

AGENDA
Public Works Committee
Department of Public Works
September 28, 2018 – 12:30 pm

Committee Members: *SIMPSON, Merlino, Frasier, Dickinson, Diamond, Loeb, Hyde, Magowan, Wild*

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

- 2 Request to Transfer Funds for Road Projects..... Kevin Hajos
Rationale: To extend CR3 Warrensburg Road Project.
- 3 Request to Transfer Funds for Motor Fuel Farm..... Kevin Hajos
Rationale: To cover maintenance cost
- 4 Request to Transfer Funds for Road Projects Kevin Hajos
Rationale: To cover the internal equipment rentals for each project,
Journal entries are completed, this moves the funds over to the project.
- 5 Request to Appropriate funds for Motor Fuel Farms..... Kevin Hajos
Rationale: Cover cost associated with upgrading motor fuel farms.
- 6 Request to Amend Budget Kevin Hajos
Rationale: Receipt of Insurance recovery check for vehicle
- 9 Request to Decrease Capital Project..... Kevin Hajos
Rationale: To reconcile capital project shares for final project cost.
- 10 Request to fill position..... Kevin Hajos
Rationale: To fill vacancy for Construction Supervisor II

IV. Referral/Pending Items – None

V. Information for Discussion/Review
BridgeNY - Announcements

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

VII. Motion to Adjourn

Attachments

REQUEST FOR TRANSFER OF FUNDS

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

FROM: Department of Public Works

Name of Department

SIGNED: _____ DATE: 9/28/2018

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
D.5112.8231 280	Co Roads, 2015 CR 29 Peaceful Valley Rd Project	D.5112.8283 280	Co Roads, 2018 CR 3 Warrensburg Rd Project	\$ 600.00
D.5112.8271 280	Co Roads, 2018 CR 15 East Shore Drive Project	D.5112.8283 280	Co Roads, 2018 CR 3 Warrensburg Rd Project	\$ 51,634.79
D.5112.8279 280	Co Roads, 2018 CR 64 E.Schroon River Rd Project	D.5112.8283 280	Co Roads, 2018 CR 3 Warrensburg Rd Project	\$ 26,375.62
D.5112.8281 280	Co Roads, 2018 CR 57 So. Johnsbury Rd Project	D.5112.8283 280	Co Roads, 2018 CR 3 Warrensburg Rd Project	\$ 24,482.57

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			

Please state reason for transfer request:

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

REQUEST FOR TRANSFER OF FUNDS

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

FROM: Department of Public Works
Name of Department

SIGNED: _____ DATE: 9/28/2018

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
DM.5130 418	Road Machinery, Machinery, Ins-General	DM.5140 422	Road Machinery, Motor Fuel Farms, Repair/Maint-Equipment	\$ 5,000.00

CONTINGENT FUND TRANSFER REQUESTS

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D.5110 421	County Roads, Maint of Roads, Equipment Rental	D.5112.8275 421	County Roads, 2018 CR 76 Dartmouth Road, Equip Rental	\$ 13,189.67
D.5110 421	County Roads, Maint of Roads, Equipment Rental	D.5112.8277 421	County Roads, 2018 CR 4 High Street, Equip Rental	\$ 22,513.96
D.5110 421	County Roads, Maint of Roads, Equipment Rental	D.5112.8278 421	County Roads, 2018 CR 68 Landon Hill Road, Equip Rental	\$ 11,774.43
D.5110 421	County Roads, Maint of Roads, Equipment Rental	D.5112.8280 421	County Roads, 2018 CR 60 Old Stage Road, Equip Rental	\$ 10,379.98
D.5110 421	County Roads, Maint of Roads, Equipment Rental	D.5112.8282 421	County Roads, 2018 CR 74 Atateka Road, Equip Rental	\$ 10,793.87

<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.

Transfer to cover Internal Equipment Rental Costs for completed Roads

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: Department of Public Works

DATE: September 28, 2018

- (a) Purpose of Request: Appropriate Funds from Motor Fuel System Reserve Fund (DM 894.00) to Road Machinery, Repair/Maint-Equipment (DM.5140 422) \$7,200.00.

- (b) Details: Appropriate of Funds from Motor Fuel System Reserve Fund (DM 894.00) to Road Machinery, Motor Fuel Farm, Repair/Maint-Equipment (DM.5140 422) for Fire Suppression replacement and amending 2018 Warren County Budget \$7,200.00.

- (c) Previous Resolution Number:

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: DM 894.90 Motor Fuel System Reserve Fund \$7,200.00.

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

* as listed in budget and LOGOS

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: Public Works - DPW

DATE: September 28, 2018

- (a) Purpose of Amendment: To Amend 2018 budget \$38,228.50 dollars to reflect Insurance Recovery payment received August 13, 2018, for replacement of Vehicle 17-02, DOL 07/25/18.

