

**PUBLIC WORKS COMMITTEE
PARKS, RECREATION AND RAILROAD AGENDA
November 22, 2022**

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

I. Committee Meeting Call to Order by Chair

II. Approval of minutes of prior Committee Meeting

III. Privilege of the floor and public comment

IV. Action Agenda/New Business

1. Request renew Contract with South Warren Snowmobile Club
Rationale: Maintain Snowmobile trails
2. Request New Contract with Hague Sno-Goers Snowmobile Club
Rationale: Maintain Snowmobile trails
3. Request New Contract with Northern Warren Trailblazers Snowmobile Club
Rationale: Maintain Snowmobile trails
4. Request New Contract with Thurman Connection Snowmobile Club
Rationale: Maintain Snowmobile trails
5. Request New Contract with Saratoga Snowmobile Association
Rationale: Use railroad right-of-way for snowmobiles
6. Request to Amend County Budget
Rationale: Transfer funds from donation revenue to supplies (\$25.00)
7. Request: Notice of Intent to fill a vacant position
Rationale: Vacancy of Hatchery Aide as of Nov 20, 2022
8. Request: Transfer of Funds
Rationale: Covering overtime for remainder of year and electrical for railroad

V. Information for Discussion/Review

1. 2022 Annual Stocking Graph
2. Trunk or Treat event
3. Revolution Rail - Update

VI. Referral/Pending Items

VII. Privilege of the floor and public comment

VIII. Motion to Adjourn

Attachments:

1. Resolution Request #3 - New Contract
2. Resolution Request #3 - New Contract
3. Resolution Request #3 - New Contract
4. Resolution Request #3 - New Contract
5. Resolution Request #3 - New Contract
6. Resolution Request #7 - Amend Budget
7. Resolution Request #12 - Notice of Intent to Fill Position
8. Resolution Request #10A - Transfer of Funds
9. Annual Stocking Graph

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: DPW - Parks, Recreation and Railroad

DATE: 11/22/22

- (a) Is this a Result of a Bid or Request for Proposal? No

- (b) Purpose of Contract: Authorizing agreements between Warren County and the South Warren Snowmobile club for snowmobile trail maintenance and equipment. (Reso. 561 of 2021)

- (c) Name of Contractor: South Warren Snomobile Club - Mike Zilm, President

- (d) Address of Contractor: PO Box 258 Lake Luzerne, NY 12846

- (e) Contractor's Contact Person and Telephone Number: 518-312-6644

- (f) Has or will the Contract be provided, if so, please attach:

- (g) Commencement Date of Contract: 1/1/2023

- (h) Termination Date of Contract: 12/31/2023

- (i) Payment Provisions:
 - i) lump sum amount \$27,000
 - 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.

- (j) Where are the Funds for this Contract? List Budget Code, (with title), Object Code (with title), and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: Parks Recreation & Railroad A7110 .470 Contract \$27,000

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: DPW - Parks, Recreation and Railroad

DATE: 11/22/22

- (a) Is this a Result of a Bid or Request for Proposal? No

- (b) Purpose of Contract: Authorizing agreements between Warren County and Hague Sno-Goers for snowmobile trail maintenance and equipment. (reso. 559 of 2021)

- (c) Name of Contractor: Hague Sno-Goers - Tom Haskell

- (d) Address of Contractor: 448 New Hague Rd. Hague NY 12836

- (e) Contractor's Contact Person and Telephone Number: 518-538-5958

- (f) Has or will the Contract be provided, if so, please attach:

- (g) Commencement Date of Contract: 1/1/2023

- (h) Termination Date of Contract: 12/31/2023

- (i) Payment Provisions:
 - i) lump sum amount \$9,000
 - 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.

- (j) Where are the Funds for this Contract? List Budget Code, (with title), Object Code (with title), and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, and Title, and Amount: Parks Recreation and Railroad, A7110 .470 Contract \$9,000

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: DPW - Parks, Recreation and Railroad

DATE: 11/22/22

- (a) Is this a Result of a Bid or Request for Proposal? No

- (b) Purpose of Contract: Authorizing agreements between Northern Warren Trailblazers for snowmobile trail maintenance and equipment. (reso 560 of 2021)

- (c) Name of Contractor: North Warren Trailblazers - Adam Riley

- (d) Address of Contractor: PO Box 613 Chestertown, NY 12617

- (e) Contractor's Contact Person and Telephone Number: 518-257-2476

- (f) Has or will the Contract be provided, if so, please attach:

- (g) Commencement Date of Contract: 1/1/2023

- (h) Termination Date of Contract: 12/31/2023

- (i) Payment Provisions:
 - i) lump sum amount \$27,000
 - 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.

