

**PUBLIC WORKS COMMITTEE
DPW AGENDA
June 21, 2022**

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

I. Committee meeting called to order by Chair

II. Approval of minutes of prior Committee Meeting

III. Action Agenda/New Business Items

1. Request: Amend Budget
Rationale: To reflect the receipt of an insurance recovery.
2. Request: Amend Budget
Rationale: To move the bond funding into the capital project
3. Request: Miscellaneous – Authorizing Appropriations
Rationale: Due to the increase in fuel cost.
4. Request: Amend Budget – Machinery, Automotive Gas and Oil budget
Rationale: Due to the increase in fuel cost
5. Request: Notice of Intent to Fill Position – MEO (L) #28
Rationale: Due to resignation
6. Request: Notice of Intent to Fill Position – MEO (L) #13
Rationale: Due to resignation

IV. Discussion Items

1. Update on Construction Projects
2. Olmstedville Road – Grant Award

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. 7 – Amend County Budget
 2. Resolution Request Form No. 7 – Amend County Budget
 3. Resolution Request Form No. 20 – Miscellaneous
 4. Resolution Request Form No. 7 – Amend County Budget
 5. Resolution Request Form No. 12 – Notice of Intent to Fill
 6. Resolution Request Form No. 12 – Notice of Intent to Fill

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

DATE: June 21, 2022

- (a) Purpose of Amendment: To Amend 2022 budget \$1,380.60 dollars to reflect Insurance Recovery payment dated May 11, 2022, for Guardrail damage at South End Shop, DOL April 20th, 2022.

- (b) Appropriation Code, Object Code, Full Title and Amount: D.3310 410 County Road, Traffic Control, Supplies \$1,380.60.

- (c) Revenue Code (with title), and Amount: D.3310 2680 County Road, Traffic Control, Insurance Recovery \$1,380.60

HUBBARD BROTHERS SCRAP METAL

1678 COLD RIVER ROAD
NORTH CLARENDON, VT 05759
(802) 773-2259

EXPLANATION	AMOUNT



53-7169/2118

24675

PAY *One thousand three hundred eighty and 60/100* DOLLARS

CHECK AMOUNT Security Features: Locks on back

DATE	TO THE ORDER OF	DESCRIPTION	CHECK NO.	\$
<i>5/1/22</i>	<i>Warren Co. DPW</i>	<i>guard rail damage</i>	<i>24675</i>	<i>1350.60</i>

BERKSHIRE BANK
America's Most Exciting Bank

rec'd 5-18-22

(BH)

Insurance Recovery D3310 2640

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

DATE: June 21, 2022

- (a) Purpose of Amendment: To Amend 2022 Capital Budget H401, Sagamore Road Retaining Wall \$700,000.00 with Serial Bond Funds.

- (b) Appropriation Code, Object Code, Full Title and Amount: H401.9550.280 Sagamore Road Retaining Wall, Project \$700,000.00.

- (c) Revenue Code (with title), and Amount: H401.9550 5710 \$700,000.00 Sagamore Road Retaining Wall, Serial Bonds \$700,000.00.

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: Department of Public Works

DATE: 6/21/22

- (a) Purpose of Request: Authorizing the Appropriation of Funds from the General Fund Unappropriated Surplus to Machinery, Automotive Gas and Oil and returning all unused 2022 funds back to Unappropriated Surplus.

- (b) Details: Authorizing the increase of Transfer Machinery, A.9901.0182 910 \$200,000.00.

- (c) Previous Resolution Number:

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A 909.00 Unappropriated Surplus \$200,000.00.

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

* 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

DATE: June 21, 2022

- (a) Purpose of Amendment: To Amend 2022 Machinery, Automotive Gas and Oil Budget with Machinery, Interfund Transfers due to increased Fuel costs.

- (b) Appropriation Code, Object Code, Full Title and Amount: DM.5130 422, Machinery, Automotive-Gas/Oil \$200,000.00.

- (c) Revenue Code (with title), and Amount: DM.5130 5031 Machinery, Automotive, Interfund Transfer \$200,000.00.

Department of Public Works
 Diesel & Unleaded Fuel Expense
 for Period Ending
 April 30, 2021

DM5130 442

Year	January	February	March	April	May	June
2016	\$ 11,189.37	\$ 12,820.42	\$ 9,689.26	\$ 15,024.30	\$ 14,069.63	\$ 17,328.07
2017	\$ 21,387.26	\$ 22,546.21	\$ 19,543.07	\$ 13,450.58	\$ 15,588.71	\$ 21,556.10
2018	\$ 26,625.23	\$ 27,133.90	\$ 20,008.52	\$ 15,070.85	\$ 15,854.51	\$ 19,985.82
2019	\$ 30,952.44	\$ 23,897.24	\$ 14,245.07	\$ 11,184.73	\$ 13,597.30	\$ 16,785.27
2020	\$ 19,970.80	\$ 21,199.25	\$ 5,898.56	\$ 4,397.84	\$ 7,253.75	\$ 13,621.08
Actual 2021 Expense To date	\$ 12,934.84	\$ 18,092.78	\$ 9,782.39	\$ 11,309.55		

Year	July	August	September	October	November	December	Year Total
2016	\$ 15,243.84	\$ 18,994.42	\$ 18,721.47	\$ 17,056.14	\$ 14,958.03	\$ 25,415.08	\$ 190,510.03
2017	\$ 22,051.59	\$ 19,965.96	\$ 20,515.99	\$ 14,422.61	\$ 13,213.30	\$ 24,437.99	\$ 228,679.37
2018	\$ 18,475.03	\$ 23,811.97	\$ 21,131.51	\$ 22,659.57	\$ 21,590.76	\$ 15,582.31	\$ 247,929.98
2019	\$ 19,806.38	\$ 18,739.75	\$ 16,593.46	\$ 17,659.88	\$ 17,840.79	\$ 19,319.70	\$ 220,622.01
2020	\$ 12,261.55	\$ 10,430.92	\$ 8,869.05	\$ 8,089.61	\$ 7,741.01	\$ 11,521.67	\$ 131,255.09
Actual 2021 Expense To date							\$ 52,119.56

Actual 2021 Budget	\$ 225,000
Budget Balance after April expense	\$ 172,880
Less: Projected Additional Expense	\$ 147,411
Projected Budget Overage or (Shortage) @ current rates	\$ 25,469

Gas Usage 2021

Department of Public Works
 Diesel Fuel Used (Gallons)
 for Period Ending April 30, 2021

Year	January	February	March	April	May	June
2016	5,029.8	5,708.3	4,258.3	5,250.2	6,570.0	7,396.0
2017	8,439.6	9,048.4	7,481.4	3,578.3	5,982.3	7,776.2
2018	9,004.0	9,478.0	6,032.0	4,309.6	4,481.9	5,982.4
2019	11,891.5	9,056.9	4,118.7	2,778.5	3,664.0	5,409.4
2020	6,555.2	8,069.4	1,521.5	2,917.7	3,026.6	5,288.7
Actual 2021	5,901.5	6,360.9	2,773.1	2,824.7		
Projected 2021*					4,745.0	6,370.5

Year	Year											
	July	August	September	October	November	December	Total					
2016	5,491.3	8,844.9	6,811.5	7,551.2	5,617.0	8,844.9	77,373.4					
2017	7,023.0	8,387.4	8,388.6	5,288.2	4,020.7	9,285.6	84,699.7					
2018	5,506.6	7,004.8	6,288.4	6,568.5	6,816.3	4,375.0	75,847.5					
2019	5,872.9	6,323.1	5,804.5	5,954.1	6,122.4	1,715.4	68,711.4	Current	Projected			
2020	5,988.9	4,937.8	4,044.7	3,738.0	3,437.4	5,124.2	54,650.1					
Actual 2021										Cost		
Projected 2021 *	5,976.5	7,099.6	6,267.5	5,820.0	5,202.8	5,869.0	47,351.0	\$2,1990	\$104,125			

Department of Public Works
 Unleaded Fuel Used (Gallons)
 for Period Ending April 30, 2021

