

**PUBLIC WORKS COMMITTEE
PARKS, RECREATION AND RAILROAD AGENDA
April 26, 2022**

Committee Members: *CONOVER*, Hogan, Dickinson, Thomas, Bruno, Merlino and Strough

I. Committee Meeting Call to Order by Chair

II. Approval of minutes of prior Committee Meeting

III. Action Agenda/New Business

1. Request: Notice of Intent to Fill Position – Environmental Education Administrator
Rationale: Due to Resignation
2. Request: New Contract – Rail Bikes (*Executive Session*)
Rationale: Contract for section of track not currently being used.

IV. Information for Discussion/Review

1. Fish Stocking

V. Referral/Pending Items

1) In regard to the two parcels of land the Town of Johnsbury had expressed an interest acquiring, Superintendent of Public Works agreed to go before the Town of Johnsbury Planning Board to request that the subdivision move forward. (03.22.22)

2) The Superintendent of Public Works to work with the representative of the Shrine Circus to develop a formal request to bring before the Committee for use of the County property in between the Cornell Cooperative Extension and Countryside Adult Home buildings to hold the Shrine Circus on July 18-18, 2022. (02.28.22)

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 No. 12 – Notice of Intent to fill position

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: _____ Payroll Dept. No: _____

Title of Position: _____ Base Salary of Position: _____ Grade: _____

Filling at Step # (If Known): _____

Budget code and title: _____ Union Non-Union

This position is vacated due to: Retirement Resignation Termination Promotion Other

Employee No./Last Name: _____ Date of Vacancy: _____

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. _____

Human Resources Director has approved this form when initialed. _____

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 _____

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 _____

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 _____

ENVIRONMENTAL EDUCATION ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this class is responsible for overseeing the planning and implementation of regional educational programs and exhibits. Work is performed under the general direction of the Superintendent of Public Works with leeway allowed for exercise of independent judgment. Supervision may be exercised over those employees involved in environmental programs including maintenance staff and student interns. Performs related work as required.

TYPICAL WORK ACTIVITIES: (illustrative only)

Administers environmental education programs at Warren County Parks and Recreation;
Oversees the planning and implementation of regional educational programs and exhibits;
Assists in the development and expansion of environmental facilities;
Prepares reports on facility usage, including ongoing programs, proposed revisions and other activities in environmental fields;
Serves as a consultant to other governmental agencies, schools and community organizations regarding program development;
Establishes and maintains relationships with schools and community organizations in support of environmental education programs;
Maintains contacts and professional relationships with media and governmental agencies;
Assists in the development of brochures and other promotional materials;
Undertakes other related projects and duties as assigned by the Superintendent of Public Works.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the natural environment and the methods and principles of environmental science with emphasis on vegetation, wildlife, ecology and earth science; good knowledge of environmental program funding and budget management; ability to develop educational programs relating to environmental management; ability to make presentations to various groups on environmental matters; ability to convey information as outlined in technical literature pertaining to environmental matters, report writing and research; ability to plan and supervise the activities of clerical and technical subordinates; ability to maintain good working relationships with outside agencies; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree or higher in environmental studies, biological sciences or a related field and three years site management experience at a nature center, wildlife refuge, fish hatchery or similar facility which involved daily activity in maintaining natural habitat in a specific environmental/wildlife specific facility.

Warren County Civil Service
Adopted 6/94; Amended 3/19; 5/22/19
JC: Competitive

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: DPW - P&R

DATE: 4/26/22

- (a) Is this a Result of a Bid or Request for Proposal? Proposal WC 20-22
- (b) Purpose of Contract: For Recreational Use (Rail Bikes) on a section of the Short Line Railroad Track between MP 72.81 to MP87. Use of Riverside Station in Riparius
- (c) Name of Contractor: Revolution Rail Company
- (d) Address of Contractor: 3 Railroad Place North Creek, NY
- (e) Contractor's Contact Person and Telephone Number: Robert Harte (917) 334-1288
- (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, 2022 may be extended 2 additional 1 year terms, upon mutual agreement between County and Contractor.
- (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: