

Public Works – DPW
Department of Public Works
AGENDA
June 1, 2016 – 12:30 pm

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 – Asbestos Abatement PCS, LLC (WC 29-16).. Jeff Tennyson
Rationale: For abatement of fairground building to be demolished
- 6 Transfer – A1628-Contracts to A7110-Contracts (\$11k)..... Jeff Tennyson
Rationale: funding to cover abatement & demo of building
- 7 Amend Local Law 3 of 2004..... Jeff Tennyson
Rationale: to correct error of omission regarding appointing deputies
- 8 Amend Salary – Conf. Assistant to SPW/Deputy for Admin... Jeff Tennyson
Rationale: to incorporate stipend into base salary
- 9 Auth to Attend Meeting – Highway School and NYSCHA... Jeff Tennyson
Rationale: PDH sessions and NYSCHA Business Meeting

IV. Referral/Pending Items –

- Pending receipt of NYSDEC grant of up to \$25k for HHW Collection Days
-Last estimate from DEC was that they would be committing funds end of July

V. Information for Discussion/Review –

- Update on Household Hazardous Waste Days (5/21 Wburg & 6/18 Qbury)
- County Paving – Murray Road, Stony Creek
- Market Street Bridge, Horicon

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 4/30/16)
- 11 DPW Fuel Usage Report (Thru 4/30/16)

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Parks, Recreation and Railroad

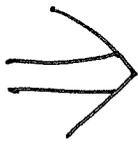
DATE: 6/1/16

- (a) Is this a Result of a Bid or Request for Proposal? **Yes**
- (b) Purpose of Contract: **Authorizing contract with Provincial Contractor Services, LLC to remove and dispose of asbestos roofing material at the Warren Couny Fairgrounds.**
- (c) Name of Contractor: **PCS - Provincial Contractor Services, LLC**
- (d) Address of Contractor: **1572 Columbia Turnpike, Castleton, N.Y. 12033**
- (e) Contractor's Contact Person and Telephone Number: **Mark Teliska, 518-365-4775**
- (f) Has or will the Contract be provided, if so, please attach: **No**
- (g) Commencement Date of Contract: **Upon Execution**
- (h) Termination Date of Contract: **Upon Completion of work**
- (i) Payment Provisions:
 - i) lump sum amount **\$ 14,375.00**
 - 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, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount: **A 7110 Parks, Recreation & Railroad, .470 Contract \$ 14, 375.00****

Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

*as listed in budget and LOGOS

WARREN COUNTY BID TABULATION SHEET

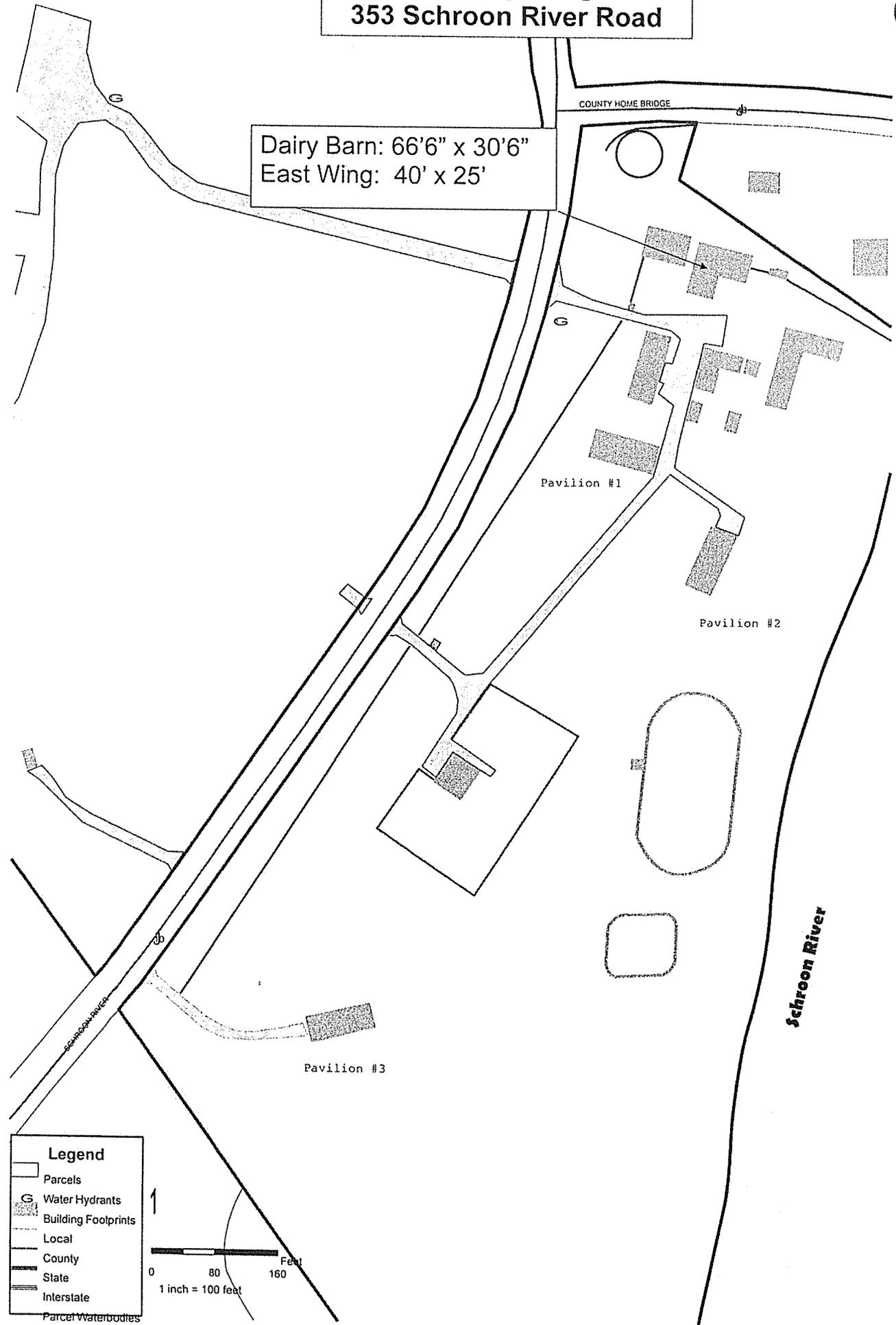


<p>BID NO: WC 29-16 ITEM(S): ASBESTOS REMOVAL & DISPOSAL AT WARREN COUNTY FAIRGROUNDS DATE: APRIL 14, 2016 TIME: 3:00 PM.</p>	<p>NAME & ADDRESS OF BIDDER PCS-Provincial Contractor Services, LLC Attn: Mark Teliska 1572 Columbia Tpk Castleton, NY 12033 Ph: 518-365-4775</p>	<p>NAME & ADDRESS OF BIDDER D&S Abatement, Inc. Attn: Oliver Hegedis 11 Rosengren Ave. Totowa, NJ 07512 Ph: 973-345-8685 Fax: 973-345-9338</p>	<p>NAME & ADDRESS OF BIDDER Adirondack Developers and Builders, Inc General Contractor Attn: Peter O'Neil 40 Schermerhorn Dr. Lake George, NY 12845 Ph: 518-668-2797 Fax: 518-668-2797</p>
<p>DESCRIPTION OF ITEM</p>	<p>BID PRICE</p>	<p>BID PRICE</p>	<p>BID PRICE</p>
<p>Removal, Transport &</p>	<p>\$5.75 per square foot</p>	<p>\$16.00 per square foot</p>	<p>\$26.50 per square foot</p>
<p>Disposal of Asbestos /sq ft.</p>			
<p>Comments:</p>	<p>Has site visit form signed</p>	<p>Does not have site visit form signed</p>	<p>Has site visit form signed</p>
<p>BID AWARDED TO:</p>			
<p>TERM: Commencing upon execution of Agreement and terminating upon completion of project</p>			
<p>JULIE A. BUTLER, PURCHASING AGENT</p>			<p>RESOLUTION NO.</p>

