

**PUBLIC WORKS COMMITTEE
PARKS, RECREATION AND RAILROAD AGENDA
AUGUST 25, 2020**

Committee Members: *CONOVER, Hogan, Leggett, Braymer, Bruno, Magowan, Merlino,
Strough, Wild*

I. Committee Meeting Call to Order by Chair

II. Approval of minutes of prior Committee Meeting

III. Action Agenda/New Business

1. Request: Backfill Naturalist Position
Rationale: Fill Vacant Position
2. Resolution: Accept Viewing Scope
Rationale: Donation (Friends of Up Yonda)
3. Resolution: Railroad Budget
Rationale: Budget Amendment

IV. Information for Discussion/Review

1. Swede Fire Tower, Hague

V. Referral/Pending Items

1. The Committee tabled the request to authorize extension of the agreement with Adirondack Safari Tent Co., LLC for use of the Warren County Fairgrounds for “glamping” through 2022 pending clarification of the request and further information regarding the implications of the request. (05.19.20) Update: it was the consensus of the Committee authorize the County Attorney and Superintendent of Public Works to contact Adirondack Safari to negotiate that the County would be willing to waive any fees owed for 2020, provided that they agree to amend the lease agreement to indicate that the County would revisit the issue of renewing the lease agreement on an annual basis, assuming this caveat was not already included in the current agreement, and that they also agree to relinquish any rights to use the Fairgrounds property for the remainder of 2020. (06.23.20)
2. The Committee tabled a request to authorize a new contract with Lyme Adirondack Timberlands I, LLC in the amount of \$3,185 for use of an approximately six-mile snowmobile trail located in the Town of Hague in order to meet with representatives of Lyme Adirondack Timberlands I, LLC and attempt to negotiate a lower rate. (07.21.20)
3. Messrs. Benway and Hajos and the staff at Up Yonda Farm Environmental Education Center to work with Megan Seeley, New York State Certified Elementary Education Teacher and small business marketer, to develop a full proposal including budget, funding sources, etc. regarding the proposed Forest School at Up Yonda for presentation a future meeting. (07.21.20)

VI. Privilege of the floor and public comment (Please allow for 15 second delay on live stream meetings)

VII. Motion to Adjourn

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- Attachments:**
1. Resolution Request Form No.12 - Notice of Intent to Fill Vacant Position (Naturalist)
 2. Resolution Request Form No.20 - Accept Donation of Scope (Friends of Up Yonda)
 3. Request Form for Transfer of Funds (Railroad)

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 - Naturalist #2 Base Salary of Position: \$43,605 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: 13300/Wilson Date of Vacancy: 08/15/2020
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. *[Signature]*
Human Resources Director has approved this form when initialed. *[Signature]* AG 8/13/20

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 8/19/20

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 *[Signature]* Date 8/19/20

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 _____ Date _____

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: Parks, Recreation & Railroad

DATE: 8-25-20

- (a) Purpose of Request: Resolution to accept the donation of a Viewing Scope. The scope will be installed on the summit at Up Yonda .

- (b) Details: The donation will be made by the The Friends of Up Yonda.

- (c) Previous Resolution Number: N/A

REQUEST FOR TRANSFER OF FUNDS

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

FRC DEPARTMENT OF PUBLIC WORKS

Name of Department

SIGNED: _____

DATE: 8/25/2020

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 439	Contingent Fund	A.7113 417	General, Railroad, Water/Sewer/Taxes	\$4,600.00

Please state reason for transfer request: