

**PUBLIC WORKS COMMITTEE
DPW AGENDA
January 24, 2023**

Committee Members:

I. Committee meeting called 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 Items

1. Request: Notice of Intent to Fill Position
Rationale: To fill the position of the Sign Maintenance Supervisor due to a retirement
2. Request: Notice of Intent to Fill Position
Rationale: To fill the position of a Heavy Equipment Operator HEO #9
3. Request: Notice of Intent to Fill Position
Rationale: To fill the position of a Highway Construction Supervisor I #4
4. Request: Notice of Intent to Fill Position
Rationale: To fill the position of a MEO #4 Medium due to promotion
5. Request: Notice of Intent to Fill Position
Rationale: To fill the position of a MEO #7 Medium due to promotion
6. Request: Notice of Intent to Fill Position
Rationale: To fill the position of a MEO #6 Light due to promotion
7. Request: Notice of Intent to Fill Position
Rationale: To fill the position of a MEO #13 Light due to promotion
8. Request: Notice of Intent to Fill Position
Rationale: To fill the position of a MEO #33 Light due to promotion
9. Request: Transfer of Funds
Rationale: To cover increase cost of work associated with CR53 road project.
10. Request: Amend Grant
Rationale: To add construction phase funding for the CR47 &70 Quaker Road Project H404
11. Request: Amend Contract
Rationale: Amend Consultant contract associated with the CR47 &70 Quaker Road Project H404
12. Request: Increase Capital Project
Rationale: For the addition of construction funding for the CR47 &70 Quaker Road Project H404
13. Request: Amend Budget
Rationale: For an insurance recovery

V. Discussion Items

1. Bridge Projects – CR 7 & CR 2.
2. Old State Route 9 – Abandonment
3. Warrensburg School District connection to County Sewer Force Main.

VI. Referrals/Pending Items

VII. Privilege of the floor and public comment

VIII. Motion to Adjourn

Attachments:

1. Resolution Request Form No. 12 – Notice of Intent to Fill Position
2. Resolution Request Form No. 12 – Notice of Intent to Fill Position
3. Resolution Request Form No. 12 – Notice of Intent to Fill Position
4. Resolution Request Form No. 12 – Notice of Intent to Fill Position
5. Resolution Request Form No. 12 – Notice of Intent to Fill Position
6. Resolution Request Form No. 12 – Notice of Intent to Fill Position
7. Resolution Request Form No. 12 – Notice of Intent to Fill Position

8. Resolution Request Form No. 12 – Notice of Intent to Fill Position
9. Resolution Request Form No. 10a – Transfer of Funds
10. Resolution Request Form No. 6 – Amend Grant
11. Resolution Request Form No. 4 – Amend Contract
12. Resolution Request Form No. 9 – Increase Capital Project
13. Resolution Request Form No. 7 – Amend Budget

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: 19.60
Title of Position: Sign Maintenance Supervisor Base Salary of Position: \$56356 Grade: 17
Filling at Step # (If Known): _____
Budget code and title: D.3310 Sign Maintenance Supervisor Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 8429/Meade Date of Vacancy: 01/06/2023
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. Per 1/12/23
Human Resources Director has approved this form when initialed. AS 1/12/23