Year	January	February	March	April	May	June
2016	3,067.0	2,833.0	2,864.0	3,042.0	2,764.0	2,856.0
2017	2,503.8	2,438.0	318.6	2,638.3	2,877.1	3,285.1
2018	2,795.5	2,270.7	2,514.0	2,671.8	2,393.5	2,197.4
2019	2,762.2	2,223.8	2,481.9	2,324.1	2,271.9	2,384.9
2020	2,584.9	2,262.6	1,221.9	1,480.1	1,712.9	2,600.0
Actual 2021	1,903.0	1,942.3	1,953.8	2,085.1		
Projected 2021*					2,403.9	2,664.7

Year	July	August	September	October	November	December	Year Total	Current	Projected	Cost
2016	2,544.5	3,061.6	2,850.3	2,608.0	2,469.5	3,061.6	34,021.5			
2017	2,891.8	2,843.5	2,533.8	2,427.2	2,456.7	2,340.1	29,554.0			
2018	2,413.1	2,709.6	2,415.0	2,738.6	1,964.9	2,207.2	29,291.3			
2019	2,832.3	2,587.3	2,171.1	2,259.2	1,847.9	1,715.4	27,862.0			
2020	2,157.8	2,077.7	1,893.2	1,956.3	1,706.9	2,038.8	11,830.7			
Actual 2021										
Projected 2021 *	2,567.9	2,655.9	2,372.7	2,397.9	2,089.2	2,272.6	19,424.7	\$ 2,2284	\$ 43,286	

Department of Public Works
 Diesel & Unleaded Fuel Expense
 for Period Ending
 April 30, 2022

DM5130 442

Year	January	February	March	April	May	June
2017	\$ 21,387.26	\$ 22,546.21	\$ 19,543.07	\$ 13,450.58	\$ 15,588.71	\$ 21,556.10
2018	\$ 26,625.23	\$ 27,133.90	\$ 20,008.52	\$ 15,070.85	\$ 15,854.51	\$ 19,985.82
2019	\$ 30,952.44	\$ 23,897.24	\$ 14,245.07	\$ 11,184.73	\$ 13,597.30	\$ 16,785.27
2020	\$ 19,970.80	\$ 21,199.25	\$ 5,898.56	\$ 4,397.84	\$ 7,253.75	\$ 13,621.08
2021	\$ 12,934.84	\$ 18,092.78	\$ 9,782.39	\$ 10,946.04	\$ 11,107.62	\$ 13,537.74
Actual 2022 Expense Todate	\$ 20,620.07	\$ 25,537.30	\$ 27,960.66	\$ 23,695.41		

Year	July	August	September	October	November	December	Year Total
2017	\$ 22,051.59	\$ 19,965.96	\$ 20,515.99	\$ 14,422.61	\$ 13,213.30	\$ 24,437.99	\$ 228,679.37
2018	\$ 18,475.03	\$ 23,811.97	\$ 21,131.51	\$ 22,659.57	\$ 21,590.76	\$ 15,582.31	\$ 247,929.98
2019	\$ 19,806.38	\$ 18,739.75	\$ 16,593.46	\$ 17,659.88	\$ 17,840.79	\$ 19,319.70	\$ 220,622.01
2020	\$ 12,261.55	\$ 10,430.92	\$ 8,869.05	\$ 8,089.61	\$ 7,741.01	\$ 11,521.67	\$ 131,255.09
2021	\$ 13,038.91	\$ 17,972.07	\$ 16,366.24	\$ 15,014.54	\$ 12,497.84	\$ 20,381.12	\$ 171,672.13
Actual 2022 Expense Todate							\$ 97,813.44

Actual 2022 Budget								\$ 250,000
Budget Balance after April expense								\$ 152,187
Less: Projected Additional Expense								\$ 310,418
Projected Budget Overage or (Shortage) @ current rates								\$ (158,231)

Gas Usage 2022

Department of Public Works
 Unleaded Fuel Used (Gallons)
 for Period Ending April 30, 2022

Year	January	February	March	April	May	June
2017	2,503.8	2,438.0	318.6	2,638.3	2,877.1	3,285.1
2018	2,795.5	2,270.7	2,514.0	2,671.8	2,393.5	2,197.4
2019	2,762.2	2,223.8	2,481.9	2,324.1	2,271.9	2,384.9
2020	2,584.9	2,262.6	1,221.9	1,480.1	1,712.9	2,600.0
2021	1,903.0	1,942.3	1,953.8	2,085.1	1,976.6	1,881.5
Actual 2022	2,461.2	2,168.1	2,335.6	2,097.8		
Projected 2022*					2,246.4	2,469.8

