

**PUBLIC WORKS COMMITTEE
PARKS, RECREATION AND RAILROAD AGENDA
October 22, 2025**

Committee Members: CONOVER, Strainer, Bruno, Bean, Crocitto, Turner and Merlino

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: Request new contract with South Warren Snowmobile Club
Rationale: Maintain Snowmobile Trails
2. Request: Request new contract with Hague Sno-Goers Snowmobile Club
Rationale: Maintain Snowmobile Trails
3. Request: Request new contract with Northern Warren Trail Blazers Snowmobile Club
Rationale: Maintain Snowmobile trails
4. Request: Request new contract with Thurman Connection Snowmobile Association
Rationale: Maintain Snowmobile trails
5. Request new contract with Saratoga Snowmobile Association
Rationale: Use railroad right of way for snowmobiles
6. Request: Miscellaneous - Amend fee schedule (Schedule A) for Up Yonda Farm
Rationale: Update the Schedule A fees for programs and parking
7. Request: Miscellaneous - Accept a donation
Rationale: Accept a bench as a donation at Leonard Street lot on bikeway
8. Request: Transfer of Funds
Rationale: Covering overtime for remainder of year

V. Information for Discussion/Review

1. Trunk or Treat at Up Yonda Farm
2. Fish Hatchery stocking update
3. Up Yonda Update

VI. Referrals/Pending Items

1. The Committee decided to continue the discussion regarding grant funding opportunities available for an alternate use; study of the rail line, as well as funding to convert to a rail multi-use trail.
(06.23.25)

VII. Privilege of the floor and public comment

VIII. Motion to Adjourn

Attachments:

1. Resolution Request No. 3 – New Contract
2. Resolution Request No. 3 – New Contract
3. Resolution Request No. 3 – New Contract
4. Resolution Request No. 3 – New Contract
5. Resolution Request No. 3 – New Contract
6. Resolution Request No. 20 – Miscellaneous
7. Resolution Request No. 20 – Miscellaneous
8. Resolution Request No10A – Transfer od Funds

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME:

DATE:

- (a) Is this a Result of a Bid or Request for Proposal?

- (b) Purpose of Contract:

- (c) Name of Contractor:

- (d) Address of Contractor:

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

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

- (g) Commencement Date of Contract:

- (h) Termination Date of Contract:

- (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. 3

Request for New Contract

DEPARTMENT NAME: Warren County Parks Recreation & RailRoad

DATE: 10/22/25

- (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:
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:
No
- (g) Commencement Date of Contract:
1/1/26
- (h) Termination Date of Contract:
12/31/26
- (i) Payment Provisions: i) lump sum amount **\$9,000.00**
ii) hourly rate amount
iii) total amount not to exceed **Same as above**
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
Quarterly
- (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:

Parks Recreation and Railroad, A7110 .470 Contract \$9,000

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. 3

Request for New Contract

DEPARTMENT NAME: Warren County Parks Recreation & RailRoad

DATE: 10/22/25

- (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:
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:
NO
- (g) Commencement Date of Contract:
1/1/26
- (h) Termination Date of Contract:
12/31/26
- (i) Payment Provisions: i) lump sum amount **\$27,000.00**
ii) hourly rate amount
iii) total amount not to exceed **Same as above**
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
Quarterly
- (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:

Parks Recreation and Railroad, A7110 .470 Contract \$27,000

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. 3

Request for New Contract

DEPARTMENT NAME: Warren County Parks Recreation & RailRoad

DATE: 10/22/2025

- (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, 474 of 2022)
- (c) Name of Contractor:
Nathan Thomas
- (d) Address of Contractor:
133 Bear Pond Road, Athol NY 12810
- (e) Contractor's Contact Person and Telephone Number:
(518) 791-5360
- (f) Has or will the Contract be provided, if so, please attach:
NO
- (g) Commencement Date of Contract:
1/1/26
- (h) Termination Date of Contract:
12/31/26
- (i) Payment Provisions: i) lump sum amount **\$27,000.00**
ii) hourly rate amount
iii) total amount not to exceed **Same as above**
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
Quarterly
- (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:

Parks Recreation and Railroad, A7110 .470 Contract \$27,000

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. 3

Request for New Contract

DEPARTMENT NAME: Parks Recreation & Railroad

DATE: 10/22/2025

- (a) Is this a Result of a Bid or Request for Proposal?
No
- (b) Purpose of Contract:
Authorizing an Agreement with Saratoga Snowmobile Association 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:
4/15/26
- (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. 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: Parks Recreation & Railroad