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 1/16/2023

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 1/20/23

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 1/24/2023

SIGN MAINTENANCE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: Performs and supervises the construction, lettering and installation of road signs and application of street markings. Is responsible for the efficient and economic use of workers, materials and equipment in the sign maintenance and highway marking activities of the highway division of the Department of Public Works. The work is carried out under general supervision, with wide leeway allowed in carrying out the details of the work. Direct supervision is exercised over a small number of sign maintenance workers, laborers or other subordinate employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises and participates in the laying out, lettering, and installation of traffic and other signs;
Supervises and participates in layout and application of pavement markings as well as code marking for road striping purposes;
Maintain current NY Dig Safely records, as well as mark out and manage all requests for County Purposes;
Operates various computer and plotter software for making signs;
Inspects installed signs for damage or vandalism and schedules repairs;
Supervises and participates in the set up of necessary signs, barricades and cones as needed for road work situations;
Communicates with management and County and Town Officials;
Computes bill statements for signs made for towns, village, etc.
Maintains a current inventory of signs and other materials and orders new supplies as needed;
Supervise and maintain safety for emergency situations, i.e. road closures and/or bridges;
May drive a snowplow or otherwise participate in county snow removal operations.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of the common practices, tools, terminology and accident precautions of the sign marking trade;
Good knowledge of the sections of the National and State Traffic Manual pertaining to highway signs and street markings;
Ability to organize and supervise the work of others;
Knowledge of computer software as applicable to task;
Ability to deal with the public;
Ability to follow oral and written instructions;
Manual dexterity;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school and two (2) years of experience in sign marking and maintenance. Eligibility for an appropriate New York State Class A or B 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: HEO #9 Base Salary of Position: \$47667 Grade: 10
Filling at Step # (If Known):
Budget code and title: D.5110 DPW.Maintenance Roads Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [] Other [checked]
Employee No./Last Name: 10904/Hayes Date of Vacancy: 01/16/2023
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.

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 1/16/2023

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 [Signature] Date 1/20/23

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 [Signature] Date 1/24/2023

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.

TYPICAL WORK ACTIVITIES: (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 KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

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.

MINIMUM QUALIFICATIONS:

One (1) year of experience in the operation of specialized or heavy motor equipment or two (2) 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: Highway Construction Supervisor #4 Base Salary of Position: \$48983 Grade: 12
Filling at Step # (If Known): _____
Budget code and title: D.5110 Highway Const. Supervisor #4 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 11440/DALY Date of Vacancy: 10/29/2022
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. PO's 1/12/23
Human Resources Director has approved this form when initialed. 1/2 1/12/23

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 1/16/2023

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 1/20/23

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 1/24/2023

HIGHWAY CONSTRUCTION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: Supervises the activities of a work crew or crews involved in highway construction and maintenance work. These duties involve responsibility for the efficient and economical use of staff, materials and equipment in a variety of highway construction and maintenance activities. The work is carried out in accordance with established policy and procedures under the supervision of a higher-level supervisor permitting some leeway in carrying out the details of the work. The work is reviewed by inspections and through reports. Supervision is exercised over the activities of subordinate equipment operators and laborers by a continuing check of the work in progress on the particular project assignment. Periodically supervises highway crew in absence of Highway Construction Supervisor II. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises the activities of a crew and the use of materials and equipment in the construction and maintenance of county highways;

Assists in planning maintenance schedules and workloads;

Reports to and confers with Supervisor regarding staff and equipment necessary for maintenance projects;

Supervises and participates in the preparation and maintenance of activities, costs and progress records and reports;

Operates various types of road construction and maintenance equipment including heavy trucks and earth moving equipment;

Responds after normal working hours to emergency situations and during snow and ice events;

Conducts various other highway maintenance activities as a member of a crew.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of modern highway construction and maintenance methods and procedures;

Good knowledge of the equipment, materials, tools, terminology and safety precautions used in highway maintenance and in snow removal and ice control;

Good knowledge of the operation and maintenance of automotive equipment;

Ability to plan and supervise the work of others;

Ability to solve operating problems as they may occur in the field;

Ability to effectively work as an individual or a member of a crew and coordinates efforts with other employees as appropriate;

Ability to understand and carry out complex oral and written directions;

Ability to prepare and maintain records and reports;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Four (4) years of experience in the construction or maintenance of paved highways or bridges.

SPECIAL REQUIREMENTS:

Eligibility for an appropriate level New York State driver's license at the time of application. Possession of valid, appropriate class CDL Operator's license 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: DPW.Maintenance Payroll Dept. No: 19.63
Title of Position: MEO (M) #4 Base Salary of Position: \$46090 Grade: 9
Filling at Step # (If Known): _____
Budget code and title: D.5110 MEO (M) #4 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 13050/Toll 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. PO 1/12/23
Human Resources Director has approved this form when initialed. AP 1/12/23

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 1/16/2023

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 1/20/23

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 1/24/2023

MOTOR EQUIPMENT OPERATOR (MEDIUM)

