

**Public Works – DPW**  
**Department of Public Works**  
**AGENDA**  
**April 25, 2016 – 9:00am**

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

- I. Committee Meeting Call to Order.....** Chairman Simpson
- II. Motion to Approve Minutes of Prior Committee Meeting.....** Chairman Simpson
- III. Action Agenda/New Business**

Page

- 1 New Contract – Grout Pumping (WC 28-16)..... Jeff Tennyson  
Rationale: New contract for service used on road projects
- 3 Close Capital Project H299 and return funds to source..... Jeff Tennyson  
Rationale: close completed project and return funds to source
- 4 Transfers – Various Road Projects..... Jeff Tennyson  
Rationale: to adjust expenses in 2015 projects for salaries and benefits
- 6 Sale of Surplus Equipment – Dump Box (\$750)..... Jeff Tennyson  
Rationale: sale to T/O LG Highway Dept
- 7 Reclassify Position to Senior Account Clerk..... Jeff Tennyson  
Rationale: Reclass due to increased responsibility
- 9 Transfer – A1620-Contracts to A1490-Salaries (\$4,462)..... Jeff Tennyson  
Rationale: funding to cover change in salaries due to reclass

**IV. Referral/Pending Items –**

- Pending receipt of NYSDEC grant of \$25k for HHW Collection Days

**V. Information for Discussion/Review –**

- Update on Household Hazardous Waste Days (5/21 Wburg & 6/18 Qbury)
- MS-4 Annual Report by WCSWCD

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

**VII. Motion to Adjourn**

Attachments

Page

- 10 DPW OT Report (Thru 3/31/16)
- 11 DPW Fuel Usage Report (Thru 3/31/16)

**RESOLUTION REQUEST FORM NO. 3**

***Request for New Contract***

**DEPARTMENT NAME: DPW**

**DATE: 4/25/16**

- (a) Is this a Result of a Bid or Request for Proposal? Bid WC 28-16
- (b) Purpose of Contract: Grout Pumping for Various Projects in Warren County
- (c) Name of Contractor: Grout Tech Inc.
- (d) Address of Contractor: 1350 Rt. 9, Gansevoort, NY 12831
- (e) Contractor's Contact Person and Telephone Number: Thomas Washburn 518-745-1380
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: Upon Execution
- (h) Termination Date of Contract: March 31, 2017 with 2 possible 1yr extensions
- (i) Payment Provisions:
  - i) lump sum amount
  - 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. By project LOA
- (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: Various projects

**WARREN COUNTY BID TABULATION SHEET**

②



<b>BID NO: WC 28-16</b> <b>ITEM(S): GROUT PUMPING FOR VARIOUS SLIPLINING PROJECTS IN WARREN COUNTY</b>  <b>DATE: APRIL 14, 2016</b>  <b>TIME: 3:00 PM.</b>	<b>NAME &amp; ADDRESS OF BIDDER</b>	
	Grout Tech, Inc. Attn: Thomas Washburn 1350 Rt 9 Gansevoort, NY 12831 Ph: 518-745-1380 Fx: 518-745-1833	Town & County Bridge & Rail Attn: Chris Hart PO Box 16395 Albany, NY 12212 Ph: 518-423-1223 Fx: 518-581-9739
<b>DESCRIPTION OF ITEM</b>	<b>BID PRICE PER CUBIC YARD</b>	<b>BID PRICE PER CUBIC YARD</b>
Cost of Pumping Low Density		
Grout - Per cubic yard:	\$341.50	\$395.00 (cost of pumping NYSDOT 1:2 Grout)
<b>BID AWARDED TO:</b>		
	<b>TERM: Commencing upon execution of Agreement and terminating March 31, 2017</b>	
<b>JULIE A. BUTLER, PURCHASING AGENT</b>		
		<b>RESOLUTION NO.</b>

**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: 4/25/16**

- (a) Purpose of Request: To authorize closure of the following capital project and return any remaining funds to the funding source:

Project	Estimated Funds	Funding Source
H299 - Bridge Rehabilitation Projects	\$111,405.98	Debt Service Fund

- (b) Details: The projects listed are complete.