DATE: 10/22/25

- (a) Purpose of Request: Ammend the fee structure (Schedule A) for Up Yonda Farm

- (b) Details: A reasonable increase in fee structure to help generate revenue for the facility

- (c) Previous Resolution Number: NA

- (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

| Item | Current Price | Price Change | Approximate change in income | Notes |
|--|--|--|------------------------------|---|
| Day Use | \$5.00 (Sep-June) \$6.00 (July-August) | \$5 (Sep-June) \$8 (July-August) | \$1,550 | Sep-June Day Use- 637 July-August Day Use- 781 |
| Programs (Public, School, Group, Homeschool) | \$5 | \$6 | \$3,000 | 3,323 program attendees |
| Special Programs | \$7.00-\$40.00 \$2.00-\$35.00 per member | \$7.00-\$55.00 \$2.00-\$50.00 per member | \$700 | Allows for fee increase from wreath making programs |
| Outreach programs | \$125 per hour in Warren \$150 per hour outside Warren \$75 per additional hours | \$150 \$175 \$100 | \$1,350 | 24 hrs at first hr rate 27 additional hrs |
| | | | | |
| Memberships | | | | |
| Individual | \$40 for 1 year \$70 for 2 years \$100 for 3 years | \$50 for 1 year \$90 for 2 year \$120 for 3 years | \$50 | |
| Family | \$80 for 1 year \$140 for 2 years \$200 for 3 years | \$100 for 1 year \$180 for 2 years \$260 for 3 years | \$400 | Approx 20 memberships |

SCHEDULE "A" (proposed changes for 2026)
Fee Schedule for the Up Yonda Farm Environmental Education Center

| | <u>Fee</u> |
|---------------------------|---|
| Day Use (Parking) | \$5.00 per car (September to June) \$8.00 per car (July and August) \$10.00 per bus \$0.00 per Member |
| Public Programs | \$6.00 per person (plus Day Use fee) \$0.00 per Member |
| School Programs | \$6.00 per child \$6.00 per chaperone \$0.00 per School staff |
| Group Programs | \$6.00 per person (plus Day Use fee) |
| Homeschool Programs | \$6.00 per child (plus Day Use fee) \$0.00 per chaperone \$0.00 per Member |
| Special Programs | \$7.00- \$55.00 per person (plus Day Use fee) \$2.00-\$50.00 per Member |
| Outreach Programs | \$150.00 (per first hour, within Warren County) \$175.00 (per first hour, outside Warren County) \$100.00 (per second and subsequent hours) |
| Virtual Programs | \$50.00 per program \$250.00 (6 program series) |
| Birthday Party | \$7.00 per child (plus Day Use fee) |
| Building/ Pavilion Rental | \$100.00 |
| Snowshoe Rental | |
| Adult | \$5.00 per adult (plus Day Use fee) \$3.00 per Member \$3.00 with program |
| Child | \$5.00 per child (plus Day Use fee) \$3.00 Member \$3.00 with program |
| Memberships | |
| Individual | \$50.00 for one year \$90.00 for two years \$120.00 for three years |
| Family | \$100.00 for one year \$180.00 for two years \$260.00 for three years |
| Lifetime Membership | \$600.00 |

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: Parks Recreation & Railroad

DATE: 10/22/25

- (a) Purpose of Request: Accept the donation of a bench and plaque at the Leonard Street parking lot on the Warren County Bike Path

- (b) Details: This donation is in memory of a family member of an employee of a local cycling business. A work in County ROW permit will be issued for the installation.

- (c) Previous Resolution Number: NA

- (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: Public Works - Parks, Recreation and Railroad

Name of Department

SIGNED: _____

DATE: _____

10/22/2025

| <u>FROM CODE</u> | <u>TITLE</u> | <u>TO CODE</u> | <u>TITLE</u> | |
|------------------|----------------------------------|----------------|-----------------------------------|------------|
| A.7110 110 | General, P&R, Salaries - Regular | A.7110 120 | General, P&R, Salaries - Overtime | \$2,000.00 |

FROM CODE _____ TITLE _____ TO CODE _____ TITLE _____

Please state reason for transfer request:

To cover unanticipated overtime costs