RECEIVED BY THE DISTRICT UNDER A GRANT FROM THE NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

WHEREAS, the Warren County Soil & Water Conservation District ("District") has been awarded funding in the amount of One Hundred Eighty Thousand Dollars (\$180,000) from the New York State Department of Environmental Conservation (NYSDEC), of which, One Hundred Nine Thousand Dollars (\$109,000) would be used to purchase a vacuum excavator which will increase the maintenance capability of stormwater structures for the County's Department of Public Works and other municipalities, and

WHEREAS, the District has advised that the grant award requires the District to expend the aforementioned funds to purchase the vacuum excavator for projects and then await reimbursement for the funds expended by the District, and

WHEREAS, the District has been informed by the NYSDEC that if the County purchases the vacuum excavator directly, the District may reimburse the County for the purchase upon receipt of the grant funds, now, therefore, be it

RESOLVED, that the Warren County Treasurer be, and hereby is, authorized to advance the sum of One Hundred Nine Thousand Dollars (\$109,000) to the Warren County Department of Public Works from the General Fund Unappropriated Surplus, for the purpose of purchasing a vacuum excavator in accordance with the County's purchasing policy, and be it further

RESOLVED, that Warren County enter into an Intermunicipal Agreement with the District for the purpose of formalizing reimbursement by the District to Warren County for the purchase of the vacuum excavator upon receipt by the District of grant funds from the Department of Environmental Conservation in a form approved by the County Attorney.

Warren County Board of Supervisors

RESOLUTION NO. 614 OF 2015

Resolution introduced by Supervisors Merlino, Conover, Wood, Taylor, Frasier, Dickinson, Simpson, Sokol and Vanselow

AMENDING RESOLUTION NO. 418 OF 2015 - CHANGING THE SOURCE OF FUNDING AND AUTHORIZING AN INTERMUNICIPAL AGREEMENT BETWEEN WARREN COUNTY AND THE VARIOUS MUNICIPALITIES LOCATED WITHIN WARREN COUNTY FOR THE PURCHASE AND USE OF A VACUUM EXCAVATOR

WHEREAS, Resolution No. 418 of 2015 authorized an Intermunicipal Agreement between Warren County and the Warren County Soil & Water Conservation District for the advancement of funds to purchase a vacuum excavator with a source of funding from the General Fund Unappropriated Surplus, and

WHEREAS, the Superintendent of the Department of Public Works is requesting (upon notice from the Warren County Treasurer's office) to change the source of funding from the General Fund Unappropriated Surplus to the Road Machinery Fund and is also requesting that the County enter into an Intermunicipal Agreement between the County, the Warren County Soil & Water Conservation District and the various Municipalities located within Warren County for the storage and use of the vacuum excavator, now, therefore, be it

RESOLVED, that other than the above amendments to Resolution No. 418 of 2015, said resolution shall remain in full force and effect, and be it further

RESOLVED, that the Chairman of the Board of Supervisors is hereby authorized to execute an Intermunicipal Agreement between the County, the Warren County Soil & Water Conservation District and the various Municipalities located within Warren County for the storage and use of the vacuum excavator in a form approved by the County Attorney.

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

**Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: DPW

DATE: 1/25/16

- (a) Purpose of Request: Amend Resolution 560 of 2015,
- (b) Details: Resolution 560 of 2015 authorized Inter-municipal agreements between Warren County and participating local Towns related to Solid Waste and Recycling Transportation Services for Warren County (WC 62-15) and Solid Waste and Recycling Disposal Services Warren County (WC 54-15). Warren County awarded bid (WC 82-15) and authorized an agreement (641 of 2015) with Evolution Recycling Inc for Electronics Recycling. This Resolution would amend 560 of 2015, to allow the Towns, as part of the inter-municipal agreements to participate in the electronics recycling.
- (c) Previous Resolution Number: 560 of 2015
- (d) Where are the funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

* as listed in budget and LOGOS

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

JET 1/4/16

Department: Public Works Payroll Dept. No.: 1900

Title of Position: HEO #6 Base Salary of Position: \$32,238 Grade: 8

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

Budget code and title: D.5110 HEO #6 Union [X] Non-Union []

This position is vacated due to: [X] Retirement [] Resignation [] Termination [] Promotion [] Other 1/30/2016

Employee No: 10389 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) [X] Non-Competitive [] Other PON

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] 1-5-16

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[X] The Administrator has no objection to the filling of the vacancy.