- (j) Where are the Funds for this Contract? List Budget Code, (with title), Object Code (with title), and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: Parks Recreation and Railroad, A7110 .470 Contract \$27,000

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: DPW - Parks, Recreation and Railroad

DATE: 11/22/22

- (a) Is this a Result of a Bid or Request for Proposal? No

- (b) Purpose of Contract: Authorizing agreements between Warren County and Thurman Connection for snowmobile trail maintenance and equipment. (reso 562 of 2021)

- (c) Name of Contractor: Thurman Connection - Sue Brooks

- (d) Address of Contractor: 133 Bear Pond Road, Athol NY 12810

- (e) Contractor's Contact Person and Telephone Number: 518-696-5193

- (f) Has or will the Contract be provided, if so, please attach:

- (g) Commencement Date of Contract: 1/1/2023

- (h) Termination Date of Contract: 12/31/2023

- (i) Payment Provisions:
 - i) lump sum amount \$27,000
 - 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.

- (j) Where are the Funds for this Contract? List Budget Code, (with title), Object Code (with title), and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: Parks Recreation & Railroad A7110 .470 Contract \$27,000

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Parks Recreation & Railroad

DATE: 11/22/22

- (a) Is this a Result of a Bid or Request for Proposal?
NO
- (b) Purpose of Contract:
Authorizing an Agreement for snowmobiles to use the railroad ROW between MP 55.89 to MP 58.65 (reso 565 of 2021)
- (c) Name of Contractor:
Charles Albertson
- (d) Address of Contractor: **366 Plank Road, Porters Corners, NY 12859**
- (e) Contractor's Contact Person and Telephone Number:
518-275-7687
- (f) Has or will the Contract be provided, if so, please attach:
NO
- (g) Commencement Date of Contract:
Upon Execution
- (h) Termination Date of Contract:
4/15/23
- (i) Payment Provisions: i) lump sum amount
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.
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount:**

Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.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: Public Works - Parks, Recreation and Railroad

DATE: 11/18/22

- (a) Purpose of Amendment: To amend the county budget to increase Parks, Recreation and Railroad budget with Funds obtained from the Jason Foss Memorial.

- (b) Appropriation Code (with title), Object Code (with title) and Amount: A.7110 410 Parks Recreation and Railroad, Supplies \$25.00

- (c) Revenue Code (with title), and Amount: A.7110 2705, Parks Recreation and Railroad, Gifts and Donations \$25.00 (of original \$475)

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.Parks & Recreation Payroll Dept. No: 19.40
Title of Position: Hatchery Aide Base Salary of Position: \$40208 Grade: 6
Filling at Step # (If Known): _____
Budget code and title: A.7110 Hatchery Aide Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 13413/Dunkley Date of Vacancy: 11/21/2022
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. 11/19/22

Human Resources Director has approved this form when initialed. 11/19/22

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 11-15-2022

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 11/17/22

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 Frank E. Thomas Date 11/22/22

HATCHERY AIDE

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs a variety of tasks which pertain to the rearing of trout from eggs to adults, for stocking County waterways. The work involves responsibility for providing primary care for fish at the Warren County Fish Hatchery through daily observation of fish, gathering statistics of populations, feeding fish, treating diseased fish as well as stocking streams, cleaning, repair and minor construction work to the hatchery buildings and grounds to promote the comfort and safety of fish as well as visitors to the hatchery. Does related work as required.

TYPICAL WORK ACTIVITIES:

Inspects fish on an ongoing basis throughout the day for signs of stress, loss of appetite, overcrowding, unusual behavior, tumors, lesions, etc. that may be indicative of disease;
Reports observations to the Fish Management Specialist;
Feeds fish and oversees feeding patterns for the purpose of conferring with the Fish Management Specialist concerning altering feed;
Assists Fish Management Specialist in the diagnosis and administration of medications and treatments of ill fish;
Weighs fish periodically to estimate population and to estimate quantity of food needed and measures lengths of fish to estimate growth rate;
Cleans and disinfects troughs, raceways and ponds where fish live, using deck brushes or vacuums to remove wastes, excess food and algae;
Conducts scheduled tours of the grounds and facilities, describing hatchery procedures and goals;
Observes the public on hatchery grounds to prevent harassment or injury to fish and to insure public safety;
Operates mechanical equipment such as pumps, aerators, tractors;
May drive motor vehicle to stock fish or pickup supplies;
Does routine groundskeeping such as mow and rake lawns, clean reservoir and earthen ponds, picks up debris and cares for the trees and shrubs;
Does minor maintenance work such as minor carpentry, unclogging drains, repairing fences, and patching concrete or assisting with repairs to facilities;
May direct new employees, volunteers or seasonal employees in their responsibilities including but not limited to fish distribution;
Counts mortalities and records mortality on record sheets; Prepares routine records and reports.