- (c) Previous Resolution Number:

**REQUEST FOR TRANSFER OF FUNDS**

④

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

FROM: DEPARTMENT OF PUBLIC WORKS

SIGNED:  DATE: 4/19/2016

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
D.5112.8221 280	Co Rd,CR #7 Bay Road Projects	D.5112.8221 110	Co Rd,CR #7 Bay Road	Sal - Reg \$ 2,723.61
		120		Sal - OT \$ 460.36
		421		Rental \$ 3,394.33
		860		Hospital \$ 218.43
D.5112.8222 280	Co Rd,CR #4 Mountain Road Projects	D.5112.8222 421	Co Rd,CR #4 Mountain Road	Rental \$ 212.40
		860		Hospital \$ 96.31
D.5112.8223 280	Co Rd,CR #22 Harrisburg Road	D.5112.8223 110	Co Rd,CR #22 Harrisburg Rd	Sal - Reg \$ 547.25
		120		Sal - OT \$ 45.20
		421		Rental \$ 2,647.72
D.5112.8169 280	Co Rd,CR #55Valentine Pond Project	D.5112.8226 280	Co Rd,CR #55Valentine Pond	Project \$ 1,763.66
		421		Rental \$ 1,027.96
		860		Hospital \$ 86.61
D.5112.8173 280	Co Rd,CR #13 Glen Athol Rd Projects	D.5112.8227 280	Co Rd,CR #13 Glen Athol Rd	Project \$ 14,846.31
		860		Hospital \$ 170.40
D.5112.8229 280	Co Rd,CR #48 Trout Lake Road	D.5112.8229 110	Co Rd,CR #48 Trout Lake Rd	Sal - Reg \$ 170.53
		120		Sal - OT \$ 22.72
		810		Retirement \$ 4.87
		830		Fica \$ 1.79
		831		Mc \$ 0.42
		860		Hospital \$ 62.87
D.5112.8184 280	Co Rd, CR #13 Glen Athol Road	D.5112.8230 280	Co Rd,CR #10 Schroon River	Project \$ 296.15
		860		Hospital \$ 187.92
D.5112.8233 280	Co Rd,CR #66 Country Club Road Projects	D.5112.8233 421	Co Rd,CR #66 Country Club	Rental \$ 307.76
		810		Retirement \$ 103.72
		830		Fica \$ 789.42
		865		Dental \$ 2.88

Please state reason for transfers requested:

To Cover 2015 Road Projects

**CONTINGENT FUND TRANSFER REQUESTS**

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 439	Contingent Fund			

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REQUEST FOR TRANSFER OF FUNDS

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

FROM: DEPARTMENT OF PUBLIC WORKS

Name of Department

SIGNED: [Signature] DATE: 4/19/2016

Table with 5 columns: FROM CODE, TITLE, TO CODE, TITLE, AMOUNT. It lists various fund transfers from departmental codes (D.5112.8183, D.5112.8196, D.5112.8201, D.5112.8205, D.5112.8206, D.5112.8220) to specific project codes (421, 860) and categories (Rental, Retirement, Fica, Mc, Hospital, Dental) with associated dollar amounts.

Please state reason for transfers requested:

To Cover 2015 Road Projects

CONTINGENT FUND TRANSFER REQUESTS

Table with 5 columns: FROM CODE, TITLE, TO CODE, TITLE, AMOUNT. It shows a single transfer request from FROM CODE A.1990 439 to TO CODE Contingent Fund.

