

**PUBLIC WORKS COMMITTEE  
DPW AGENDA  
May 24, 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: New Contract  
Rationale: Coolidge Hill Road CR49 Construction Project
2. Request: Amend County Budget  
Rationale: Transfer of local match funds- Project H385 CR32 Bennie Brook Culvert Replacement
3. Request: Miscellaneous  
Rationale: Close Capital H385 CR32 Bennie Brook Culvert Replacement
4. Request: Increase Capital Project  
Rationale: Increase the Capital Project H390 County Bridge and Culvert Projects based on the 2023 budget allocation and increased Capital Project Cost
5. Request: Miscellaneous  
Rationale: Authorize the Superintendent of Public Works to execute a change order for H381 South Johnsbury CR57 over Mill Creek Bridge Replacement
6. Request: Transfer of Funds  
Rationale: Transfer Surplus Road Project Funds to Cover Capital Project Cost.
7. Request: Transfer of Funds  
Rationale: Transfer of Funds to Part Time Salaries to cover cost of Created Temporary Position
8. Request: Create New Position  
Rationale: Temporary Confidential Assistant to train for the position of Confidential Assistant for the position that will become vacant on July 31, 2023 due to retirement.

**V. Discussion Items**

1. Project Updates
2. Property to Lake Luzerne -

**VI. Referrals/Pending Items**

**VII. Privilege of the floor and public comment**

**VIII. Motion to Adjourn**

Attachments:

1. Resolution Request Form No. 3 – New Contract
2. Resolution Request Form No. 7 – Amend Budget
3. Resolution Request Form No. 20 – Miscellaneous
4. Resolution Request Form No. 9 – Increase Capital Project
5. Resolution Request Form No. 12 – Notice of Intent to Fill Position
6. Resolution Request Form No. 10A – Transfer of Funds
7. Resolution Request Form No. 11 – Create New Position

# ***RESOLUTION REQUEST FORM NO. 3***

## ***Request for New Contract***

**DEPARTMENT NAME: DPW**

**DATE: 5/24/23**

- (a) Is this a Result of a Bid or Request for Proposal? Bid
  
- (b) Purpose of Contract: WC 23-23 Coolidge Hill Road (CR 49) Reconstuction (Bids due 5/25/23)
  
- (c) Name of Contractor: TBD
  
- (d) Address of Contractor: TBD
  
- (e) Contractor's Contact Person and Telephone Number: TBD
  
- (f) Has or will the Contract be provided, if so, please attach:
  
- (g) Commencement Date of Contract: Upon Execution
  
- (h) Termination Date of Contract: Upon Completion
  
- (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, (with title), Object Code (with title), and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: H415 - 2022 Bonded Road 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: DPW**

**DATE: 5/24/23**

- (a) Purpose of Amendment: To increase D.9950 910 (Transfers - Capital Projects) in accordance with transfer of surplus local match funds from capital project H385
  
- (b) Appropriation Code (with title), Object Code (with title) and Amount:  
D.9950 910 - Interfund Transfers (\$112,871.90)
  
- (c) Revenue Code (with title), and Amount:  
D.5010 5031 - Interfund Transfers (\$112,871.90)

# ***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: 5/24/23**

(a) Purpose of Request: Authorization to close capital project and return funds to funding source.

(b) Details: Authorization to close capital project H385 CR 32 Bennie Brook Culvert Replacement and return surplus local match funds to the funding source:

Capital Project	Est Funds	Funding Source
H385	\$112,871.90	D.9950 910

(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. 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: 5/24/23**

- (a) Exact Title and Number of Project\*: County Bridge & Culvert Projects (H390)
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable): \$1,172,809.42
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):  
\$1,172,809.42 from D.9950 910 Transfers Capital Projects
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: To increase H390 based on 2023 budget allocation and additional funds required for design, construction and construction inspection of the CR 2 and CR 7 bridge replacement projects

# ***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: 5/24/23**

- (a) Purpose of Request: Authorize Superintendent of Public Works to execute change order with Rifenburg Construction, Inc. relating to H381 South Johnsburg Road (CR 57) over Mill Creek Bridge Replacement (T/O Johnsburg)
  
- (b) Details: Resolution 237 of 2022 authorizes the Superintendent of Public Works to execute change orders for construction contracts, when sufficient funding is available, provided the change does not exceed 10% of the original contract cost or \$50,000, whichever amount is greater. The subject change order is to add necessary work items to the construction contract with Rifenburg Construction, Inc. in regards to the South Johnsburg Road (CR 57) over Mill Creek bridge replacement project in the Town of Johnsburg. This change order is \$560,134.13 which exceeds the thresholds for authority designated to the Superintendent (original contract cost is \$2,494,115.00). Therefore, the Superintendent requests authority to execute the subject change order with Rifenburg Construction, Inc.
  
