

**PUBLIC WORKS COMMITTEE  
DPW AGENDA  
October 20, 2020**

Committee Members: CONOVER, Hogan, Leggett, Braymer, Bruno, Magowan, Merlino, Strough, Wild

**I. Committee meeting called to order by Chair**

**II. Approval of minutes of prior Committee Meeting**

**III. Action Agenda/New Business Items**

1. Request: Notice of Intent to fill a vacant position of Highway Construction Supervisor I  
Rationale: Due to a resignation
2. Request: Transfer of Funds  
Rationale: For the purchase of the traffic control – sign plotter and cutter.
3. Request: Transfer of Funds  
Rationale: Due to overtime for Waste Management and Traffic Control
4. Request: New Contract  
Rationale: Contract with vendor for the Household Hazardous Waste Collection
5. Request: New Contract  
Rationale: Contract for Fire Suppression Systems, Inspection and Maintenance

**IV. Discussion Items:**

1. County Road Construction Projects
2. County Bridge Construction Projects

**V. Referrals/Pending Items**

**VI. Privilege of the floor and public comment (please allow for 15 second delay on live stream meetings)**

**VII. Motion to Adjourn**

- Attachments:
1. Resolution Request Form No. 12 – Notice of Intent to Fill Vacant Position
  2. Resolution Request Form No. 10A – Transfer of Funds
  3. Resolution Request Form No. 10A – Transfer of Funds
  4. Resolution Request Form No. 3 – New Contract
  5. Resolution Request Form No. 3 – New Contract

# 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: \$38,818 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: #11978 J. Kennedy Date of Vacancy: October 16, 2020  
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.** POC 10/13/20  
Human Resources Director has approved this form when initialed. AF 10/13/20

### 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 10/14/20

### 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 [Signature] Date 10/15/20

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

- Name of Committee \_\_\_\_\_  
 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 \_\_\_\_\_

**REQUEST FOR TRANSFER OF FUNDS**

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

FROM DEPARTMENT OF PUBLIC WORKS

Name of Department

SIGNED: \_\_\_\_\_ DATE: 10/20/2020

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
D.3310 410	Co Roads, Traffic Control, Supplies	D.3310 260	Co Roads, Traffic Control, Other Equipment	\$ 24,000.00

<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:

Traffic Control - Plotter & Cutter

**REQUEST FOR TRANSFER OF FUNDS**

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

FROM DEPARTMENT OF PUBLIC WORKS

Name of Department

SIGNED: \_\_\_\_\_ DATE: 10/20/2020

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1628 110	General, Waste Management Cont, Salaries - Reg	A.1628 120	General, Waste Management Cont, Salaries - OT	\$ 65.00
D.3310 110	Co Rd, Traffic Control, Salaries - Regular	D.3310 120	Co Rd, Traffice Control, Salaries - OT	\$ 300.00

<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:

Waste Management Con, Salaries - OT, 9/27/20 & 8/2/20 Delivery Wait time  
Traffic Control, Salaries - OT, 9/11/20 Guiderail repair for CR 9 & CR 17

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

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

**DEPARTMENT NAME: DPW**

**DATE: 10/20/2020**

- (a) Is this a Result of a Bid or Request for Proposal? WC 46-20 (bids to be opened 10/15/2020)
- (b) Purpose of Contract: WC 46-20 Household Hazardous Waste Collection
- (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: December 31, 2021 with possibility of up to two (2) one year extensions
- (i) Payment Provisions:
  - i) lump sum amount
  - ii) hourly rate amount
  - iii) total amount not to exceed TBD
  - 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: A.1628 470 Waste Management Containment, Contracts

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

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

**DEPARTMENT NAME: DPW**

**DATE: 10/20/2020**

- (a) Is this a Result of a Bid or Request for Proposal? Bid WC 58-20 Fire Suppression Inspection and Maintenance for Fueling Facilities Located Throughout Warren County
- (b) Purpose of Contract: Term Agreement contract for inspection and maintenance of fuel facilities fire suppression system.
- (c) Name of Contractor: TBD (Bids due November 5<sup>th</sup>)
- (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: 12/31/2021 with the option of two 1 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, (with title), Object Code (with title), and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, and Title, and Amount: DM 5140.470 Fuel Management Contracts