

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PUBLIC WORKS

DATE: MARCH 27, 2014

COMMITTEE MEMBERS PRESENT:	OTHERS PRESENT:
SUPERVISORS MERLINO	JEFFERY TENNYSON, SUPERINTENDENT OF PUBLIC WORKS
CONOVER	KEVIN HAJOS, DEPUTY SUPERINTENDENT OF PUBLIC WORKS
WOOD	JUSTIN GONYO, GENERAL SUPERINTENDENT, SARATOGA & NORTH CREEK RAILWAY
TAYLOR	KEVIN GERAGHTY, CHAIRMAN OF THE BOARD
FRASIER	PAUL DUSEK, COUNTY ADMINISTRATOR
DICKINSON	JOAN SADY, CLERK OF THE BOARD
SIMPSON	FRANK THOMAS, BUDGET OFFICER
SOKOL	SUPERVISORS BROCK
VANSELOW	SEEBER
	MICHAEL SWAN, COUNTY TREASURER
	RICHARD LUCIA, SUPERVISOR , TOWN OF CORINTH
	DON LEHMAN, <i>THE POST STAR</i>
	AMANDA ALLEN, DEPUTY CLERK OF THE BOARD

Mr. Merlino called the meeting of the Public Works Committee to order at 9:30 a.m.; he noted the presence of Richard Lucia, Supervisor of the Town of Corinth, and welcomed him to the meeting.

Motion was made by Ms. Wood, seconded by Mr. Taylor and carried unanimously to approve the minutes from the prior Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Jeffery Tennyson, Superintendent of Public Works, who distributed copies of the DPW and Parks, Recreation & Railroad Agendas to the Committee members; copies of both Agendas are on file with the meeting minutes.

Commencing the review of the Parks, Recreation & Railroad Agenda, Mr. Tennyson advised the first item listed pertained to an update on railroad operations from Justin Gonyo, General Superintendent of the Saratoga & North Creek Railway (SNCR).

Mr. Gonyo began with an update on SNCR passenger service, advising that although it had been a long and difficult winter season, he was pleased to announce operations had been good for the first quarter of 2014. He said there had been a 10% increase in ridership in comparison to the first quarter of 2013 and they had also increased on-board service sales by 75%, claiming the highest per average on-board sales for any of Iowa Pacific's passenger trains at \$21 per person. Mr. Gonyo apprised SNCR had already received almost 400 reservations for the spring season and they were quickly approaching 1,000 reservations for the summer season; he added that on April 7th, SNCR would offer reservations for the upcoming 2014 Polar Express event. He stated that SNCR had finalized their operating plans for the months of January-October of 2015, but had not yet finalized plans for the 2015 Polar Express event.

Moving on, Mr. Gonyo reminded the Committee members that as per the terms of the Railroad Operator Contract, SNCR was obligated to offer the Thomas the Tank Engine event, or other like events. He stated that in lieu of the Thomas event, SNCR would prefer to repeat the Pumpkin Patch Express train which had been successfully used as a substitution in 2012. Mr. Gonyo advised that all of the event details had not yet been worked out, but said they intended to use a separate train for the Pumpkin Patch Express because in their prior experience it had been difficult to maintain the regular train schedule due to the large number of riders getting on and off the train at event locations. Mr. Tennyson interjected that a prior amendment to the Railroad Operator Contract (*approved by Resolution No. 493 of 2012*) provided authorization for a pumpkin patch-themed event to be held in lieu of the Day Out With Thomas event, assuming that Committee consensus was provided, without need

for an additional resolution. Mr. Conover questioned when the event would be held and Mr. Gonyo replied that the exact event dates had not yet been established, but advised it would be held in October. Mr. Merlino suggested that the Committee provide their consent for the Pumpkin Patch Express event to be held with the understanding that further event dates and details would be provided at a future Committee meeting.

Motion was made by Mr. Sokol, seconded by Mrs. Frasier and carried unanimously to authorize the Pumpkin Patch Express event to be held in lieu of the Day Out With Thomas event.

Mr. Gonyo apprised SNCR was always seeking ways to make their passenger service unique and he noted they would be offering an apple pie mix based on the original recipe used by the Delaware & Hudson Railroad, as well as pies made from the mix. He advised the pie mix was supplied by a company located in Pennsylvania called the Phoebe Snow Company which was named after a very popular passenger train run on the Lackawana Railway which was fairly prominent in Pennsylvania; he added that the Phoebe Snow Company offered a number of different recipes which various railroads were famous for, such as the New Haven brand coffee.