GENERAL STATEMENT OF DUTIES: Operates one or more types of medium size 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 and care of moderately complex motor equipment in the performance of assigned tasks. Effectively works as an individual or as a member of a crew and coordinates efforts with other employees as appropriate. An employee in this class is also required to perform recurring manual duties related to the operation of the equipment. The work is usually performed under general supervision.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Operates a ten-wheel truck in connection with the hauling of material for road construction and repair;
Operates front end loader, roller of similar road construction machinery on construction and maintenance projects;
Operates a snow plow or related snow removal equipment;
Performs minor mechanical repairs on automotive equipment;
On assignment operates bulldozer, grader, shovel or other heavy automotive equipment;
Services assigned vehicle and maintains it in clean condition;
Loads and unloads trucks;
May perform a variety of simple manual tasks, such as cleaning culverts, shoveling snow, painting and road maintenance work;
Responds after normal working hours to emergency situations and during snow and ice events.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of the operation of trucks, tractors and other types of automotive equipment;
Ability to understand and carry out simple oral and written instructions;
Industry, dependability, good physical condition.

MINIMUM QUALIFICATIONS:

One (1) year of experience in the operation of motorized construction equipment.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: Eligibility for an appropriate New York State Class A or B 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: DPW.Maintenance Payroll Dept. No: 19.63
Title of Position: MEO (M) #7 Base Salary of Position: \$46090 Grade: 9
Filling at Step # (If Known):
Budget code and title: D.5110 MEO (M) #7 Union [checked] Non-Union []
This position is vacated due to: [] Retirement [checked] Resignation [] Termination [] Promotion [] Other []
Employee No./Last Name: 12906/Webb Date of Vacancy: 11/12/2022
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.

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 1/16/2023

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 1/20/23

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 [Signature] Date 1/24/2023

MOTOR EQUIPMENT OPERATOR (MEDIUM)

GENERAL STATEMENT OF DUTIES: Operates one or more types of medium size 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 and care of moderately complex motor equipment in the performance of assigned tasks. Effectively works as an individual or as a member of a crew and coordinates efforts with other employees as appropriate. An employee in this class is also required to perform recurring manual duties related to the operation of the equipment. The work is usually performed under general supervision.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Operates a ten-wheel truck in connection with the hauling of material for road construction and repair;
Operates front end loader, roller of similar road construction machinery on construction and maintenance projects;
Operates a snow plow or related snow removal equipment;
Performs minor mechanical repairs on automotive equipment;
On assignment operates bulldozer, grader, shovel or other heavy automotive equipment;
Services assigned vehicle and maintains it in clean condition;
Loads and unloads trucks;
May perform a variety of simple manual tasks, such as cleaning culverts, shoveling snow, painting and road maintenance work;
Responds after normal working hours to emergency situations and during snow and ice events.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of the operation of trucks, tractors and other types of automotive equipment;
Ability to understand and carry out simple oral and written instructions;
Industry, dependability, good physical condition.

MINIMUM QUALIFICATIONS:

One (1) year of experience in the operation of motorized construction equipment.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: Eligibility for an appropriate New York State Class A or B 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: DPW.Maintenance Payroll Dept. No: 19.63
Title of Position: MEO (L) #6 Base Salary of Position: 43187 Grade: 7
Filling at Step # (If Known): _____
Budget code and title: D.5110 MEO (L) #6 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 13527/Blydenburgh Date of Vacancy: 01/02/2023
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State _____% Other _____%

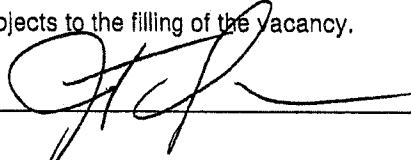
CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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 1/12/23
Human Resources Director has approved this form when initialed. AT 1/12/23

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



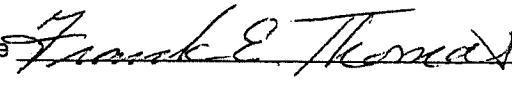
Date

1/16/2023

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

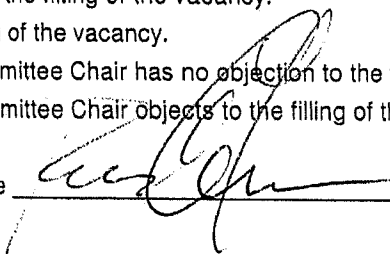
1/20/23

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



Date

1/24/2023

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.

TYPICAL WORK ACTIVITIES: (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, ABILITIES AND ATTRIBUTES:

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 (1) 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.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: DPW, Maintenance Payroll Dept. No: 19.63
Title of Position: MEO (L) #13 Base Salary of Position: 43187 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. 2/11/23
Human Resources Director has approved this form when initialed. 1/12/23

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

1/16/2023

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

Frank E. Thomas
1/20/23

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

Date

1/24/2023

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.

TYPICAL WORK ACTIVITIES: (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, ABILITIES AND ATTRIBUTES:

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 (1) 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.

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) #33 Base Salary of Position: 43187 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: 13596/Binder Date of Vacancy: 01/02/2023
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. 205/1/23
Human Resources Director has approved this form when initialed. AF 1/12/23

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 1/16/2023

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 1/20/23

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 1/24/2023

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.

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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, ABILITIES AND ATTRIBUTES:

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 (1) 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.

REQUEST FOR TRANSFER OF FUNDS

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

FROM: DEPARTMENT OF PUBLIC WORKS

Name of Department

SIGNED: _____

DATE: _____

1/24/2023

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>	<u>TOWN</u>
D.5112.8346 280	Co Roads, 2022 CR#46 Atateka Drive	D.5112 8345 280	Co Roads, 2022 CR#53 Watering Tub Road	\$ 38,808.65	Horicon

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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A.1990 439	Contingent Fund			
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Please state reason for transfer request:

Transfer surplus funds from CR 46 road project to cover requested increases to work for CR 53 road project

RESOLUTION REQUEST FORM NO. 6

Request to Amend or Extend Existing Grant

DEPARTMENT NAME: DPW

DATE: 1/24/23

- (a) Purpose of Grant Amendment: To add construction phase funding for PIN 1761.47 Quaker Road (CR 47 & 70) Pavement Preservation, Town of Queensbury (H404)
- (b) Resolution No. which Authorized Original Application and Grant: 479 of 2020
- (c) Name of Grantor: NYSDOT
- (d) Address of Grantor: 50 Wolf Road, Albany, NY 12232
- (e) Grantor's Contact Person and Telephone Number: Josephine Carrasquillo 518-242-5074
- (f) Has or Will the Grant Amendment or Grant Extension be provided, if so, Please Attach? Attached
- (g) Effective Date of Amendment or Extension: upon execution
- (h) Termination Date of Amendment or Extension: 8/28/2028
- (i) Total Dollar Amount Involved (not to exceed): increase of \$11,799,906
- (j) Is a Budget amendment required? If yes, please complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (l) Is a Local Share Required? If Yes, Where are the Funds? List Budget Code, Object Code, Full Title* and Amount **OR** Capital Project **OR** Capital Reserve Project Number and Title and Amount: H404.9550 280 Quaker Road (CR47/CR70) Pavement Preservation

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. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: DPW

DATE: 1/24/23

- (a) Purpose of Contract Change: Supplemental Agreement No. 1 with Greenman-Pedersen, Inc. for construction support and construction inspection services for PIN 1761.47 Quaker Road (CR 47 & 70) Pavement Preservation, Town of Queensbury (H404)
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: 480 of 2020
- (c) Name of Contractor: Greenman-Pedersen, Inc.
- (d) Address of Contractor: 80 Wolf Road Suite 300, Albany, NY 12205
- (e) Contractor's Contact Person and Telephone Number: Edmund Snyder (518) 898-9545
- (f) Commencement Date of Extension: Upon Execution
- (g) Termination Date of Extension: Upon Completion
- (h) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed increase of \$1,439,184.00
 - 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, (with title), Object Code (with title), and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, and Title, and Amount: H404.9550 280 Quaker Road (CR47/CR70) Pavement Preservation

RESOLUTION REQUEST FORM NO. 9

Request to Increase or Decrease or Amend Existing Capital Project or Capital Reserve Project*