- (c) Previous Resolution Number: 237 of 2022
  
- (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

**REQUEST FOR TRANSFER OF FUNDS**

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

FROM: DEPARTMENT OF PUBLIC WORKS

Name of Department

SIGNED: \_\_\_\_\_ DATE: 5/24/2023

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>	<u>TOWN</u>
D.5112.8334 280	Co Roads, 2022 CR#41 Sawmill Road	D.9950 910	Co Roads, Transfers - Capital Projects	\$ 375,280.77	Bolton
D.5112.8340 280	Co Roads, 2022 CR#60 Harrington Hill Road	D.9950 910	Co Roads, Transfers - Capital Projects	\$ 264,949.53	Lake George
D.5112.8341 280	Co Roads, 2022 CR#68 Landon Hill Road	D.9950 910	Co Roads, Transfers - Capital Projects	\$ 17,579.12	Chester

<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

Please state reason for transfer request:

Transfer surplus road project funds to cover capital project expenses

**REQUEST FOR TRANSFER OF FUNDS**

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

FROM: DEPARTMENT OF PUBLIC WORKS

Name of Department

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

5/24/2023

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1620 465	Building, Road/Bridge Materials	A.1490 130	Public Works Admin - DPW, Salaries - Part-Time	\$ 5,000.00

<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 training of Confidential Assistant

# ***RESOLUTION REQUEST FORM NO. 11***

## ***Request to Create New Position***

**DEPARTMENT NAME: Public Works - DPW**

**DATE: 05/24/23**

- (a) Title of Requested Position: Temporary Confidential Assistant to the Superintendent of Public Works
- (b) Annual **Base** Salary (and Grade if Applicable): \$5,000.00 Grade 9
- (c) Effective Date for New Position:\* August 1, 2023  
\*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department=s Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable): NA
- (e) Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount: A1490.130
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.) Yes
- (g) Is this a mandated position? If so, please explain: No
- (h) Is there expected revenue from this position? If so, please explain: No

## **CONFIDENTIAL ASSISTANT TO THE SUPERINTENDENT OF PUBLIC WORKS**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the Warren County Department of Public Works (“Department”) and involves responsibility for day to day administrative operations of the office of the Superintendent. The incumbent performs office management and administration functions including but not limited to personnel management and supervision, fiscal management, policies and procedures coordination, program planning, budgeting, reporting and program evaluation as assigned by the Superintendent. Also, the Superintendent may designate the incumbent to act for and on behalf of the Superintendent or Deputy Superintendent for authorized functions. Work is performed in accordance with policies and objectives outlined by the Superintendent with wide leeway allowed for the exercise of independent judgment. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES** (Illustrative only)

Serves as office manager, directing day to day administrative activities, setting priorities and reviewing completed work;

Assists in the formulation and coordination of policies and procedures for the administration of various programs;

Assists in planning and administering of in-service training programs for staff in office methods and procedures and other non-technical fields;

Plans and supervises the collection, tabulation and analysis of statistical and financial data;

Supervises and expedites the preparation of reports and the maintenance of records;

Reviews incoming mail and answers general correspondence;

Interviews applicants for work and advises superiors on hiring and related personnel matters;

Orients and trains new employees;

Participates in professional conferences and training programs;

Explains department and agency functions and activities at meetings with civic groups and community organizations;

Maintains and updates personnel files including employee history records;

Conducts inventory and establishes control system for all agency equipment;

Processes termination and unemployment reports;

Establishes policies and devises new forms for attendance records including vacation, sick and absence reports;

Reviews and updates employee job descriptions in cooperation with the Personnel Officer, agency head and subordinate supervisors;

Performs related work necessary for the efficient operation of the department;

Assists in the processing of purchases orders, vouchers, contracts and expense claims;

Assists in the preparation of the Public Works operating budget;

May perform functions for and in the place of the Superintendent or Deputy Superintendent, as designated by the Superintendent;

Performs related work necessary for the efficient execution of the administrative functions of the department.

Confidential Assistant to the Superintendent of Public Works

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the principles and practices of office management, including a knowledge of personnel methods and procedures, organizational reporting and communication, and supervisory principles and techniques; thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and

English; good knowledge of statistical techniques, particularly in relation to the collection and tabulation of raw data; ability to train and supervise employees in office methods and procedures; ability to organize and lay out work for others; ability to get along well with subordinates and others and secure their cooperation; resourcefulness in the solution of complex administrative problems; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and one year of administrative or supervisory office management experience with a public agency or private business; or
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and three years of administrative or supervisory office management experience with a public agency or private business, or
- C. Graduation from high school or possession of a high school equivalency diploma and five years of clerical experience in an administrative or supervisory capacity with a public agency or private business; or
- D. An equivalent combination of experience and training as defined by the limits of (a) and (b) above.

Adopted: Warren County Civil Service, 5/6/10

Amended: Warren County Civil Service, 8/5/15

JC: Exempt

Confidential Assistant to the Superintendent of Public Works

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