Finally, Mr. Gonyo stated he was pleased to announce that SNCR was closing on a contract with an aggregate firm from Long Island, NY to transport stone from the Tahawus mines to Long Island. He noted that the company SNCR was contracting with had asked that they refrain from advertising any pertinent details regarding names or amounts associated with the contract, but said he could provide the information in an executive session if the Committee desired that he do so. Mr. Gonyo advised the stone would be transported to the Town of Corinth, where some materials would be stockpiled, and then on to one of the two ports in Albany, NY, before it was transported by barge to its final destination in Long Island, NY where it would be used as a high friction aggregate in concrete and asphalt production. Mr. Gonyo concluded that SNCR was currently working with Mr. Lucia and the Town of Corinth on the details for the stockpiling at the transloading facility in the Town of Corinth and they anticipated operations would begin in early May.

Mr. Dickinson entered the meeting at 9:39 a.m.

Proceeding with the agenda review, Mr. Tennyson outlined the Items of Interest section, as follows:

- * Up Yonda Farm - Mr. Tennyson advised 158 participants had attended the Maple Festival/Breakfast held at the Up Yonda farm on March 2nd. He further advised the agenda packet included a chart outlining where those that had attended the event were from.
- * Warren County Hatchery - Mr. Tennyson pointed out that the agenda included the 2014-2018 Stocking Permit which outlined the areas where stocking activity would take place. He noted that there were no significant changes to the stocking permit from prior years and that the few changes made were based on NYSDEC (*New York State Department of Environmental Conservation*) recommendations. Mr. Tennyson also circulated pictures of the fish that would be stocked; *copies of the photos are on file with the meeting minutes.*

Mr. Tennyson apprised that at the next Committee meeting he would be presenting requests to approve agreements to forward funding to the various snowmobile clubs. Mr. Merlino questioned whether snowmobile use on the Warren County Bikeway had concluded for the current winter season and Mr. Tennyson replied affirmatively. Mr. Tennyson commented that the South Warren Snowmobile Club had operated on a section of the Bikeway and had been excellent to work with, immediately responding to all inquiries or requests made of them. He added the 2013-14 snowmobile season had been a very good one and they were looking forward to another great season for 2014-15.

Concluding the Parks, Recreation & Railroad Agenda review, Mr. Tennyson advised he had no new information to present relative to either of the Referral items listed.

Proceeding with the review of the DPW Agenda, Mr. Tennyson pointed out that the Overtime Report was included on page 1. He noted that although the overtime use was higher for the first quarter of 2014 than it had been in prior years, they were still close to the average figures. Mr. Tennyson advised the Fuel Reports began on Agenda page 2 and he said the figures presented were as they would have expected for this time of year and there were no budgetary concerns as of yet.

Mr. Tennyson directed the Committee Members to Agenda page 5, which included a request to authorize the paving rate calculation method to determine the amount charged for paving work provided by DPW staff for the City of Glens Falls, Village of Lake George or the other town in Warren County. He explained that in the past, they had set the estimated daily paving rate by resolution, but charged actual costs for the work; he added that the actual costs varied by project depending on several conditions including the salaries of the staff working on the project, the number of work hours worked and rental rates for equipment. Mr. Tennyson commented that this situation caused confusion for the towns/City/Village because they expected to be billed for the estimated rate but were instead billed based on actual costs. He listed the components used to determine the actual paving rates as follows:

1. Labor - based on the actual salary and fringe rate of the employees working on the paving project. Hours worked are based on actual time clock entries for time on the project (*including equipment preparation/mobilization, construction and demobilization*). Office administration costs and salaried Engineering support are not charged.
2. Fuel - charged at a flat rate of 110 gallons per day based on the cost of diesel fuel at the Warrensburg Fuel Site at the time the work is completed.
3. Rented Equipment - charged per day based on the monthly rental rate divided by 21 working days. Use of County-owned paver, trucks, milling head, skidsteer and other equipment are not charged.

Mr. Tennyson apprised that based on the methodology used for the past few years, they had determined the average daily paving rate would be \$2,501.36 for an eight-hour workday, which was a decrease from the prior years figure of approximately \$2,700 per day. He commented that the decrease was due to personnel changes which led to lower salary rates.