**If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: DPW

DATE: 1/24/23

(a) Exact Title and Number of Project*: Quaker Road (CR47/CR70) Pavement Preservation, Town of Queensbury (H404)

(b) Is this a Capital Project? Yes

(c) Is this a Capital Reserve Project? No

(d) Amount of Increase (if applicable): \$11,799,906.00

(e) Amount of Decrease (if applicable):

(f) Source of Funding (if Increase) (including name & title of codes, etc.):
\$9,439,924.80 Federal 80%
\$1,769,985.90 State Marchiselli 15% (Not currently available)
\$ 589,995.30 Local 5% (D.9950 910 Transfers Capital Projects)

(g) Changes in Funding (if Amendment):

(h) Purpose of Increase or Decrease or Amendment: To increase H404 to fund construction and construction inspection services for the project

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: January 24, 2023

- (a) Purpose of Amendment: To Amend 2023 budget \$267.55 dollars to reflect Insurance Recovery payment dated December 20, 2022 for Stop Sign Repair, DOL February 1, 2022.

- (b) Appropriation Code, Object Code, Full Title and Amount: D.3310 410 County Road, Traffic Control, Supplies \$267.55.

- (c) Revenue Code (with title), and Amount: D.3310 2680 County Road, Traffic Control, Insurance Recovery \$267.55.

PROGRESSIVE
PO BOX 2930
CLINTON, IA 52733-2930

PROGRESSIVE®

Insurance Recovery
10 3310 2680

WARREN COUNTY DEPT OF PUBLIC WORKS
4028 MAIN ST
WARRENSBURG, NY 12885-1100

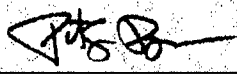
DRAFT NUMBER: 2047426333

AMOUNT: \$*****267.55

ISSUE DATE: December 20, 2022

Form 2721 (06/15)

KEEP THIS TOP PORTION FOR YOUR RECORDS

PROGRESSIVE®		VOID IF NOT PRESENTED WITHIN 90 DAYS		DRAFT NUMBER:	56-389
PAYABLE THROUGH PNC BANK, N.A. 070 ASHLAND, OH 1-877-448-9544		CLAIM NUMBER: 22-2958619 NAME: WARREN COUNTY PW DEP		2047426333	412
				December 20, 2022	
				PAY EXACTLY	\$*****267.55
TWO HUNDRED SIXTY-SEVEN AND 55/100 *****					
PAY TO THE ORDER OF:		WARREN COUNTY DEPT OF PUBLIC WORKS		Progressive Advanced Insurance Company	
				BY:	 AUTHORIZED SIGNATURE

Progressive
PO Box 2930
Clinton, IA 52733-2930



513804 18502 1 MB 0.515 CMBPIO10 062 018502

WARREN COUNTY DEPT OF PUBLIC WORKS
4028 MAIN ST
WARRENSBURG, NY 12885-1100



ADVICE FOR PAYMENT 2047426333		
Payee: WARREN COUNTY DEPT OF PUBLIC WORKS	Payment Date	12/20/2022
	Total Payment Amount	\$267.55
	Total Number of Invoices	1
If you have any questions regarding this payment, please call us at 1-800-274-4499.		

Details							
Claim Number:	Name:	Date of Loss:	Invoice Number:	Company:			
222958619	WARREN COUNTY PW DEP, T	02/01/2022	105390914	Progressive Advanced Insurance Company			
Type	Description	*Coverage	Reference	Identifier	Service Dates	Deductible	Payment Amount
Repair	Subrogation	PD	N/A	STOP SIGN	N/A	\$0.00	\$267.55

Total Payment Amount	\$267.55
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***Full Description of Coverage:**

PD - Property Damage Liability

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: January 24, 2023

- (a) Purpose of Request:
to authorize and approve Kevin Hajos' appointment as 2nd Vice President of the NYS County Highway Superintendents Association for 2023, as well as successive appointments that will be made in 2024 and 2025

- (b) Details:
Will be appointed as 1st Vice President in 2024 and President in 2025

- (c) Previous Resolution Number:

- (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