REQUIRED KNOWLEDGE, SKILLS ABILITIES AND ATTRIBUTES:

Working knowledge of fish culture and feeding practices as well as fish disinfection techniques;
Working knowledge of materials, methods and equipment used in cleaning, caring and repairing facilities and related grounds;
Ability to understand and use the concepts of normal and abnormal fish behavior, stress, signs of disease and ripeness;
Ability to read and understand oral and written instructions, such as those pertaining to use of feed and chemicals, and work assignments pertaining to rearing fish;
Ability to courteously and tactfully deal with the public with regard to fish care and public safety;
Ability to read and write and do simple mathematical computations and take measurements of weight, volume and length;
Ability to use tools and equipment associated with rearing fish; Ability to keep records and charts;
Physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS:

- (A) One (1) year of work experience, or its part-time equivalent in fish culture, fish hatchery, fisheries biology or handling animals in a zoological or wildlife setting or veterinarians office; or
- (B) Nine semester credit hours from a regionally accredited or New York State registered college or university in biological or animal behavior science or a closely related field; or
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT: Possession of a valid New York State Class V motor vehicle license at time of appointment.

REQUEST FOR TRANSFER OF FUNDS

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

FROM: Public Works - Parks, Recreation & Railroad
Name of Department

SIGNED: _____ DATE: 11/22/2022

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.7110 130	Parks & Recreation Salaries - Part time	A.7110 120	Parks & Recreation Salaries - Overtime	\$2,500.00
A.7110 413	Parks & Recreation Repair & Maint - Bldg/Property	A.7113 415	Railroad - Electricity	\$3,200.00

<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:

To cover Overtime due to staffing shortage, Railroad Electric increases

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: 11/22/2022

- (a) Purpose of Request: To Fund Railroad, Contracts A.7113 470 With the Reserve, A899.00 County Railroad Repair.

- (b) Details: Appropriation Code A.7113 470 Railroad, Contracts, 2,643.00 to cover repair cost of entryway to Hadley Train Station.

- (c) Previous Resolution Number:

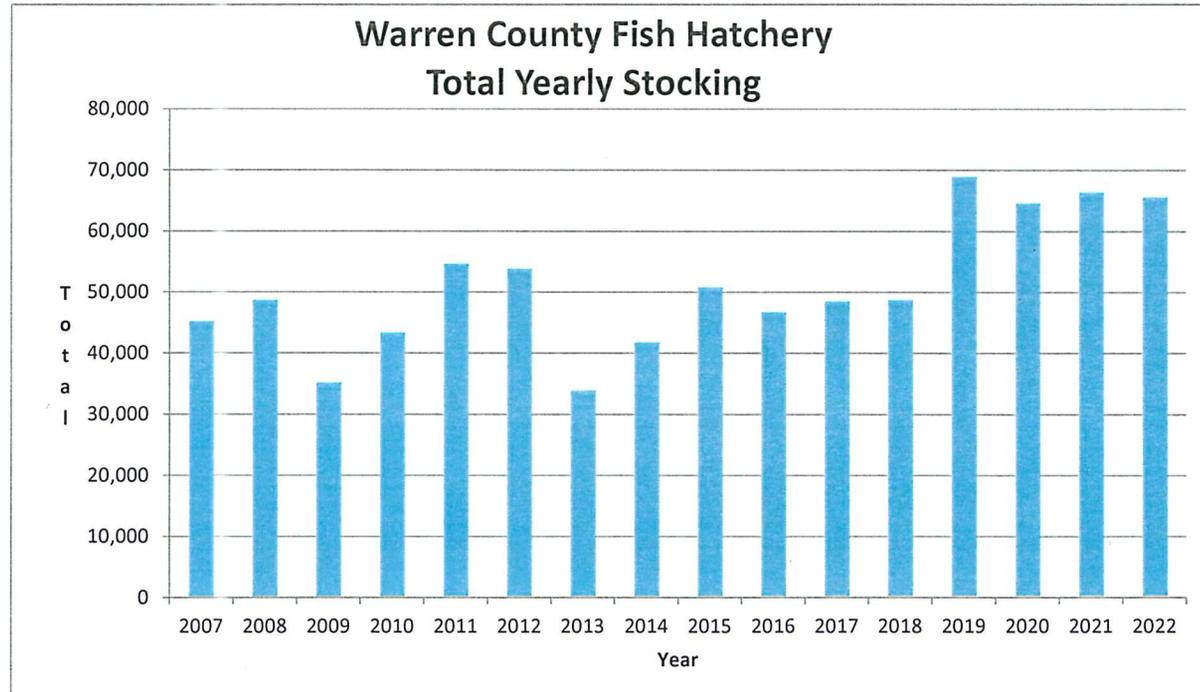
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: Reserve, County Railroad Repair, A899.00, \$2,643.00

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

* as listed in budget and LOGOS

Warren County Fish Hatchery Total Yearly Stocking

<u>Year</u>	<u>Total</u>
2007	45,086
2008	48,547
2009	35,027
2010	43,217
2011	54,536
2012	53,680
2013	33,717
2014	41,597
2015	50,652
2016	46,543
2017	48,336
2018	48,570
2019	68,757
2020	64,478
2021	66,214
2022	65,420



Total Species Stocked:

Brook Trout (Domestic)	11,938
Rainbow Trout (Domestic)	31,772
Salmon - (Lake George)	2,655
Brook Trout (Hornlake)	19,055
	<hr/>
	65,420