- (b) Appropriation Code, Object Code, Full Title and Amount: DM.5130 230, Road Machinery, Automotive Equipment \$38,228.50.

- (c) Revenue Code (with title), and Amount: DM.5130 2680, Road Machinery, Insurance Recovery \$38,228.50.

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: 08/13/18
TO: Michael Swan
FROM: Laney Morgan
RE: Insurance check NYMIR Claim #WARR-2018-022-001

Enclosed please find NYMIR's check #95414 in the amount of \$38,228.50, representing payment for the total loss on DPW Vehicle number 17-02 (2017 Dodge Ram 3500 VIN#3C63R3CT1HG585549) by Bryce Ashline on 7/25/18 on State Route 8, Johnsbury, NY.

In accord with Rob Lynch's email from 2/23/17, I am forwarding this to you, rather than DPW.

C: Kevin Hajos, Superintendent DPW
Betsy Henkel, DPW

NEW YORK MUNICIPAL INSURANCE RECIPROCAL

DATE ISSUED 8/09/18

CHECK NO. 0000095414

Description	Check Amount
Claim No: WARR-2018-022-001, Commercial Automobile Collision, Invoice No: First and Final - Claimant: Warren County DOL: 7/25/2018, Total loss 2017 Dodge Ram 3500, Vin #:5549	\$38,228.50
CHECK TOTAL	\$38,228.50

THIS CHECK IS VOID WITHOUT A BLUE & GREEN BACKGROUND AND A WATERMARK PATTERN ON THE BACK. HOLD AT ANGLE TO VIEW.

NEW YORK MUNICIPAL INSURANCE RECIPROCAL
 119 WASHINGTON AVENUE
 ALBANY, NY 12210

CHECK NO. 0000095414

KEY BANK OF NEW YORK
 99 WASHINGTON AVENUE, ALBANY, NY 12210
 TWIN TOWERS OFFICE

29-7
213

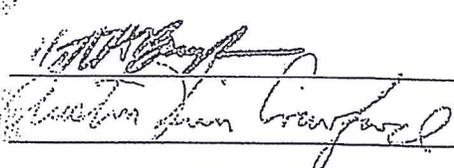
DATE
8/09/18

PAY: *Thirty eight thousand two hundred twenty eight and 50/100 Dollars*

TO THE ORDER OF: **WARREN COUNTY**
ATTNL WARREN COUNTY ATTORNEY'S OFFICE

CHECK AMOUNT
\$*****38,228.50

MAIL TO: **WARREN COUNTY**
 1340 STATE ROUTE 9
 LAKE GEORGE, NY 12845-9803



 SIGNATURE HAS A COLORED BACKGROUND

⑈0000095414⑈ ⑆021300077⑆ 325680004174⑈

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: 9/28/2018

- (a) Exact Title and Number of Project*: Bay Road Preservation Project (PIN 1760.19) H365.9550 280
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable): N/A
- (e) Amount of Decrease (if applicable): \$228,643.57
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):
 - \$ 182,914.86) Federal
 - \$ 34,296.54) State Marchiselli
 - \$ 11,432.17) Local (return surplus local match to fund source D.9950.910
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: To reconcile capital project shares for final total project costs

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

Department: Public Works Payroll Dept. No: 19.63
Title of Position: Highway Construction Supervisor II Base Salary of Position: \$45,313 Grade: 18
Filling at Step # (if known):
Budget code and title: D:5110 Highway Construction Supervisor II #1 Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [] Other [checked]
Employee No./Last Name: 8081 Greg Bolton Date of Vacancy: September 4, 2018
Is this position mandated? [] Yes [checked] No Is the position reimbursable? [] Yes [checked] No
Source of reimbursement: [] Federal [] State [] Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive active eligible list [checked] Competitive no list (initial would be provisional) [] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to filling.
Human Resources Director has approved this form when initialed. 10-3-18

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[checked] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature: [Signature] Date: 10/3/18

BUDGET OFFICER COMPLETES THIS SECTION

[checked] 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: 10/4/18

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee: Public Works
[checked] 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: 10/17/18