Mr. Taylor questioned what the average cost per mile for road work was and Mr. Tennyson responded that for County projects, they typically budgeted about \$100,000 per mile for overlay work to cover the cost of materials and some ancillary shoulder and pipe work; he noted that the DPW crews could pave one mile in a full eight-hour day. Mr. Tennyson added that the materials costs would be essentially the same for the towns/Village/City, but said they would need to add the aforementioned labor costs.

Chairman Geraghty questioned how many DPW staff were on each crew and Mr. Tennyson replied there were nine staff on a crew and the crews were typically augmented by town staff to assist with flagging needs. Mr. Tennyson clarified they were not changing the billing procedures used as they had been charging actual costs for some time; he added that instead of approving a resolution which would include an estimated daily paving rate, he would like the resolution to include the previously mentioned methodology for establishing actual paving costs in order to avoid confusion.

Mr. Simpson asked how costs associated with moving equipment were addressed and Mr. Tennyson advised that if the equipment was being transported from a town job back to a DPW storage location, the fees were charged to that specific town; however, he added, if they were moving from a job in one town to another job in a different town, the transport costs would be split between the two towns. Mr. Tennyson stated that the County would not make a profit for this work and they were simply seeking to recoup all of the fees incurred by providing paving services to the towns.

Mr. Conover stated that while he was not necessarily opposed to the request as it was presented, he would ask Mr. Tennyson to remain cognizant of the fact that, although they were working to address the issue, the County was not currently providing full reimbursement to the towns for the costs

incurred in connection with the highway maintenance contracts held with the County for services including mowing, brush cutting and snow and ice removal on County roads.

Mr. Merlino apprised that because the Town Highway Superintendents were elected they made the choice on how the road projects would be completed. He said he had learned from the Town of Lake Luzerne's Highway Superintendent that they would be contracting for assistance from the Town of Hadley for paving work because it was a bit less costly than acquiring assistance from the County. Mr. Tennyson clarified that the change he was requesting applied solely to the labor rates charged by the County as materials were purchased by the towns/City/Village at their discretion. Mr. Tennyson acknowledged Mr. Conover's comments regarding the highway maintenance contracts, noting in that situation the contracts included a base rate where one party was assuming risk based on the amount of work needed during the winter season; he re-stated that the establishment of the daily paving rates was a different situation where they were attempting to recoup actual costs. He concluded that the paving work did not present a money making scenario for the County.

Motion was made by Mr. Dickinson, seconded by Mr. Vanselow and carried unanimously to approve the request to authorize the aforementioned paving rate calculation method for paving work performed by DPW forces, and the necessary resolution was authorized for the April 18th Board Meeting. *A copy of the request is on file with the meeting minutes.*

Moving on to Agenda page 6, Mr. Tennyson presented a request to authorize DPW employees to assist the Lake George Park Commission (LGPC) by designing, building and placing road signs for the Boat Inspection Stations, with reimbursements to be made to the County Road Fund for all labor and materials costs. He explained he had been contacted by Dave Wick, Executive Director of the LGPC, requesting assistance with the signage needs of the Boat Inspection Stations; he added that they were awaiting further details on the types of signs and where they would be placed, but anticipated 25 signs would be created and placed at a cost of approximately \$5,000. Mr. Tennyson stated that since this was outside of typical County highway work, Committee approval would be necessary to complete the work and seek reimbursements.

Mr. Dickinson questioned whether the reimbursements would be made from grant funds and Mr. Tennyson responded that was his assumption. Mr. Tennyson said he had indicated to Mr. Wick that confirmation of reimbursements would need to be provided and if it turned out that grant funds were not available, he would return to either this Committee, or the Invasive Species Sub-Committee, to discuss the need to identify an alternate funding source. Mr. Tennyson continued that coordination with NYSDOT (*New York State Department of Transportation*) would be necessary because some of the signs would be placed on State roadways.

Following further discussion, motion was made by Mr. Dickinson, seconded by Mr. Taylor and carried unanimously to approve the request and the necessary resolution was authorized for the April 18th Board Meeting. *A copy of the request is on file with the meeting minutes.*

Mr. Tennyson advised the next agenda item pertained to a letter received from Robert Blais, Mayor of the Village of Lake George, which was included on Agenda page 7. He said the letter covered two issues, the first of which was the Village's recommendation that an additional pay station be purchased for the County-owned Beach Road Parking Lot at an estimated cost of \$9,500-\$10,000, of which the County would pay approximately \$2,500 (25%), to be deducted from 2014 parking revenues. Mr. Tennyson reminded the Committee that the County contracted with the Village of Lake George to administer parking at the Beach Road Parking Lot, in exchange for which the County received 25% of the revenues collected. He clarified that the Village proposed to pay the County's share of the pay station purchase costs from their 25% share of the parking revenues. The second issue, Mr. Tennyson stated, pertained to the use of the Beach Road Parking Lot during the 2014 Festival for the Lake which

would be held on September 20-21 and his request that all proceeds associated with the use of the Parking Lot be donated to the mandatory boat washing and inspection program.

