

**PUBLIC WORKS COMMITTEE
DPW AGENDA
August 24, 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: Misc. Resolution
Rationale: Rescind previous resolutions and authorize the Superintendent to sign/approve Just Compensation up to \$10,000
2. Request: Transfer of Funds
Rationale: For changed field conditions
3. Request: Transfer of Funds
Rationale For purchase of Survey Equipment and Software to allow for more in-house surveys.
4. Request: Notice of Intent to Fill Position – MEO (Heavy)
Rationale: Due to Promotion
5. Request: Notice of Intent to Fill Position – MEO (Light)
Rationale: Due to Resignation
6. Request: Misc. Resolution
Rationale: Establish new road project

IV. Discussion Items:

Sunnyside Road, County Route 39 Change Order

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. 20 - Misc.
 2. Resolution Request Form No. 10 – Transfer of Funds
 3. Resolution Request Form No. 10 – Transfer of Funds
 4. Resolution Request Form No. 12 – Notice of Intent to Fill
 5. Resolution Request Form No. 12 – Notice of Intent to Fill

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: 8/24/2021

- (a) Purpose of Request: To rescind Resolutions 488, 603 and 704 of 2008 and approve ew resolution authorizing the Superintendent of Public Works to approve Just Compensation and other necessary documents for the acquisition of real property in relation to transportation projects.

- (b) Details: Resolutions 488, 603 and 704 of 2008 authorize the Chair of the Board of Supervisors to execute all correspondence and approve increases in the Just Compensation amount for the acquisition of real property in relation to tranportation projects. Resolution 704 of 2008 specifically increases the authorization for the Chair to approve up to \$2,000 increases. This request is to rescind the three listed resolutions and approve a new resolution incorporating the appropriate specifics of the prior three as well as authorizing the Superintendent of Public Works to approve Just Compensation Determinations, and increases to Just Compensation Determinations up to a total amount not to exceed \$10,000 per acquisition. The resolution shall also authorize the Superintendent to execute: correspondence acknowledging receipt of partial title search; agreements to purchase real property; any other documentation necessary to acquire the subject properties.

- (c) Previous Resolution Number: 488 of 2018, 603 of 2018 & 704 of 2018

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: Reserve, Airport & Repair Projects, A892.00, \$15,651.00.

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

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. 488 OF 2008

Resolution introduced by Supervisors Belden, Bentley, Tessier, Stec, Merlino, Haskell, Champagne, Taylor and Goodspeed

**AUTHORIZING THE CHAIRMAN OF THE BOARD TO APPROVE
JUST COMPENSATION AMOUNT INCREASES OF UP TO \$500 AND ANY
DECREASES FOR RIGHT-OF-WAY ACQUISITIONS RELATIVE TO PUBLIC
WORKS PROJECTS - DEPARTMENT OF PUBLIC WORKS**

WHEREAS, various projects (road and/or bridge replacement) funded by federal and/or state grants and undertaken by the Department of Public Works often involve the acquisition of parcels that are necessary in order to accomplish said projects, which acquisitions are referred to as "right-of-way" (ROW) acquisitions, and

WHEREAS, just compensation determinations for these ROW acquisitions follow a stringent process in accordance with federal grant requirements and, as these determinations sometimes change after the initial offers are made to property owners, due to additional appraisal information or evidence of negative impact, with any revised determinations still following the same federally-mandated process, and

WHEREAS, current County procedures require that a resolution be prepared and adopted to authorize the Chairman of the Board to execute correspondence from the ROW consultant regarding any increase or decrease in the originally determined just compensation amount, and

WHEREAS, in order to streamline the ROW acquisition process, the Deputy Superintendent of Engineering for Public Works has requested that a resolution be adopted to authorize the Chairman of the Board to approve, without the need for any further resolution(s), adjustments to increase or decrease the amount of just compensation paid to a property owner, with a limit of Five Hundred Dollars (\$500)

RESOLUTION NO. 488 OF 2008

Page 2, Continued

for said increase, and no limit for a decrease, now, therefore, be it

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute all correspondence received from Warren County's right-of-way consultant to amend (by either an increase in an amount of Five Hundred Dollars (\$500) or less or a decrease) in the original amount of just compensation offered to a property owner, relative to the acquisition of certain parcels of property necessary for various Department of Public Works-related projects, without the need for resolution(s), provided that the following contingencies are satisfied: (1) that all appraisals follow the Uniform Appraisal Standards for federal land acquisitions; (2) that an Independent Appraiser review said revised just compensation amounts; and (3) the County Attorney reviews and approves said revisions.