[] The Administrator objects to the filling of the vacancy

Administrator Signature [Signature] Date 1/22/16

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 1/22/16

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 [Signature] Date 1/22/16

RESOLUTION REQUEST FORM NO. 19

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

1. Employee=s Name: Maja Tlokinska-Scroggins

2. Position: Conf. Asst. to the Supr. of Public Works
DPW

3. Department:

4. Course Title: Business Internship, Small Bus Financial, Business Ethics, Prin of Economics II,
Writing/Technical

5. Institution or School: SUNY Adirondack

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

7. Starting Date: 1/2016

8. Completion Date: 5/2016

9. Cost: 50% of \$2,769.50

10. Employee=s Signature:



Date: 1/22/16

11. Supervisor=s Comments (Approval/Denial)

Supervisor=s Signature:



Date:

1/22/16

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

Department Head=s Signature:



Date:

1/22/16

13. Committee=s Recommendation:

Committee Chairman=s Signature:

Date:

Signature:

Date:

Chairman of the Board of Supervisors

Account Detail for Term

500152829 Maja A. Tlokinska-Scroggins
Jan 22, 2016 02:11 pm

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

201520 Spring 2016 Term Detail

Detail Code	Description	Charge	Payment	Balance
ACCF	Accident Insurance	\$2.00		
ACTF	Activity Fee	\$90.00		
BKAD	Bookstore Advance	\$498.50		
IDCD	ID Card	\$4.00		
PFEE	Parking Fee	\$15.00		
TECF	Technology Replacement Fee	\$127.50		
TUIT	Tuition	\$1,992.00		
WELF	Wellness Fee	\$15.00		
Net Term Balance				\$2,744.00
Net Balance for Other Terms:				\$0.00
Account Balance:				\$2,744.00

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

Authorized Financial Aid as of Jan 25, 2016

Account Balance net of Authorized Financial Aid:	\$2,744.00
Current Due net of Authorized Financial Aid:	\$2,744.00

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

RELEASE: 8.5.4.4

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RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: Public Works

DATE: 1/22/2016

- (a) Employee Name, Title and Employee No.: Maiken Holmes, Assistant Engineer #2
- (b) Current Annual Base Salary (and Grade if Applicable): \$43,000 (2015), \$44,075 (2016)
- (c) Former Annual Base Salary (and Grade if Applicable): \$45,56 (2015)
- (d) Effective Date for Salary Change:* 10/5/2015
*Please do not backdate request unless the purpose is to correct an error.
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:
- (f) Justification of Request: to correct an error; employee has been paid correctly since the date of appointment.

RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: Public Works

DATE: 1/22/2016

- (a) Employee Name, Title and Employee No.: Maja Tlokinska-Scroggins, Confidential Assistant to the Superintendent of Public Works

