

**County Facilities – Buildings and Grounds**  
**Department of Public Works**  
**AGENDA**  
**June 19, 2017 – 9:30 am**

*Committee Members: Girard, Strough, Seeber, Beaty, Montesi, Braymer, Simpson,  
Leggett, MacDonald, Geraghty, Vacant*

- I. **Committee Meeting Call to Order**..... Chairman Girard
- II. **Motion to Approve Minutes of Prior Committee Meeting**..... Chairman Girard
- III. **Action Agenda/New Business**  
Page
  - Personnel – part-time ..... Jeff Tennyson
  - Office moves – Assigned Counsel, Probation ..... Frank Morehouse
- IV. **Referral/Pending Items**  
Page
  - 2 - 4 Co-operative Extension – roof pricing ..... Frank Morehouse
- V. **Information for Discussion/Review**  
Page
  - Horicon Avenue Extension – sewer project ..... Wayne LaMothe
  - Court Project Update ..... Frank Morehouse
- VI. **Privilege of the Floor to discuss any additional items to come before the Committee**
- VII. **Motion to Adjourn**

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Attachments - None

Referrals – 6/19/17

County Facilities

**BUILDING & GROUNDS:**

Frank Morehouse to return to the Committee next month with estimates for the replacement/repair of the Cornell Cooperative Extension roof which the Committee would review before referring to the Finance committee. (05.23.17)

## Morehouse, Frank

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**From:** jeff woodell <jeff3395@yahoo.com>  
**Sent:** Friday, June 16, 2017 7:20 AM  
**To:** Morehouse, Frank  
**Subject:** Fw: Quote for cornel cooperative

Morning Frank. Here's that roof quote. Thanks Jeff

Sent from Yahoo Mail on Android

On Thu, Jun 15, 2017 at 9:10 PM, jeff woodell  
<jeff3395@yahoo.com> wrote:

Good morning Leigh. Frank asked me get a quote for the roof at cornel. Here it is.

1. 3,100 squarefeet.
2. 31 square at \$100 a square is \$3100
3. 4 rolls ice water shield \$552
4. 10 rolls underlayment \$800
5. Ridge vent 120 feet \$315
6. 3 boxes coil nails \$60
7. 37 pieces drip edge \$200
8. Staples \$20
9. 10 sheets osb \$150
10. Starter shingles \$135
11. Hip and Ridge shingles \$250
12. 2 1/2 inch Ridge nail. 5lb box \$20
13. Dumpster for shingles \$500

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Total +/- \$6200

Please let me know he received this. He needed it for tomorrow. Thanks Jeff

Sent from Yahoo Mail on Android

6/19/17

T.P. Monahan:

Quote for roof replacement at Cornell Co-operative Extension

Includes removal of existing roof, all materials and labor - \$20,000.00

# ***RESOLUTION REQUEST FORM NO. 11***

## ***Request to Create New Position***

**DEPARTMENT NAME:** County Facilities - Buildings & Grounds (DPW)

**DATE:** June 19, 2017

- (a) Title of Requested Position: **Building Maintenance Worker - Temporary**
- (b) Annual **Base** Salary (and Grade if Applicable): **Grade 6, \$30,187.00**
- (c) Effective Date for New Position:\* **July 24, 2017**  
\*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):  
**No**
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:  
**A.1620 130, General, Buildings, Salaries-Part time \$17,500.00**
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
- (g) Is this a mandated position? If so, please explain:
- (h) Is there expected revenue from this position? If so, please explain:  
**No**

# ***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: 6/19/2017**

- (a) Purpose of Amendment: Appropriating from the Reserve, Rehab County Buildings, A871.00 to repair the Cornell Coop Building roof.
  
- (b) Appropriation Code, Object Code, Full Title and Amount:  
A 1620 410 General, Buildings, Supplies \$6,200.00
  
- (c) Revenue Code (with title), and Amount:

## ***RESOLUTION REQUEST FORM NO. 8***

### ***Request to Establish 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: 6/19/17**

- (a) Exact Title\* and Number of Project (must be obtained from Treasurer's Office): **H371 Horicon Avenue Sewer Extension (CR31)**
- (b) Is this a Capital Project? **Yes**
- (c) Is this a Capital Reserve Project? **No**
- (d) Amount of Project: **\$300,000.00**
- (e) Source of Funding (including name & title of codes, etc.): **A.9950 910, Transfer to Capital Projects**
- (f) Purpose of Establishment:

**\*Title should reflect department if possible:**

**i.e. Capital Project No. H274.9550 280 *Replace VASI with PAPI* would be clearer if name was listed as Airport *Replace VASI with PAPI*.**

# ***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**

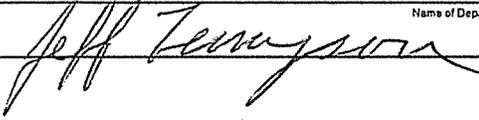
**DATE: 6/19/2017**

- (a) Purpose of Amendment: Fund Capital Project H371 Horicon Avenue Sewer Extension with General Fund Unappropriated Fund Balance A909.00.
  
- (b) Appropriation Code, Object Code, Full Title and Amount:  
A.9950 910 \$300,000.00
  
- (c) Revenue Code (with title), and Amount:

REQUEST FOR TRANSFER OF FUNDS

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

FROM: DEPARTMENT OF PUBLIC WORKS

SIGNED:  DATE: 6/19/2017

Name of Department

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1620 110	General, Buildings, Salaries - Regular	A.1620 130	General, Buildings, Salaries - Part time	\$17,500.00

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

Please state reason for transfer request:  
Please file original request with Clerk of the Board and retain copy for your records.

To Cover Temporary Building Maintenance Worker Position