

Agenda
Public Works Committee – Parks, Recreation & Railroad
Department of Public Works
February 21, 2019 – 10:40am

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

I. Committee Meeting Call to Order..... Chairman Simpson

II. Motion to Approve Minutes of Prior Committee Meeting..... Chairman Simpson

III. Action Agenda/New Business

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- 1 Resolution Request: Up Yonda Administrator
Rationale: Backfill Position.....Kevin Hajos
- 2 Resolution Request: Decrease the salary of the Environ. Ed. Admin.
Rationale: Re-evaluate due to retirement.....Kevin Hajos
- 3 Resolution Request: Create new position at Up Yonda - Temp
Rationale: Needed due to retirement and summer programs.....Kevin Hajos

IV. Referral/Pending Items

None

V. Information for Discussion/Review

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- 4 Maple Festival Flyer..... Kevin Hajos

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

VII. Motion to Adjourn

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 Work-Parks, Recreation and Railroad Payroll Dept. No: 19.41
Title of Position: Up Yonda - Environmental Education Administrator Base Salary of Position: \$50,000 Grade: NA
Filling at Step # (If Known): _____
Budget code and title: A.7111 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 6256 M. Sprow Date of Vacancy: 02/19/2019
Is this position mandated? Yes No Is the position reimbursable? Yes 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*) 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 hiring. SLW
Human Resources Director has approved this form when initialed. RS 2-11-19

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 2/11/19

BUDGET OFFICER COMPLETES THIS SECTION

- 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 2/14/19

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works

- 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 2/21/19

RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: DPW

DATE: 02/21/19

- (a) Employee Name, Title and Employee No.: Matt Sprow, Environmental Education Administrator, 6256

- (b) Current Annual **Base** Salary (and Grade if Applicable): \$50,000

- (c) Former Annual **Base** Salary (and Grade if Applicable): \$58,338

- (d) Effective Date for Salary Change:* April 1, 2019
*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.7111 110 Up Yonda Farm, Decrease

- (f) Justification of Request:

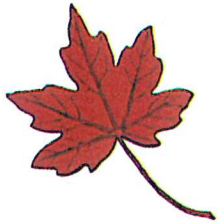
RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: DPW

DATE: 02/21/19

- (a) Title of Requested Position: Assistant Naturalist -Temp
- (b) Annual **Base** Salary (and Grade if Applicable): \$4,000
- (c) Effective Date for New Position:* March 18, 2019
*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):
- (e) Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount: D.7111 130 Up Yonda Farm - Part Time Salaries
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.) Yes, Same as previous title.
- (g) Is this a mandated position? If so, please explain: No
- (h) Is there expected revenue from this position? If so, please explain: No



Pancake Breakfast And Maple Festival

Sunday, March 3rd



*Seatings Available From 9 AM-12:45 PM **

Come Celebrate the Maple Season!

Sugarhouse Tours; Tapping Demonstrations;
Maple Products for Sample and Sale

Festival Only:

\$5/Person - Members Free

Festival plus Pancake Breakfast*:

\$7/Person - Members \$5

****Reservations Required***

**For More Information or to Make a Reservation
Call (518) 644-9767 or visit www.upyondafarm.com**



Route 9N
Bolton Landing, NY