- (b) Current Annual Base Salary (and Grade if Applicable): \$40,252

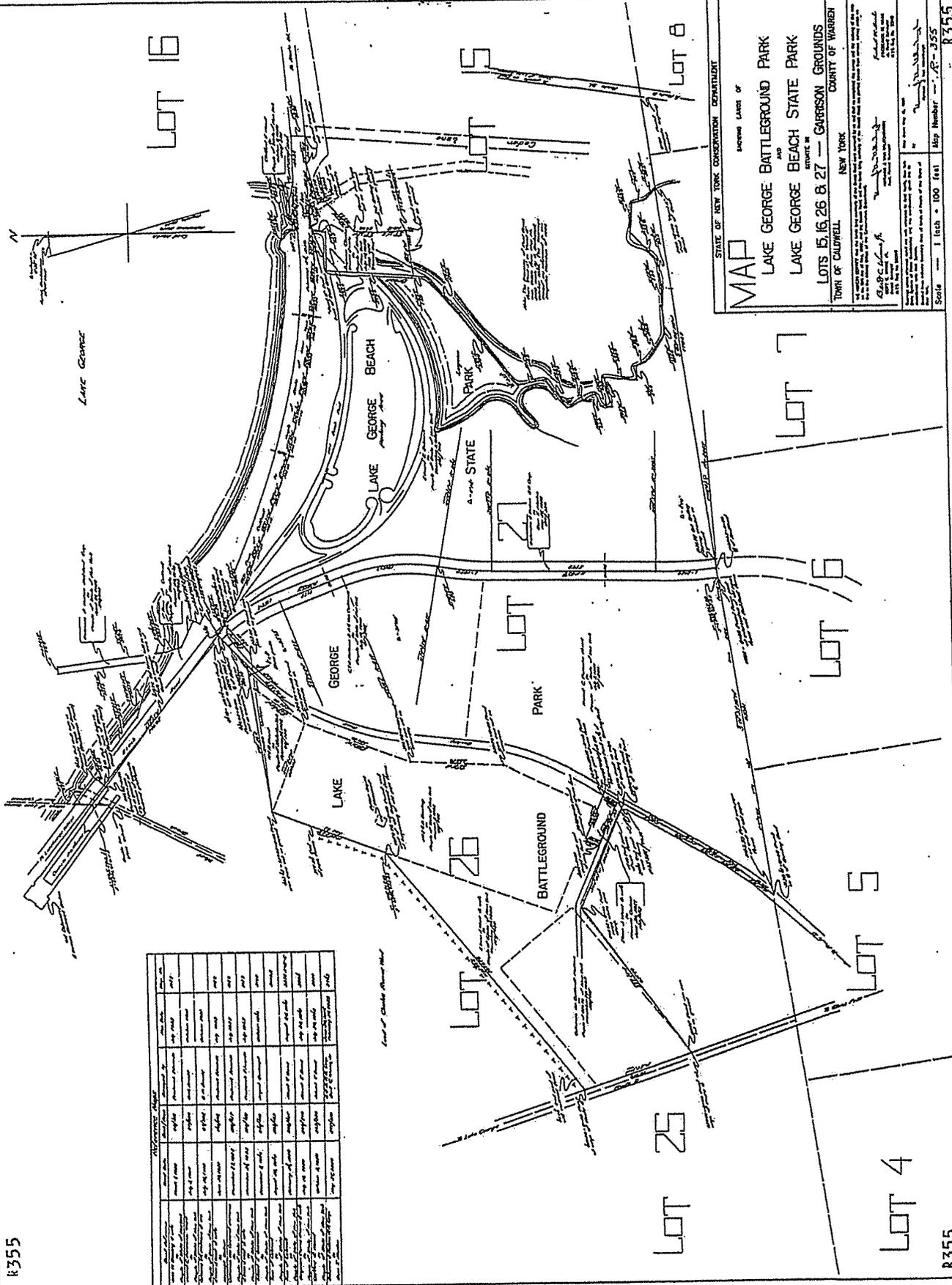
- (c) Former Annual Base Salary (and Grade if Applicable): \$39,270

- (d) Effective Date for Salary Change:* 1/1/2016
*Please do not backdate request unless the purpose is to correct an error.

- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:
A.1490 Confidential Assistant to the Superintendent of Public Works, \$40,252

- (f) Justification of Request: to correct an error; the position was vacant during budget process, so 2.5% increase was not applied to the salary.

R355



R355

Lot No.	Area (Acres)	Remarks
1	1.00	...
2	1.00	...
3	1.00	...
4	1.00	...
5	1.00	...
6	1.00	...
7	1.00	...
8	1.00	...
9	1.00	...
10	1.00	...
11	1.00	...
12	1.00	...
13	1.00	...
14	1.00	...
15	1.00	...
16	1.00	...
17	1.00	...
18	1.00	...
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34	1.00	...
35	1.00	...
36	1.00	...
37	1.00	...
38	1.00	...
39	1.00	...
40	1.00	...
41	1.00	...
42	1.00	...
43	1.00	...
44	1.00	...
45	1.00	...
46	1.00	...
47	1.00	...
48	1.00	...
49	1.00	...
50	1.00	...