Warren County Fairgrounds
353 Schroon River Road

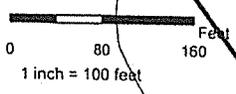
3

Dairy Barn: 66'6" x 30'6"
East Wing: 40' x 25'



Legend

- Parcels
- Water Hydrants (G)
- Building Footprints
- Local
- County
- State
- Interstate
- Parcel Waterbodies

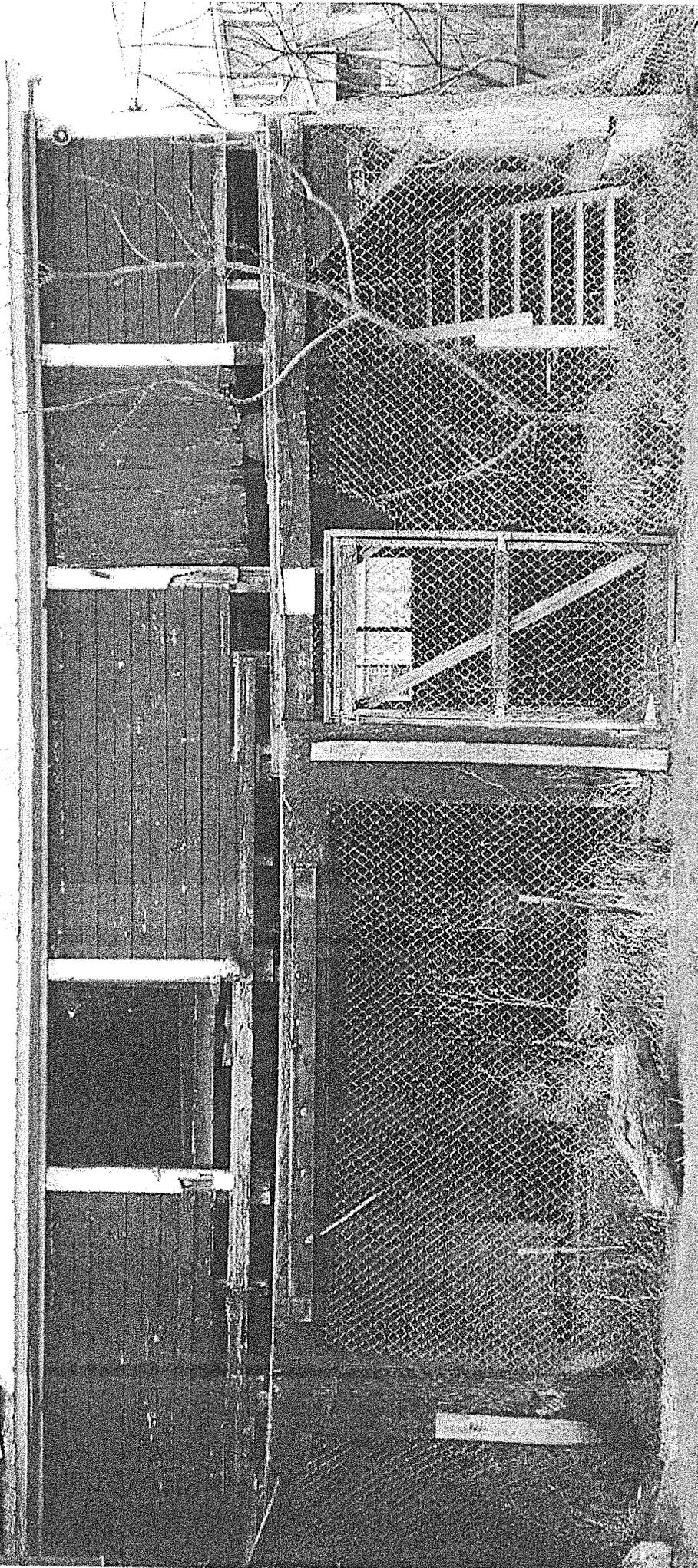


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REQUEST FOR TRANSFER OF FUNDS

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

FROM: DEPARTMENT OF PUBLIC WORKS, PARKS AND RECREATION
Name of Department

SIGNED: *Jeff Trueman* DATE 6/1/2016

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1626 470	General, Westbrook Parking Lot, Contract	A.7110 470	General, Parks & Recreation, Contract	\$11,000.00

Please state reason for transfers requested: To Cover Cost of Asbestos Removal & Disposal at the Warren County Fairgrounds

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			

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: 6/1/2016

(a) Purpose of Request: Amend Local Law 3 of 2004 that mistakenly eliminated authority to appoint deputies.