**RESOLUTION REQUEST FORM NO. 18**

***Request to Transfer or Sell County Equipment***

**DEPARTMENT NAME: DPW**

**DATE: April 25, 2016**

(a) Purchaser=s Name: Town of Lake George Highway Dept

(b) Purchaser=s Address: 20 Old Post Rd, Lake George

(c) **Description, Serial Number and/or County Inventory Number** of Item being sold:  
Surplus Dump Body: 2008 Rugby 10 ft Dump Box with triple gate for Single Axle  
dump truck

(d) Amount: \$750

(e) Value of County Equipment being transferred or sold: \$750

**RESOLUTION REQUEST FORM NO. 14**

***Request to Reclassify Position***

**DEPARTMENT NAME: Department of Public Works**

**DATE: April 25, 2016**

- (a) Title of Reclassified Position: **Senior Account Clerk**
- (b) Annual Salary of Reclassified Position (and Grade if Applicable):\* **\$39,232 grade 7**  
\*(This should be the Base Salary for the position if it is being filled by a **new** employee, **or** the salary, including longevities, for any **existing** employee who is filling the position.
- (c) Title and Employee Number of Position to be Deleted:  
**Account Clerk, 9243**
- (d) Annual Salary of Position to be Deleted (and Grade if Applicable):\* **\$34,770 grade 4**  
\*(This should be the Base Salary for the position if it is being filled by a **new** employee, **or** the salary, including longevities, for any **existing** employee who is filling the position.
- (e) Effective Date:\* **May 20, 2016**  
\*Please do not backdate unless the purpose is to correct an error.
- (f) Where are the Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:  
  
**A.1490 110 General, Public Works Administration, Salaries - Regular \$303,608.00**
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title?:\*  
\*This is necessary **BEFORE** bringing the request to committees.

**Yes**

(8)

**Warren County**  
**Civil Service Administration**

1340 State Route 9  
Lake George, New York 12845  
[civilservice@warrencountyny.gov](mailto:civilservice@warrencountyny.gov)

Patricia C. Nenninger  
Personnel Officer

Telephone: 518-761-6440  
Fax: 518-761-6509

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Date: April 22, 2016  
Re: Reclassification of Account Clerk Position  
Dept: DPW

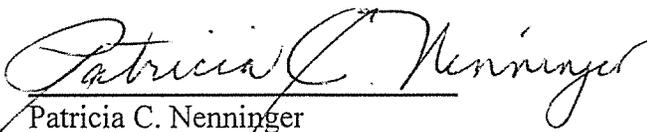
In accordance with Section 22 of the Civil Service Law, the Superintendent of DPW is seeking a reclassification of the position of Account Clerk. Superintendent Tennyson has submitted a Job Classification Questionnaire relating to the Account Clerk position (in the DPW administrative office under the supervision of the DPW Fiscal Manager), which included the current duties and responsibilities of the position.

As Personnel Officer, I undertook a review and determined that the position has changed from Account Clerk duties in a material and permanent way and that reclassification would be appropriate. The appropriate title for this reclassification is Senior Account Clerk, which is a competitive class position under Warren County Civil Service Rules.

The position is currently encumbered. Tamara Barlow holds the position of Account Clerk on a permanent basis. Upon reclassification and Board approval, Ms. Barlow will be appointed provisionally to the position of Senior Account Clerk in the Warren County Department of Public Works, pending Civil Service examination requirements.

Both Tamara Barlow and Superintendent Tennyson have been notified of this proposed reclassification and each has indicated in writing that they agree with the reclassification.

Accordingly, I determine that the Account Clerk position under the supervision of the DPW Fiscal Manager in the Warren County Department of Public Works has changed in a material and permanent way and reclassification to the title of Senior Account Clerk is appropriate.

  
\_\_\_\_\_  
Patricia C. Nenninger  
Personnel Officer

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: April 25, 2016

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1620 470	Building & Grounds, Contracts	A.1490 110	Public Works Admin DPW, Salaries - Regular	\$4,462.00

Please state reason for transfers requested: To fund senior account clerk position

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.