STATE OF NEW YORK CONSERVATION DEPARTMENT

DESIGNED BY: [Name]

MAP OF
 LAKE GEORGE BATTLEGROUND PARK
 AND
 LAKE GEORGE BEACH STATE PARK
 SITUATED IN
 TOWN OF CALDWELL
 COUNTY OF WARREN
 NEW YORK

Scale: 1 inch = 100 feet

Map Number: R-355

(72)

FURTHER RESOLVED, That any person violating the said prohibition shall be guilty of a misdemeanor and punishable by a fine of not more than Fifty (\$50.00) Dollars or imprisonment for not more than ninety (90) days, or by both such fine and imprisonment; and as provided by Sec. 70 of the Navigation Law,

FURTHER RESOLVED, That this Board forthwith have made and filed its certificate reciting the establishment of the foregoing zone and harbor line in the manner provided in said Section and file the same in the office of the Clerk of Warren County provided in such section. It is

FURTHER RESOLVED, That the Clerk of this Board cause to be printed and posted in several conspicuous places along the shores on Lake George copies of the rules specified in the Navigation Law.

Mr. Crannell introduced Resolution No. 83:

WHEREAS, This Board passed Resolution No. 56 of the year 1937, authorizing the County Treasurer to refund money to the Glens Falls Hospital for taxes paid on property 98 Park Street and 2 and 4 Sheldon Street, and

WHEREAS, It appears that the amount of county tax of \$75.14 was paid to the City Chamberlain but has not been paid to the County Treasurer,

RESOLVED, That the City Chamberlain be and hereby is authorized to pay and refund to the Glens Falls Hospital the sum of \$75.14 and when paid, credit the City of Glens Falls with said sum of \$75.14 upon the amount of county taxes assessed against property in the city of Glens Falls for the year 1936.

Mr. Minzey introduced Resolution No. 84:

RESOLVED, That the following described road be added to the Warren County Road System, as shown on a certain map prepared by the Warren County Superintendent of Highways under Section 115 of the Highway Laws of 1929, approved by the New York State Department of Public Works on December 23, 1929, and Resolution No. 149, dated December 7, 1929, of the Warren County Board of Supervisors; copies of which are on file in the office of the County Superintendent of Highways; the Warren County Clerk; and the State Superintendent of Public Works.

"Beginning at a point on the GLENS FALLS—LAKE GEORGE STATE HIGHWAY, near the George Russell Property, thence along the present town highway through Fort George Park

to the Beach Road, thence easterly along said Beach Road to its intersection with the LAKE GEORGE-BRAYTON STATE HIGHWAY;" a distance of approximately 1½ miles.

When the above addition is approved by the State Superintendent of Public Works under Section 115 of the Highway Law, the County Superintendent of Highways is directed to show the above change on the above described County Maps.

Mr. Beaty introduced Resolution No. 85:

WHEREAS, Edgar Hall and Emily Hall, his wife, are the owners of property No. 11 Bacon Street, City of Glens Falls, and heretofore purchased property 9-9½ Bacon Street assessed upon the assessment roll of the City of Glens Falls in the name of Gray E. Safford, Agent, in the year 1936, and did demolish building in the spring of 1936 on said premises so that the property now consists of vacant lot, which building was demolished before the completion of the 1936 assessment roll and that the property was assessed total valuation of \$4550, land was assessed for \$2550, and the buildings at \$2,000, and the tax was levied and extended upon \$4,500, and it appears that the value of the buildings should have

