

**PUBLIC WORKS COMMITTEE
PARKS, RECREATION AND RAILROAD
June 22, 2021**

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

I. Committee Meeting Call to Order by Chair

II. Approval of minutes of prior Committee Meeting

III. Action Agenda/New Business

1. Request: Notice of Intent to Fill the Position of Building Maintenance Worker #8
Rationale: Due to promotion
2. Request: Extension of existing contract
Rationale: For the South Warren Snowmobile Club and the City of Glens Falls
3. Request: Amend County Budget
Rationale: Due to donation
4. Request: Misc. Resolution
Rationale: To fund railroad, repair and maintenance – bldg/property
5. Request: Misc. Resolution
Rationale: To Amend the fee schedule for Up Yonda Farms.

IV. Information for Discussion/Review

V. Referral/Pending Items

1. Discussion to continue regarding two parcels of land that were part of the County-owned Railroad property that the Town of Johnsbury had expressed an interest in obtaining so they could hold events, such as their Summer Concert series there. (05.25.21)

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 No. 12 – Notice of intent to fill position
2. Resolution Request No. 4 – Extend existing contract
3. Resolution Request No. 7 – Amend County Budget
4. Resolution Request No. 20 – Misc.
5. Resolution Request No. 20 – Misc.

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: 19.40
Title of Position: Building Maintenance Worker #8 Base Salary of Position: \$33,600 Grade: 7
Filling at Step # (If Known): _____
Budget code and title: A.7110.Parks and Recreation Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: #12432 Date of Vacancy: 05/31/2021
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. PA 6/10/21
Human Resources Director has approved this form when initialed. AG 6/10/21

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 6/10/21

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 6/17/21

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 [Signature] Date 6/22/21

Amended, Warren County Personnel, July 2, 2013

BUILDING MAINTENANCE WORKER

GENERAL STATEMENT OF DUTIES: Performs a variety of semi-skilled building repair and maintenance tasks; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is semi-skilled work involving responsibility for independently performing a variety of mechanical and other building maintenance tasks or for serving as a helper to journeyman tradesman. In either case, although a working knowledge of one or more trades is necessary, a maintenance worker does not utilize the more skilled journeyman techniques for any considerable portion of his time. In addition, the work may involve the part-time operation of a truck, automobile or other automotive equipment. General instructions are received and work is performed under immediate or general supervision depending upon the nature of the task. Effectively works as an individual or as a member of a crew and coordinates efforts with other employees as appropriate.

EXAMPLES OF WORK: (Illustrative only)

Performs semi-skilled work in masonry, carpentry, electrical or painting operations;
Helps to install and repair wiring systems and electric fixtures and equipment;
Repairs windows, doors, floors, walls and other parts of buildings;
Does interior and exterior painting where quantity rather than fine quality of work performed is the principal object;
Helps to install and repair general plumbing equipment, such as sinks, toilets and baths;
Assists in cleaning and repairing boilers, pumps, heaters, pipe lines, valves and traps;
Mixes plaster and concrete and assists in laying brick, plastering walls, finishing concrete work, etc.;
Operates trucks, automobiles, air compressors, and other motorized equipment;
Takes part in general grounds maintenance activities;
Serves as general handyman performing a variety of semi-skilled duties.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of modern buildings and grounds maintenance and repair practices; knowledge of the practices and techniques of one or more of the standard trades; mechanical aptitude; industry; good physical condition; dependability; manual dexterity.

ACCEPTABLE EXPERIENCE AND TRAINING: Two years of experience in either general building construction or maintenance work in one or more of the standard trades, such as carpentry, plumbing, electrical; or any equivalent combination of experience and training.

SPECIAL REQUIREMENT: Possession of a Class D New York State driver's license at time of appointment.

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: Parks, Recreation & Railroad

DATE: 6/22/21

- (a) Purpose of Contract Change: **Extension of Existing Contract**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: **587/01, 307/02, 394/04, 201/05, 338/06, 361/07, 293/08, 412/09, 429/10, 467/11, 423/12, 396/13, 329/14, 352/15, 297/16, 274/17, 292/2018, 349/2019, 288/2020.**
- (c) Name of Contractor: **South Warren Snowmobile Club Inc, & City of Glens Falls**
- (d) Address of Contractor: **P.O. Box 258, Lake Luzerne NY 12846-0258**
- (e) Contractor's Contact Person and Telephone Number: : **Michael Zilm, (518)696-3464**
- (f) Commencement Date of Extension: **July 1, 2021**
- (g) Termination Date of Extension: **June 30, 2022**
- (h) Payment Provisions:
 - i) lump sum amount **\$0**
 - ii) hourly rate amount
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, and Title, and Amount:**

**Sample: A.1010 470 Legislative Board – Contract Sxx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations Sxx.xx**

*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: Department of Public Works, Up Yonda Farm

DATE: 6/22/21

(a) Purpose of Amendment:
To Amend the County Budget to increase DPW / Up Yonda Farm Appropriations with Revenue Funds obtained by Dan Lewis.

(b) Appropriation Code, Object Code, Full Title and Amount:
A.7111 410 General, Up Yonda Farm, Supplies \$3,600.00

(c) Revenue Code (with title), and Amount:
A.7111 2706 General, Up Yonda Farm, Donation \$3,600.00

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: Public Works - Parks, Recreation & Railroad

DATE: 6/22/2021

- (a) Purpose of Request: To Fund Railroad, Repair & Maint-Bldg/Property A.7113 413 With the Reserve, A899.00 County Railroad Repair.

- (b) Details: Appropriation Code A.7113 413 Railroad, Repair and Maint- Bldg/Property \$543.01 to cover cost of Well Pump.

- (c) Previous Resolution Number:

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: Reserve, County Railroad Repair, A899.00, \$543.01.

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

* as listed in budget and LOGOS

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: Public Works - Parks, Recreation & Railroad

DATE: 6/22/2021

- (a) Purpose of Request: To Amend the fee schedule for Up Yonda Farms.

- (b) Details: Addition of virtual programs and Outreach programs.
 - Virtual Program - \$50.00
 - Virtual Program (6 programs) - \$250.00
 - Outreach Outside Warren County \$150/hour
Inside and outside \$75 for each additional hour

- (c) Previous Resolution Number: 407 of 2018

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

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

* as listed in budget and LOGOS