(b) Details: Local Law 3 of 2004 was passed by the BOS in May of 2004 (Reso 381 of 2004). The Law pertained to changes in the organizational structure of the Department of Public Works. The Law as drafted eliminated a paragraph that pertained to the Superintendents authority to appoint deputies. At the time the Law was adopted, there were 3 Deputy Superintendent positions that were approved and funded by the BOS and were appointed by the Superintendent. The deputy positions have been funded and appointed for subsequent years.

This request is to amend the Local Law to restore language that existing since 1971 or similar language as deemed appropriate by the County Attorney... "Department of Public Works; Deputies and Staff; Appointment. The Superintendent shall have the sole power to appoint such Deputy Superintendents of Public Works, assistants and employees of his Department as shall be authorized by the Board of Supervisors."

(c) Previous Resolution Number: 381 of 2004

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

terms agreed upon shall be deposited in the County Road Machinery Fund;

(6) i) May authorize the rental of machinery from any person, company, public or private corporation, public authority or any combination of the same, and such rental shall be payable from the County Road Fund;

(7) i) Shall perform or arrange for the performance of professional engineering, surveying and related engineering services for the County and supervise the design and construction of all capital projects when any of such capital projects are designed and constructed by the County government or by any other governmental unit or private contractor under contract to the County government, or any combination of the same;

(8) k) [Shall perform all of the functions, powers and duties imposed by law upon a local office of civil defense.] ~~May delegate by written designation one or more persons, within the Department and /or any of the Divisions, any of the specific powers and duties which the Superintendent of Public Works has by virtue of this or any other law to the extent allowed under law. Such designations, setting forth the specific powers and duties granted, shall be filed with the Clerk of the Board of Supervisors and the County Clerk. If the powers or duties so designated or revoked are those which the Superintendent of Public Works has as County Superintendent of Highways, a duplicate of such written designation or revocation shall be filed with the New York State Commissioner of Transportation. The acts performed by such persons pursuant to such designations shall have the same effect in law as if performed by the Superintendent of Public Works;~~

l) ~~Shall have the sole power to appoint such managers, assistants and employees as shall be authorized by the Board of Supervisors. All persons so appointed shall be directly responsible to the Superintendent of Public Works, except where otherwise provided hereunder or by applicable law.~~

Section 5 Superintendent of Public Works; Delegation of Powers and Duties. The Superintendent of Public Works may delegate by written designation one or more persons within his department any of the specific powers and duties which he has as County engineer, County Superintendent of Highways, County Superintendent of Parks, Airport Manager or Director of Civil Defense. Such designations, setting forth the specific powers and duties granted, shall be filed with the Clerk of the Board of Supervisors and the County Clerk. If the powers or duties so designated or revoked are those which the Superintendent of Public Works has as County Superintendent of Highways, a duplicate of such written designation or revocation shall be filed with the New York State Commissioner of Transportation. The acts performed by such persons pursuant to such designations shall have the same effect in law as if performed by the Superintendent of Public Works.

Section 6 Department of Public Works; Deputies and Staff; Appointment. The Superintendent shall have the sole power to appoint such Deputy Superintendents of Public Works, assistants and employees of his Department as shall be authorized by the Board of Supervisors. All persons so appointed shall be directly responsible to the Superintendent of Public Works, except where otherwise provided hereunder or by applicable law.]

Section 7 6. [Acting] Deputy Superintendent of Public Works. ~~There is hereby established a position of the Deputy of Department of Public Works. The Superintendent shall designate in writing, from the Division Heads in order of succession, [the] a Deputy Superintendent of Public Works who shall be the acting Superintendent of Public Works in the event of [his] the absence of Superintendent of Public Works, from the County or the inability of the Superintendent of Public Works to perform and exercise the powers and duties of [his] the office. Such designation shall be filed with the County Clerk and the Clerk of the Board of Supervisors and may be revoked at any time by the Superintendent filing a new written designation and order of succession. The Deputy shall be the Acting Superintendent of Public Works and shall have all the powers and perform all the duties of the Superintendent.~~

Section 7 7. Bond of the Superintendent of Public Works. ~~If required by the Board of Supervisors or by law, the Superintendent of Public Works and such [of his]~~

This section deleted in error

RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: DPW

DATE: 6/1/16

- (a) Employee Name, Title and Employee No.: M. Tlokinska-Scroggins, Confidential Assistant to the Superintendent of Public Works
- (b) Current Annual **Base** Salary (and Grade if Applicable): \$42,751.75
- (c) Former Annual **Base** Salary (and Grade if Applicable): \$40,251.75
- (d) Effective Date for Salary Change:* 6/17/16
*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:
A1490.110 - Public Works Admin DPW - Salaries, \$42,751.75
- (f) Justification of Request: This position has historically been paid an addition stipend of \$2,500-\$3,000 for additional Deputy duties/responsibilities. Request is to eliminate the separate stipend for Deputy for Administration (\$2,500) and add same amount to base salary per recommendation of the Personnel Officer and amendment to the job duty description. Funds are budgeted.

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SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- [X] In-State (needs Supervisory Committee authorization)
[] Out-Of State (needs Board resolution)

The Warren County Public Works hereby authorizes Jeff Tennyson
(Supervisory Committee) (Employee Name)

to attend Highway School & NYSCHA Business Meetings
(Name of meeting or organization)

at Ithaca College, Ithaca, NY
(Address)

on 6/6-6/7 2016. Mode of transportation to be used County
(Dates) (County Vehicle or Mass Transportation)

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

PDH Sessions, Meetings and lunch at no cost

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

- [] Notice of meeting or convention including cost.

For Overnight Travel

[X] Room rate \$ GSA * Rate \$ (\$121 p/day)

[X] Meal costs - GSA *per diem rate \$ (\$59 p/day)

*www.gsa.gov

Date: 5/26/16

Jeff Tennyson
Department Head Signature

Date: 6/11/16

Committee Chairman Signature

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

Please check to request a fleet vehicle.

[] REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

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

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	415									3168
Average	2238	1983	824	220	511	630	458	507	1133	432	760	1434	10359

*incl. 665hrs.

For Balloon

Fest.

updated 5/24/16

Department of Public Works
 Diesel & Unleaded Fuel Expense
 for Period Ending
 April 30, 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 To Date	\$ 11,189.37	\$ 12,820.42	\$ 9,689.26	\$ 11,527.35		

Year	July	August	September	October	November	December	Year Total
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 To Date							\$ 45,226.40
Actual 2016 Budget							\$ 400,000
Budget Balance after April Expense							\$ 354,774
Less: Projected Additional Expense							\$ 193,800
Projected Budget Overage or (Shortage) @ current rates							\$ 160,974

Gas Usage 2016

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**Department of Public Works
Diesel Fuel Used (Gallons)
for Period Ending April 30, 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	5250.2		
Projected 2016					5952	7536

Year	July	August	September	October	November	December	Year Total
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	53279	Price & 50% Cost
								\$2,5989
								\$138,467

**Department of Public Works
Unleaded Fuel Used (Gallons)
for Period Ending April 30, 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
Seven Year Ave	3266	2944	2961	3076	2826	2921
Ave. Minus high/low	3263	2917	2863	2784	2775	2911
Actual 2016	2565.3	2686.4	2551	2582.3		
Projected 2016					2826	2921

Year	Year											Total
	July	August	September	October	November	December	December	December	December	December	December	
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					
Seven Year Ave	2884	2872	2860	2787	2417	2884	34698					
Ave. Minus high/low	2862	2865	2829	2776	2353	2869	34558					
Actual 2016												
Projected 2016	2884	2872	2860	2787	2417	2884	22451	Current Price & 50% \$	2.4646	Projected Cost \$	55,333	