1937.
Reso 84

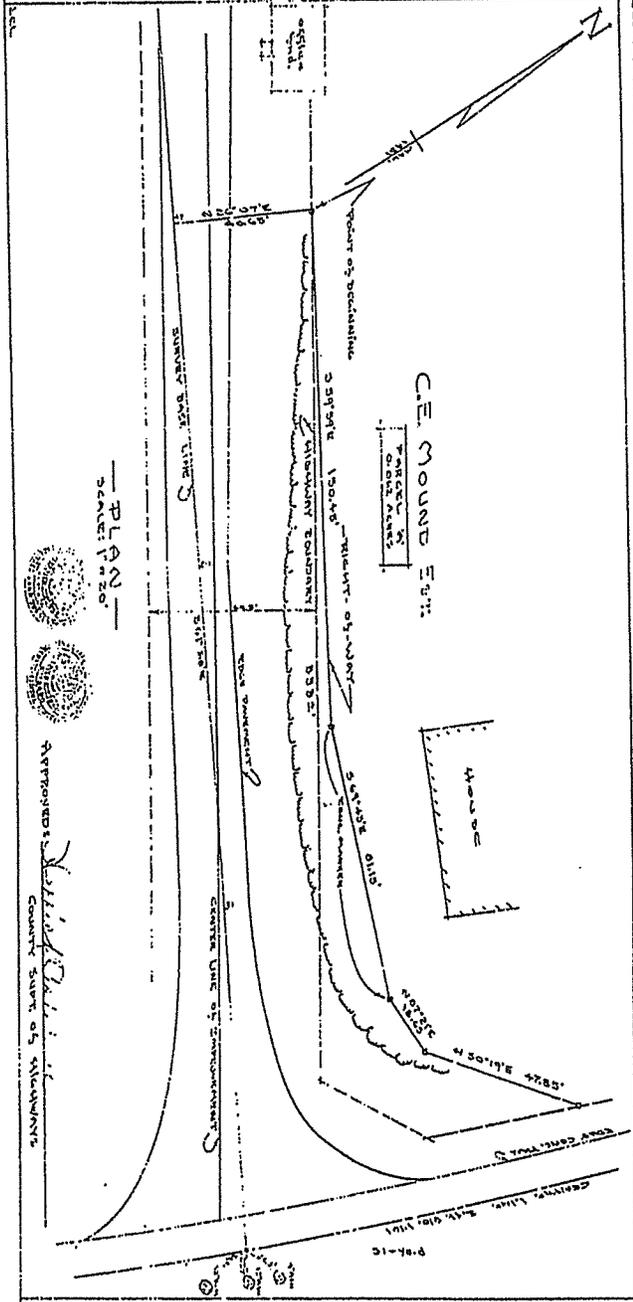
WARREN COUNTY
DEPARTMENT OF HIGHWAYS

LAND TO BE ACQUIRED FROM G.E. MOUND EST. REPUTED OWNER
FOR THE IMPROVEMENT OF THE FORT GEORGE PARK, Co. Rd. No. 20A

TOWN OF Colwell PARCEL A MAP NO. 1 SERIAL NO. 487
TOTAL AREA 0.082 ACRES

Scale 1 inch = 200 feet

DATED June 25, 1951



- DESCRIPTION -

BEGINNING at a concrete marker set in the ground on the northeasterly boundary of the above existing FORT GEORGE PARK CO. RD. No. 20A, said concrete marker being N23°07'E 40.65 feet from Station 49+00 of the survey base line for the said proposed Co. Rd. No. 20A. Running thence S39°50'E, 150.45 feet to a concrete marker set in the ground; thence S89°45'E, 81.15 feet to a concrete marker set in the ground; thence N87°21'E, 18.65 feet to a concrete marker set in the ground; thence N50° 19'E, 47.85 feet to a concrete marker set in the ground on the westerly boundary of the existing State Highway No. 1801 thence southerly along the last mentioned boundary of said State Highway and northeasterly along the existing northeasterly boundary of said Co. Rd. No. 20A, 333 + feet to the place of beginning.

Containing 0.082 Acres of land be the same more or less.

The above mentioned survey base line is a portion of the survey base line for the said proposed County Road No. 20A as shown on a map on file in the office of the clerk of Warren County, N.Y.

Scale 1 inch = 200 feet

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	880	238	183	639	617	397	*1071	732	223	612	8897
2016	1091												1091
Average	2108	2076	885	195	511	630	458	507	1133	432	760	1434	11258

*incl. 665hrs.
For Balloon
Fest.

(25)

Department of Public Works
 Diesel & Unleaded Fuel Expense
 for Period Ending
 December 31, 2015

DM5130 442

26

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	\$ 29,575.25	\$ 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 Totdate	\$ 21,708.69	\$ 17,743.00	\$ 17,946.71	\$ 15,216.72	\$ 12,854.80	\$ 14,217.43	\$ 229,669.74
Amended Budget 2015							\$ 305,000
Budget Balance after December Expense							\$ 75,330
Less: Projected Additional Expense							\$ -
Projected Budget Overage or (Shortage) @ current rates							\$ 75,330

Gas Usage 2015

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

Year	Year						Total
	July	August	September	October	November	December	
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	7667	83756
Actual 2015	7416.8	5941	6514.8	6014.7	4771.7	5876.5	
Projected 2015							0
							Current Price
							Projected Cost
							\$1.8120
							\$0

Department of Public Works
 Unleaded Fuel Used (Gallons)
 for Period Ending December 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	3633	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	2593.3	2754	2703.5	2115.7	2572.7	
Projected 2015							
							Current Price
							\$ 1.5109
							Projected Cost
							\$ -