# 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	1176	1245	332										2753
<b>Average</b>	2238	1983	824	195	511	630	458	507	1133	432	760	1434	10313

\*incl. 665hrs.  
For Balloon  
Fest.

updated 4/21/16

Department of Public Works  
 Diesel & Unleaded Fuel Expense  
 for Period Ending  
 March 31, 2016

DM5130 442

Year	January	February	March	April	May	June
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
2015	\$ 29,575.25	\$ 32,106.08	\$ 18,232.34	\$ 13,287.05	\$ 17,399.03	\$ 19,382.64
Seven Year Ave	\$ 34,309.97	\$ 31,381.43	\$ 26,699.42	\$ 20,242.59	\$ 24,451.78	\$ 28,617.19
Ave. Minus high/low	\$ 35,704.75	\$ 31,230.65	\$ 26,397.51	\$ 19,931.07	\$ 23,788.14	\$ 27,397.03
Actual 2016 Expense Totdate	\$ 11,189.37	\$ 12,820.42	\$ 9,560.77			

Year	Year							Total
	July	August	September	October	November	December	December	
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	
2015	\$ 21,708.69	\$ 17,743.00	\$ 17,946.71	\$ 15,216.72	\$ 12,854.80	\$ 14,217.43	\$ 229,669.74	
Seven Year Ave.	\$ 25,910.33	\$ 25,960.00	\$ 27,370.21	\$ 25,293.12	\$ 22,096.45	\$ 28,795.93	\$ 321,128.41	
Ave. Minus high/low	\$ 27,887.06	\$ 27,754.81	\$ 30,049.29	\$ 27,757.36	\$ 24,323.43	\$ 28,338.69	\$ 320,835.50	
Actual 2016 Expense Totdate							\$ 33,570.56	
Actual 2016 Budget							\$ 400,000	
Budget Balance after March Expense							\$ 366,429	
Less: Projected Additional Expense							\$ 195,604	
Projected Budget Overage or (Shortage) @ current rates							\$ 170,825	



**Department of Public Works  
Diesel Fuel Used (Gallons)  
for Period Ending March 31, 2016**

Year	January	February	March	April	May	June
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
2015	9160	10976	5208	8178	4881	6541

Seven Year Ave.	8870	8155	6249	5264	5952	7536
Ave. Minus high/low	9119	8236	6067	4902	5874	7250

Actual 2016	5029.8	5708.3	4258.3			
Projected 2016			5264	5952	7536	

Year	Year						Total
	July	August	September	October	November	December	
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
2015	7417	5941	6515	6015	4772	5877	81480

Seven Year Ave.	6608	6606	7184	6506	5541	7081	81553
Ave. Minus high/low	6657	6591	6989	6592	5348	7211	81425

Actual 2016							Current Projected
Projected 2016	6657	6606	7184	6592	5541	7211	Price & 50% Cost
							\$2,2832
							\$133,665

**Department of Public Works  
Unleaded Fuel Used (Gallons)  
for Period Ending March 31, 2016**

Year	January	February	March	April	May	June
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
2015	2782	3125	2626	5097	2642	2565
<b>Seven Year Ave</b>	3266	2944	2961	3076	2826	2921
<b>Ave. Minus high/low</b>	3263	2917	2863	2784	2775	2911
<b>Actual 2016</b>	2565.3	2686.4	2551			
<b>Projected 2016</b>			3076	2826	2921	

Year	July	August	September	October	November	December	Year Total	Projected Cost	
								Current Price & 50%	Projected Cost
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		
2015	3020	2593	2754	2704	2116	2573	34595		
<b>Seven Year Ave</b>	2884	2872	2860	2787	2417	2884	34698		
<b>Ave. Minus high/low</b>	2862	2865	2829	2776	2353	2869	34558		
<b>Actual 2016</b>									
<b>Projected 2016</b>	2884	2872	2860	2787	2417	2884	25527	\$ 2,4264	\$ 61,939

(B)