

**PUBLIC WORKS COMMITTEE
DPW AGENDA
April 20, 2021**

Committee Members: *Conover*, Hogan, Dickinson, Thomas, Bruno, Geraghty and Merlino

I. Committee meeting called to order by Chair

II. Approval of minutes of prior Committee Meeting

III. Action Agenda/New Business Items

1. Request: Notice of Intent to fill a vacant position of MEO (H) #11
Rationale: Due to a resignation
2. Request: Notice of Intent to fill a vacant position of MEO (L) #2
Rationale: Due to a resignation
3. Request: Notice of Intent to fill a vacant position of MEO (L) #16
Rationale: Due to a promotion
4. Request: Miscellaneous Resolution-Soil and Water MOU
Rationale: Allow Superintendent to enter into MOU with Soil and Water for Conservation projects.

IV. Discussion Items:

1. Road and Bridge Construction Projects
2. MS4 Report

V. Referrals/Pending Items

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

VII. Motion to Adjourn

- Attachments:
1. Resolution Request Form No. 12 – Notice of Intent to Fill Vacant Position
 2. Resolution Request Form No. 12 – Notice of Intent to Fill Vacant Position
 3. Resolution Request Form No. 12 – Notice of Intent to Fill Vacant Position
 - 4.. Resolution Request Form No. 20 Misc. Resolution

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: HEO #11 Base Salary of Position: \$37,633 Grade: 10
Filling at Step # (If Known): _____
Budget code and title: D.5110 DPW.Maintenance Roads Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: #12757 Nicholas Perrone Date of Vacancy: 04/17/2021
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. POB 4/12/21
Human Resources Director has approved this form when initialed. 12 4/12/21

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 4/12/21

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 4/13/21

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 Verbally approved by Date 4/20/2021

R. Conner
[Signature]

HEAVY EQUIPMENT OPERATOR

GENERAL STATEMENT OF DUTIES: Operates one or more types of specialized heavy automotive equipment and performs a variety of manual tasks in connection with such operations; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for the safe and efficient operation of specialized heavy automotive equipment used in highway maintenance or construction projects. Greater skill is required than in the operation of other types of equipment and there is greater responsibility for the safety of others. Additional responsibility is involved for making minor repairs to equipment and for ordinary servicing. Effectively works as an individual or as a member of a crew and coordinates efforts with other employees as appropriate. The work is performed under general supervision.

EXAMPLES OF WORK: (Illustrative only)
Operates a bulldozer, power grader, paver, crusher, hydro-crane, power shovel and other types of heavy equipment in the construction and maintenance of highways;
Operates heavy snow plow in the clearing of roads;
Operates heavy equipment in connection with cutting banks, cutting and filling ditches, removing stumps, stripping gravel pits and related highway department tasks;
Performs minor maintenance and repair work on assigned equipment;
Loads and unloads vehicles;
Responds after normal working hours to emergency situations and during snow and ice events;
Services a variety of simple manual tasks, such as cleaning culverts, shoveling snow, painting and road maintenance work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of the operation of and maintenance of heavy automotive equipment; ability to service and make minor repairs and adjustments to equipment; ability to understand and carry out simple oral and written instructions; mechanical aptitude; dependability; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: One year of experience in the operation of specialized or heavy motor equipment or two years of experience in the operation of any type of automotive equipment; or equivalent combination of experience and training.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: Eligibility for an appropriate New York State Class A license with air brake endorsement. Possession at time of appointment.

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: MEO (L) #2 Base Salary of Position: \$33,600 Grade: 7
Budget code and title: D.5110 MEO (L) #2 Union [checked] Non-Union []
This position is vacated due to: [] Retirement [checked] Resignation [] Termination [] Promotion [] Other []
Employee No./Last Name: 13449/P.Menegan Date of Vacancy: 04/13/2021
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 [] Competitive-no list (hiring would be provisional) [checked] 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.
Human Resources Director has approved this form when initialed. 4/12/21

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 4/12/21

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 4/13/21

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 Verbally approved by Date 4/20/2021

R. Conner [Signature]

Amended, Warren County Civil Service, June 3, 2013

MOTOR EQUIPMENT OPERATOR (LIGHT)

GENERAL STATEMENT OF DUTIES: Operates one or more types of light automotive equipment and performs a variety of manual tasks in connection with such operation; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for the safe and efficient operation of light motor equipment along with the performance of ordinary manual labor. The work is usually performed under close supervision.