A

WARREN COUNTY BUDGET PREPARATION 2019
FACILITIES AND DPW
SUMMARY OF BUDGET REQUEST

GENERAL FUND

CODE	DESCRIPTION	2017 Actual	2018 Adopted	2018 Amended	2018 Actual	2019 Requested	%	<u>Revenues</u>					
								2017 Actual	2018 Adopted	2018 Amended	2018 Actual	2019 Requested	
A.1490	DPW Administration	\$582,096	\$591,414	\$691,414	\$455,778	\$588,083	(\$3,331)	-0.56%					
A.1610	Fleet Management	\$93,678	\$24,542	\$45,901	\$34,126	\$24,293	(\$249)	-1.01%	\$11,785	\$0	\$1,358	\$19,017	
A.1620	Buildings & Grounds	\$1,406,111	\$1,601,532	\$1,604,841	\$959,193	\$1,674,974	\$73,442	4.59%	\$858,894	\$839,094	\$839,094	\$780,746	\$938,079
A.1621	Building #11	\$0	\$1,800	\$1,800	\$624	\$1,440	(\$360)	-20.00%					
A.1624	HHS	\$600,375	\$668,021	\$668,021	\$381,845	\$630,843	(\$37,178)	-5.57%					
A.1625	Gaslight Village Property	\$52,475	\$78,494	\$97,644	\$23,262	\$58,350	(\$20,144)	-25.66%	\$52,475	\$78,494	\$78,494	\$18,139	\$58,350
A.1626	West Brook Pkg. Lot	\$14,979	\$24,000	\$24,000	\$3,894	\$22,100	(\$1,900)	-7.92%	\$96,166	\$120,000	\$120,000	\$58,446	\$100,000
A.1627	Beach Rd. Pkg. Lot	\$211,040	\$208,000	\$208,000	\$4,921	\$220,400	\$12,400	5.96%	\$281,475	\$270,000	\$270,000	\$40,759	\$292,846
A.1628	Waste Management	\$199,922	\$180,710	\$180,731	\$118,860	\$187,169	\$6,459	3.57%	\$9,888	\$10,000	\$10,000	\$0	\$10,000
A.5610	Airport	\$880,286	\$724,460	\$729,314	\$387,894	\$682,137	(\$42,323)	-5.84%	\$201,943	\$178,203	\$178,203	\$73,167	\$211,357
A.7110	Parks & Recreation	\$764,981	\$804,865	\$808,123	\$569,904	\$832,627	\$27,762	3.45%	\$37,065	\$8,775	\$8,775	\$23,729	\$28,800
A.7111	Up Yonda	\$253,846	\$242,541	\$247,541	\$163,769	\$241,814	(\$727)	-0.30%	\$236,373	\$231,989	\$236,989	\$37,648	\$236,814
A.7111.0198	Up Yonda Bed Tax	\$12,998	\$13,000	\$13,000	\$9,926	\$13,500	\$500	3.85%	\$10,000	\$13,000	\$13,000	\$13,020	\$13,500
A.7112	Snowmobile Grant	\$58,275	\$0	\$46,883	\$46,883	\$0	\$0	0%	\$58,275	\$0	\$46,883	\$46,883	\$0
A.7113	Railroad	\$23,914	\$32,607	\$101,407	\$14,397	\$177,405	\$144,798	444.07%	\$30,471	\$32,607	\$32,607	\$0	\$0
A.9950	Transfers-Capital Projects												
	TOTAL EXPENSE	\$5,154,976	\$5,195,986	\$5,468,620	\$3,175,276	\$5,355,135	\$159,149	3.06%					
	TOTAL REVENUE	\$1,884,811	\$1,782,162	\$1,835,403	\$1,111,554	\$1,889,746	\$107,584	6.04%	\$1,884,811	\$1,782,162	\$1,835,403	\$1,111,554	\$1,889,746
	EST. GENERAL FUND	\$3,270,165	\$3,413,824	\$3,633,217	\$2,063,722	\$3,465,389	\$51,565	1.51%					

