

PUBLIC WORKS COMMITTEE
DPW AGENDA
April 28, 2023

Committee Members: CONOVER, Dickinson, Bruno, Thomas, Merlino, Braymer and Stec

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: Transfer of Funds
Rationale: To fund snow and ice salaries, hospitalization and dental insurance
2. Request: Miscellaneous – Moratorium on newly reconstructed/paved roads.
Rationale: Protect the integrity of the roadway infrastructure
3. Request: Notice of Intent to Fill – MEO (L) #5
Rationale: Due to Promotion
4. Request: Notice of Intent to Fill – MEO (L) #12
Rationale: Due to Promotion
5. Request: Notice of Intent to Fill – MEO (L) #28
Rationale: Due to Termination
6. Request: Miscellaneous – Certain Town Highway to be placed upon the County Road Map
Rationale: Accepting Town Road
7. Request: New Contract
Rationale: Fuel Maintenance Services – On Call

V. Discussion Items

1. Project Updates
2. MS4 Update

VI. Referrals/Pending Items

VII. Privilege of the floor and public comment

VIII. Motion to Adjourn

Attachments:

1. Resolution Request Form No. 10A – Transfer of Funds
2. Resolution Request Form No. 20 – Miscellaneous
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. 20 – Miscellaneous
7. Resolution Request Form No. 3 – New Contract

REQUEST FOR TRANSFER OF FUNDS

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

FROM DEPARTMENT OF PUBLIC WORKS
Name of Department

SIGNED: _____ DATE: 4/28/2023

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
D.5110 130	Co. Roads, Maintenance, Salaries- Part Time	D.5142 130	Co. Roads, Snow Removal, Salaries - Part Time	\$ 600.00
D.5110 860	Co. Roads, Maintenance, Hospitalization	D.5142 860	Co. Roads, Snow Removal, Hospitalization	\$ 8,000.00
D.5110 865	Co. Roads, Maintenance, Dental Insurance	D.5142 865	Co. Roads, Snow Removal, Dental Insurance	\$ 200.00

\$ 8,800.00

<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 Funds Snow & Ice			

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 -DPW

DATE: 4/28/2023

- (a) Purpose of Request: **To authorize a moratorium on newly reconstructed/paved roads.**

- (b) Details: **The purpose of the Road Moratorium is to preserve and protect the integrity of the roadway infrastructure and the significant investment of public funds. The Road Moratorium is in effect for a term or period of 5 (five) years from the completion date of the roadway or resurfacing project. During this term, no highway right-of-way permits will be issued or granted for any reason for the purpose of cutting, penetration or excavation into and within the roadway surface and is strictly prohibited. Exceptions may be granted in the case of an extreme emergency such as a water main break, natural gas leak, or other public health and safety matter, as determined or agreed by the County Superintendent of Public Works. Conditions of restoration and repairs shall be on a case by case basis as determined by the County Superintendent of Public Works or Designee and will be detailed in Special Conditions for the permit.**

- (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

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) #5 Base Salary of Position: 43187 Grade: 7
Filling at Step # (If Known): _____
Budget code and title: D.5110 MEO (L) #5 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 13579/BENTLEY Date of Vacancy: 04/03/2023
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. 4/4/23

Human Resources Director has approved this form when initialed. 13 4/4/23

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 4/5/2023

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 4/6/23

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 4/28/23

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) #12 Base Salary of Position: 43187 Grade: 7
Filling at Step # (If Known): _____
Budget code and title: D.5110 MEO (L) #12 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 13714/NECATERA Date of Vacancy: 04/03/2023
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. PO 4/4/23
Human Resources Director has approved this form when initialed. [Signature] 4/4/23

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 4/5/2023

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 4/6/23

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 4/28/23

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: 43187 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: 12611/Hitchcock Date of Vacancy: 03/17/2022
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. Per 4/4/23

Human Resources Director has approved this form when initialed. AP 4/4/23

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 4/5/2023

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 4/6/23

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 4/7/23

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 -DPW

DATE: 4/28/2023

- (a) Purpose of Request: **Authorization addition of a Town Highway (Old State Road North) to the County Road Map.**
- (b) Details: **The purpose of this resolution is authorization to accept Old State Road North from the Town of Lake George. Pursuant to section 115 of the NYS Highway Law, the following described and designated highway will be placed on the County Road Map. Old State Road North, beginning at intersection with State Route 9 and thence running north to State Route 9, a total distance of approximately 0.37 miles in Town of Lake George, to be known as Old State Road North - County Road No. 83**
- (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

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Public Works - DPW

DATE: 4/28/23

- (a) Is this a Result of a Bid or Request for Proposal? **Bid, WC 26-23 Fuel Maintenance Services**
- (b) Purpose of Contract: **Term Agreement/on-call services associated with fuel pump maintenance for the 8 County maintained fuel sites**
- (c) Name of Contractor: **R.M. Dalrymple Co., Inc.**
- (d) Address of Contractor: **15 Grace Moore Road Saratoga Springs, NY 12866**
- (e) Contractor's Contact Person and Telephone Number: **James Ether 518 587-5566**
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: **June 1, 2023**
- (h) Termination Date of Contract: **May 30, 2024, with two possible one year extensions**
- (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

WARREN COUNTY BID TABULATION SHEET

BID NO: WC 26-23 ITEM(S): FUEL MAINTENANCE SERVICES DATE: APRIL 25, 2023 TIME: 3:00 P.M.	NAMES & ADDRESS OF BIDDER R.M. Dalrymple Co., Inc, Attn: James Ether 15 Grace Moore Rd Saratoga Springs, NY 12866 Ph: 518-587-5566 Fx: 518-587-6296
BID AWARDED TO:	RESOLUTION NO: XXX OF 2023
TERM: JUNE 1, 2023 THROUGH MAY 30, 2024	√ JULIE A. BUTLER, PURCHASING AGENT
DESCRIPTION OF ITEM	BID PRICE
SCHEDULE A: CALL-OUT FEE (INCLUDING ALL COSTS ASSOCIATED WITH TRAVEL & LABOR EN-ROUTE):	
Warren County DPW (Warrensburg):	\$305.00
Floyd Bennett Airport (Queensbury):	\$294.00
Town of North Creek:	\$390.00
Lake Luzerne Landfill:	\$295.00
Town of Bolton:	\$300.00
Town of Horicon:	\$318.00
Town of Hague:	\$405.00
Warren County Municipal Center (Lake George):	\$253.00
SCHEDULE B: HOURLY LABOR RATES:	
Technician Labor Rates (Standard):	\$145.00
Technician Labor Rates (Over-time):	\$217.50
Technician Labor Rates (Emergency):	\$290.00
IT Technician Labor Rates (Standard):	\$145.00
IT Technician Labor Rates (Over-time):	\$217.50
IT Technician Labor Rates (Emergency):	\$290.00
Laborer Rates (Standard):	\$145.00
Laborer Rates (Over-time):	\$217.50
Laborer Rates (Emergency):	\$290.00
SCHEDULE C: RESPONSE TIME & MARK-UP PERCENTAGE:	
Response Time for Repairs During Normal Work Hours:	24-48 Hours
Response Time for Emergency / After Hours Repairs:	4 Hours
Specialized Equipment Furnished - Percent Mark-Up:	15-20%
Materials & Parts Furnished - Percent Mark-Up:	15-20%
SCHEDULE D: TESTING FEES:	
Tank Tightness Testing:	N/A
Interstitial Monitoring Testing:	Time and Material
Overfill Prevention Testing:	Time and Material
Spill Bucket Testing:	Time and Material
COMMENTS:	N/A