Year	July	August	September	October	November	December	Year Total
2017	2,891.8	2,843.5	2,533.8	2,427.2	2,456.7	2,340.1	29,554.0
2018	2,413.1	2,709.6	2,415.0	2,738.6	1,964.9	2,207.2	29,291.3
2019	2,832.3	2,587.3	2,171.1	2,259.2	1,847.9	1,715.4	27,862.0
2020	2,157.8	2,077.7	1,893.2	1,956.3	1,706.9	2,038.8	11,830.7
2021	1,757.8	1,930.9	1,942.1	2,083.2	1,721.2	2,130.3	23,307.8
Actual 2022							
Projected 2022 *	2,410.6	2,429.8	2,191.0	2,292.9	1,939.5	2,086.4	18,066.4
							\$ 4,1507 \$ 74,988

5-31-22

Current Projected

Cost

4-30-21
 2,2284
 182 % increase

Department of Public Works
 Diesel Fuel Used (Gallons)
 for Period Ending April 30, 2022

Year	January	February	March	April	May	June
2017	8,439.6	9,048.4	7,481.4	3,578.3	5,982.3	7,776.2
2018	9,004.0	9,478.0	6,032.0	4,309.6	4,481.9	5,982.4
2019	11,891.5	9,056.9	4,118.7	2,778.5	3,664.0	5,409.4
2020	6,555.2	8,069.4	1,521.5	2,917.7	3,026.6	5,288.7
2021	5,901.5	6,360.9	2,773.1	2,824.7	2,907.3	3,908.5
Actual 2022	5,294.9	5,896.8	3,831.4	2,998.1		
Projected 2022*					4,012.4	5,673.0

Year	July	August	September	October	November	December	Year Total
2017	7,023.0	8,387.4	8,388.6	5,288.2	4,020.7	9,285.6	84,699.7
2018	5,506.6	7,004.8	6,288.4	6,568.5	6,816.3	4,375.0	75,847.5
2019	5,872.9	6,323.1	5,804.5	5,954.1	6,122.4	1,715.4	68,711.4
2020	5,988.9	4,937.8	4,044.7	3,738.0	3,437.4	5,124.2	54,650.1
2021	3,890.7	5,960.0	5,069.6	3,790.4	3,276.5	5,021.9	51,685.1
Actual 2022							
Projected 2022 *	5,656.4	6,522.6	5,919.2	5,067.8	4,734.7	5,104.4	42,690.6
							Cost
							\$5,5148
							\$235,430

1154 2020

4-30-21
 2,179.0
 250.7%
 1100000

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: DPW.Maintenance Payroll Dept. No: 19.63
Title of Position: MEO (L) #28 Base Salary of Position: 36,414 Grade: 7
Filling at Step # (If Known): _____
Budget code and title: D.5110 MEO (L) #28 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 13333/SECOR Date of Vacancy: 05/17/2022
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. PAJ 6/13/22

Human Resources Director has approved this form when initialed. JS 6/13/22

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 6/13/22

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 6/14/22

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 6/21/22

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: DPW.Maintenance Payroll Dept. No: 19.63
Title of Position: MEO (L) #13 Base Salary of Position: 36,414 Grade: 7
Filling at Step # (If Known): _____
Budget code and title: D.5110 MEO (L) #13 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 13535/RIFFLE Date of Vacancy: 06/02/2022
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. POC 6/13/22
Human Resources Director has approved this form when initialed. 17 6/13/22 6/13/22

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 6/13/22

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 6/21/22

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 6/21/22

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.

MINIMUM QUALIFICATIONS: One year of experience in the operation of some type of light automotive equipment.

SPECIAL REQUIREMENTS:

FOR POSITIONS IN CIVIL DIVISIONS OTHER THAN WARREN COUNTY:

Eligibility for an appropriate New York State Class A or B with license with airbrake endorsement. Possession at time of appointment.

FOR WARREN COUNTY POSITIONS: At the time of appointment, possession of a

valid New York State Driver's license. Possession of an appropriate New York State Class A or B license with airbrake endorsement within six (6) months of appointment.