Warren County Board of Supervisors

RESOLUTION NO. 603 OF 2008

Resolution introduced by Supervisors Belden, Bentley, Tessier, Stec, Merlino, Haskell, Champagne, Taylor and Goodspeed

AMENDING RESOLUTION NO. 488 OF 2008, WHICH AUTHORIZED THE CHAIRMAN OF THE BOARD TO APPROVE JUST COMPENSATION AMOUNT INCREASES UP TO \$500 FOR RIGHT-OF-WAY ACQUISITIONS RELATIVE TO PUBLIC WORKS PROJECTS, TO INCREASE THE AMOUNT - DEPARTMENT OF PUBLIC WORKS

WHEREAS, Resolution No. 488 of 2008 authorized, among other things, the Chairman of the Board of Supervisors to approve just compensation amount increases of up to Five Hundred Dollars (\$500) and any decreases for right-of-way (ROW) acquisitions relative to Public Works projects, and

WHEREAS, since the time that Resolution No. 488 of 2008 was adopted, the Superintendent of Public Works has suggested that the previously authorized amount of \$500 be increased to Two Thousand Dollars (\$2,000) in order to streamline the ROW acquisition process even more, due to the fact that most just compensation increases are over \$500 and less than \$2,000, and the Public Works Committee has consented to the same, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes that Resolution No. 488 of 2008 be, and hereby is, amended to show that the Chairman of the Board of Supervisors approve those just compensation increases of up to Two Thousand Dollars (\$2,000), relative to right-of-way acquisitions for Public Works projects, and be it further

RESOLVED, that with the exception of the above, all other terms and provisions of Resolution No. 488 of 2008 remain the same and in full force and effect.

Warren County Board of Supervisors

RESOLUTION NO. 704 OF 2008

Resolution introduced by Supervisors Belden, Bentley, Tessier, Stec, Merlino, Haskell, Champagne, Taylor and Goodspeed

AUTHORIZING ACQUISITION OF PROPERTY AND PAYMENT OF JUST COMPENSATION TO INDIVIDUAL PROPERTY OWNERS FOR LAND NECESSARY TO BRIDGE AND ROAD PROJECTS; AUTHORIZING CHAIRMAN OF THE BOARD OF SUPERVISORS TO EXECUTE ANY AND ALL NECESSARY DOCUMENTS - DEPARTMENT OF PUBLIC WORKS

WHEREAS, various projects (road and/or bridge) funded by federal and/or state grants and undertaken by the Warren County Department of Public Works often involve the acquisition of property that is necessary in order to accomplish said projects, which acquisitions are referred to as "right-of-way" (ROW) acquisitions, and usually include the services of a consultant (the "ROW consultant") to work with project engineers and assist the County in obtaining said property or portions of property, and

WHEREAS, just compensation determinations (as well as revised determinations) for these ROW acquisitions follow a stringent process in accordance with federal grant requirements, and

WHEREAS, the current County procedure requires that a resolution be prepared and adopted to authorize the Chairman of the Board to execute certain correspondence from the ROW consultant to authorize the acquisition of property, the payment of just compensation, receipt of partial title searches and, on occasion, an increase or decrease in the original just compensation amount previously authorized, in addition to certain other documents in order for the County to obtain the property, and

WHEREAS, Resolution No. 488 of 2008 (as amended by Resolution No. 603 of 2008) authorized the Chairman of the Board to approve just compensation amount increases of up to Two Thousand Dollars (\$2,000) and any decreases, without the

RESOLUTION NO. 704 OF 20 08

Page 2, Continued

need for further resolution(s), which Resolutions have resulted in a more streamlined process for these ROW acquisitions, and

WHEREAS, in order to further streamline the ROW acquisition process, the Deputy Superintendent of Engineering/Environmental has requested that another resolution be adopted to further authorize the Chairman of the Board to execute, without the need for further resolutions, certain correspondence (referred to in a previous paragraph), as well as any and all documentation that may be required in order for the County to obtain property for road and/or bridge projects, now, therefore, be it