EXAMPLES OF WORK: (Illustrative only)
Operates single axle truck in connection with hauling material for road maintenance or construction;
Operates a light truck to transport workmen, tools and other equipment;
Operates a tractor mower cutting grass and brush from road sides and other public areas;
Operates small snow plow or related snow removal equipment
Loads and unloads trucks;
Performs a variety of laboring tasks;
May be required to clean and oil the equipment;
On assignment, operates ten-wheel trucks, front end loaders, rollers or similar road construction and maintenance equipment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of the operation of tractors, mowers, automobiles, single axle trucks and other light automotive equipment; ability to understand and carry out simple oral and written instructions; industry; dependability; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: One year of experience in the operation of some type of light automotive equipment.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:
Eligibility for an appropriate New York State Class A or B with license with airbrake endorsement. Possession at time of appointment.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Works Payroll Dept. No: 19.63
Title of Position: MEO (L) #16 Base Salary of Position: \$33,600 Grade: 7
Filling at Step # (If Known): _____
Budget code and title: D.5110 MEO (L) #16 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 13432/R.ROUNDS Date of Vacancy: 04/12/2021
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. RS 4/13/21

Human Resources Director has approved this form when initialed. RS 4/13/21

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 4/13/21

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 4/13/21

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 Verbally approved by Date 4/20/2021

R. Conner [Signature]

Amended, Warren County Civil Service, June 3, 2013

MOTOR EQUIPMENT OPERATOR (LIGHT)

GENERAL STATEMENT OF DUTIES: Operates one or more types of light automotive equipment and performs a variety of manual tasks in connection with such operation; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for the safe and efficient operation of light motor equipment along with the performance of ordinary manual labor. The work is usually performed under close supervision.

EXAMPLES OF WORK: (Illustrative only)
Operates single axle truck in connection with hauling material for road maintenance or construction;
Operates a light truck to transport workmen, tools and other equipment;
Operates a tractor mower cutting grass and brush from road sides and other public areas;
Operates small snow plow or related snow removal equipment
Loads and unloads trucks;
Performs a variety of laboring tasks;
May be required to clean and oil the equipment;
On assignment, operates ten-wheel trucks, front end loaders, rollers or similar road construction and maintenance equipment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of the operation of tractors, mowers, automobiles, single axle trucks and other light automotive equipment; ability to understand and carry out simple oral and written instructions; industry; dependability; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: One year of experience in the operation of some type of light automotive equipment.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:
Eligibility for an appropriate New York State Class A or B with license with airbrake endorsement. Possession at time of appointment.

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: 4/20/2021

(a) Purpose of Request: Authorize the Superintendent of Public Works to execute agreements and Memorandums of Understanding (MOU) between Warren County DPW and Warren County Soil and Water Conservation District (SWCD) in regards to future conservation related projects.

(b) Details: DPW and SWCD routinely engage in conservation related projects within or adjacent to County right of way. When the SWCD sponsors projects that DPW is supportive of, DPW will coordinate with the SWCD on constructing the project. In many cases, DPW will support and assist the SWCD by providing labor and equipment, which can be used by the SWCD as in-kind services towards the local match requirements of a grant held by the SWCD. In these circumstances, no funds are expended by or reimbursed to the County and the arrangement between the parties will be detailed in a blanket agreement.

In other cases, expenses are borne by the County for materials or specialty equipment and funds are available as reimbursement through the grant held by the SWCD. In these circumstances, the SWCD will develop a project specific Memorandum of Understanding (MOU) that will detail the general and specific terms, funding amounts and reimbursement procedures.

This request is to authorize the Superintendent of Public Works to execute agreements and/or MOUs between DPW and SWCD, in a form approved by the County Attorney, for the purposes of supporting and assisting conservation related projects within or adjacent to County right of way.

(c) Previous Resolution Number: N/A

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