B

WARREN COUNTY BUDGET PREPARATION 2019

SUMMARY OF BUDGET REQUEST

COUNTY ROAD FUNDS

CODE	DESCRIPTION	2017 Actual	2018 Adopted	2018 Amended	2018 Actual	2019 Requested		2017 Actual	2018 Adopted	2018 Amended	2018 Actual	2019 Requested	
D.3310	Traffic	\$ 573,513	\$ 656,560	\$ 670,559	\$ 321,284	\$ 690,427	\$ 33,867	5.16%	\$ 5,476	\$ 5,000	\$ 5,169	\$ 1,235	\$ 5,800
D.5010	Highway Admins.	\$ 42,387	\$ 40,655	\$ 40,655	\$ 26,437	\$ 40,617	\$ (38)	-0.09%	\$ 11,322,706	\$ 2,025,035	\$ 9,963,982	\$ 7,964,525	\$ 2,045,855
D.5020	Engineering	\$ 675,869	\$ 693,660	\$ 693,660	\$ 411,699	\$ 685,891	(\$7,769)	-1.12%					
D.5110	Maintenance	\$ 3,801,747	\$ 4,525,803	\$ 4,535,582	\$ 2,801,263	\$ 4,570,146	\$44,343	0.98%	\$ 330,414	\$ 140,000	\$ 140,000	\$ 62,118	\$ 140,000
D.5112	County Roads	\$ 3,042,799	\$ 2,366,190	\$ 3,975,464	\$ 594,310	\$ 2,766,190	\$400,000	16.90%	\$ 7,735				
D.5142	County Snow	\$ 2,299,305	\$ 2,350,473	\$ 2,350,473	\$ 2,118,472	\$ 2,325,062	(\$25,411)	-1.08%	\$ 17,489	\$ 1,000	\$ 1,000	\$ 41,561	\$ 56,000
D.5148	Svcs. Other Govt's	\$ 44,381	\$ 108,081	\$ 108,081	\$ 12,685	\$ 98,625	(\$9,456)	-8.75%	\$ 44,381	\$ 102,679	\$ 102,679	\$ 13,751	\$ 98,625
D.9901 0181	Transfers- Debt Service	\$ 35,349	\$ 35,410	\$ 35,410	\$ 10,075	\$ 36,020			\$ 2,172	\$ 2,171	\$ 2,171	\$ 1,088	\$ 2,254
D.9730	Bond Anticipation Notes	\$ 387,560											
D.9950	Transfer - Capital Projects	\$ 393,577				\$ 332,450							
	TOTAL EXPENSE	\$ 11,296,486	\$ 10,776,832	\$ 12,409,884	\$ 6,296,223	\$ 11,545,428		0.00%	\$ 11,730,374	\$ 2,275,885	\$ 10,215,001	\$ 8,084,278	\$ 2,348,534
	TOTAL REVENUE	\$ 11,730,374	\$ 2,275,885	\$ 10,215,001	\$ 8,084,278	\$ 2,348,534	\$ 72,649	3.19%					
	REAL PROPERTY TAX*	\$ (433,888)	\$ 8,500,947	\$ 2,194,883	\$ (1,788,054)	\$ 9,196,894	\$695,947	8.19%					

C

WARREN COUNTY BUDGET PREPARATION 2019

SUMMARY OF BUDGET REQUEST

MACHINERY FUND

CODE	DESCRIPTION	2017 Actual	2018 Adopted	2018 Amended	2018 Actual	2019 Requested		2017 Actual	2018 Adopted	2018 Amended	2018 Actual	2019 Requested	
DM5130	Machinery Fund	\$2,786,966	\$2,765,050	\$2,819,197	\$1,516,006	\$2,854,871	\$89,821	3.25%	\$ 2,418,915	\$ 1,201,587	\$ 2,455,334	\$ 2,489,430	\$ 1,258,476
DM.5140	Motor FuelFarms	\$46,402	\$52,123	\$47,123	\$24,523	\$222,443	\$170,320	326.77%	\$ 68,664	\$ 65,563	\$ 65,563	\$ 40,235	\$ 74,301
DM.9901 0181	Transfer to Debt Serv	\$176,125	\$176,547	\$176,547	\$50,224	\$179,970	\$3,423	1.94%	\$ 10,829	\$ 10,823	\$ 10,823	\$ 5,423	\$ 11,238
DM.9901 0182	Transfer to Road Mach:												
	TOTAL EXPENSE	\$3,009,493	\$2,993,720	\$3,042,867	\$1,590,753	\$3,257,284	\$263,564	8.80%	\$ 2,498,408	\$ 1,277,973	\$ 2,531,720	\$ 2,535,088	\$ 1,344,015
	TOTAL REVENUE	\$2,498,408	\$1,277,973	\$2,531,720	\$2,535,088	\$ 1,344,015	\$66,042	5.17%					
	REAL PROPERTY	\$511,085	\$1,715,747	\$511,147	-\$944,335	\$1,913,269	\$197,522	11.51%					

D

WARREN COUNTY BUDGET PREPARATION 2019

SUMMARY OF BUDGET REQUEST

CODE	DESCRIPTION	2017 Actual	2018 Adopted	2018 Amended	2018 Actual	2019 Requested	Revenues				
							2017 Actual	2018 Adopted	2018 Amended	2018 Actual	2019 Requested
GI.8197	Warren County Ind. Park Sewer	\$8,065	\$14,230	\$14,230	\$8,425	\$13,000	\$13,309	\$14,230	\$14,230	\$12,830	\$13,000
	TOTAL EXPENSE	\$8,065	\$14,230	\$14,230	\$8,425	\$13,000	(\$1,230)	-8.64%			
	TOTAL REVENUE	\$13,309	\$14,230	\$13,000	\$12,830	\$13,000	(\$1,230)	-8.64%			
	EST. GENERAL FUND	-\$5,244	\$0	\$1,230	-\$4,406	\$0					