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute the following, with regard to obtaining right-of-way acquisitions necessary for Department of Public Works road and/or bridge projects, as provided by the County's sub-consultant: (1) correspondence approving just compensation amounts; (2) correspondence acknowledging receipt of partial title search certifications; (3) agreements to purchase real property; and (4) any other documentation that may be necessary in order to acquire the above-described properties provided, however, that: (1) the Project has been previously approved by the Board of Supervisors and a resolution authorizing the Project or a subsequent resolution acknowledges that acquisitions of right-of-way will be necessary or identifies such acquisitions, and either that resolution or a financing resolution identifies an estimate of the total cost of such acquisitions; (2) the just compensation

RESOLUTION NO. 704 OF 2008

Page 3, Continued

referred to in subparagraphs 1-3 hereof may not exceed and shall not be less than the highest approved appraisal, together with appropriate interest; (3) all documentation shall be in the form approved by the County Attorney; and (4) the highest approved appraisal referred to hereinabove shall be that appraisal completed by a licensed appraiser (retained by the County) and approved by the Superintendent of Public Works, and within the appropriations authorized for the Project, and be it further,

RESOLVED, that the funds for the right-of-way acquisitions shall be expended from their respective Road Funds or Capital Projects, and be it further

RESOLVED, that any right-of-way acquisition not meeting all of the above requirements shall be subject to review and further resolution(s) of the Board of Supervisors.

REQUEST FOR TRANSFER OF FUNDS

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

FROM: DEPARTMENT OF PUBLIC WORKS

Name of Department

SIGNED: _____ DATE: 8/24/2021

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
D.5112.8320	280 Co Roads, 2021 CR#2 Stony Creek Road Town of Thurman	D.5112.8327 280	Co Roads, 2021 CR#72 Garnet Lake Rd Town of Johnsburg	\$ 32,117.81
D.5112.8321	280 Co Roads, 2021 CR#3 Harrisburg Road Town of Stony Creek	D.5112.8327 280	Co Roads, 2021 CR#72 Garnet Lake Rd Town of Johnsburg	\$ 7,240.70
D.5112.8322	280 Co Roads, 2021 CR#3 Warrensburg Rd Town of Stony Creek	D.5112.8327 280	Co Roads, 2021 CR#72 Garnet Lake Rd Town of Johnsburg	\$ 24,959.83
				\$ 64,318.34

<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:			
	Changed Field Conditions			

REQUEST FOR TRANSFER OF FUNDS

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

FROM: DEPARTMENT OF PUBLIC WORKS

Name of Department

SIGNED: _____ DATE: 8/24/2021

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
D.5020 110	Co Roads, Engineerig, Salaries - Regular	D.5020 250	Co Roads, Engineering, Technical Equipment	\$ 8,200.00
D.5020 110	Co Roads, Engineerig, Salaries - Regular	D.5020 410	Co Roads, Engineering, Supplies	\$ 2,000.00

\$ 10,200.00

<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:			
	Purchase of Survey Equipment and Software			

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: _____ Payroll Dept. No: _____

Title of Position: _____ Base Salary of Position: _____ Grade: _____

Filling at Step # (If Known): _____

Budget code and title: _____ Union Non-Union

This position is vacated due to: Retirement Resignation Termination Promotion Other

Employee No./Last Name: _____ Date of Vacancy: _____

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. _____

Human Resources Director has approved this form when initialed. _____

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 _____ Date _____

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 _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____

- 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. 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) #33 Base Salary of Position: \$35,491 Grade: 7
Filling at Step # (If Known): _____
Budget code and title: D.5110 MEO (L) #33 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 13233/VanGuilder Date of Vacancy: 08/09/2021
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. _____
Human Resources Director has approved this form when initialed. _____

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 _____ Date _____

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 _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____

- 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: DPW

DATE: 8/24/2021

- (a) Purpose of Request: To Establish Road Project for 2021 with funding to be provided by County Road, Highway Administration, Consolidated Highway Aid.
- (b) To Establish Road Project for 2021 with funding to be provided by County Road, Highway Administration, Consolidated Highway Aid.

D.5112.8344 - 2021 CR#11 Bolton Landing-Riverbank Road, Projects \$410,000.00

The Treasurer's office will need to establish the Road Project.

- (c) Previous Resolution Number: NA
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: D.5010 3501 County Road, Highway Administration, Consolidated Highway Aid, \$410,000.00