In response to a question posed by Mr. Merlino, Mr. Tennyson clarified that the Village of Lake George would be donating all of the proceeds they received in connection with the event to the mandatory boat inspection program and Mayor Blais was asking that the County donate their share of revenues, as well, which would require approval by resolution.

Mr. Conover commended Mayor Blais for his efforts in establishing the Festival for the Lake which had been held for the first time in 2013. He said this brought a new event to the area during the off-season which was aimed at education and protection of Lake George and all of the other bodies of water in Warren County.

Motion was made by Mr. Dickinson, seconded by Mr. Simpson and carried unanimously to authorize the purchase of an additional pay station for the Beach Road Parking Lot, with the County's 25% share to be deducted from parking revenues, as well as to authorize the Village of Lake George to use the Beach Road Parking Lot for their Festival for the Lake event on September 20-21, 2014 and commit that the County's share of any revenues received in association with this use will be donated to the mandatory boat washing and inspection program, and the necessary resolutions were authorized for the April 18th Board Meeting.

Returning to the issue of designing and placing signs for the LGPC, Ms. Seeber questioned whether the County took advantage of intern or volunteer labor opportunities to complete projects like this one. Mr. Tennyson responded that the Public Works Division did use interns in certain areas, such as at Up Yonda and the Fish Hatchery, when appropriate, and he reported that he was also coordinating with Chris Hunsinger, Director of the Employment & Training Administration, with regard to obtaining a group of youth volunteers to help with cleanup work on the Warren County Bikeway. However, he stated, the production of signs required skilled work and use of machinery to place them which was not appropriate for an intern to complete. Mr. Tennyson advised that they were always looking for areas where cost savings opportunities, such as intern assistance, could be harnessed, but said that safety was a prevalent factor in making such determinations.

Mr. Tennyson advised the next two agenda items reflected requests for new contracts. Agenda page 8, he said, included a request for a new contract with Highway Rehabilitation Corp. for hot-in-place pavement recycling for the term commencing upon execution of the contract and terminating on December 31, 2014 with two possible one-year extensions. Mr. Tennyson said the request provided on Agenda page 10 sought a new contract for cold-in-place recycling (*hammermill method*) for the term commencing upon execution and terminating December 31, 2014 with the lowest responsible bidder to be determined subsequent to the April 24th bid opening.

Motion was made by Mr. Vanselow, seconded by Ms. Wood and carried unanimously to approve both of the aforementioned requests and the necessary resolutions were authorized for the April 18th Board Meeting. *Copies of both requests are on file with the meeting minutes.*

Continuing, Mr. Tennyson directed the Committee members to Agenda page 11 which included a document entitled "2014 DPW Personnel Reorg", which he reviewed briefly. He advised the top, shaded part of the chart reflected those changes that had been approved at the last Board Meeting and he pointed out that making the remaining changes requested would result in an estimated annual savings of \$103,394 through the reduction of two full-time positions. During his review of the chart, Mr. Tennyson indicated that he would request authorization to fill any vacancies created by promotion. He pointed out the Auto Mechanic Supervisor position was listed with a \$65,000 salary, pending a title and salary review, noting that they were trying to hire the best possible person for this position and

that was why the salary had been listed at the high end of the range. With regard to the Airport Maintenance Worker #4 position identified for deletion, he noted that the position was currently vacant and assistance had been provided from other DPW Divisions as needed; he added that he would continue this process and back-charge the Airport for the salary expenses incurred.

Referring to the Engineer I (#1) position which was listed as "Unfund Position" in the shaded area of the chart, Mr. Conover questioned why this action had been taken. Mr. Tennyson responded that they wanted to keep the position in the Organizational Chart, but unfunded, so that they could proceed through the upcoming highway construction season and determine whether the position was essential to Departmental functions. He said that because the position had been unfunded in the County Budget, it could not be filled without Board approval; he added that the removal of this position was a major decision and he wanted to be sure this action was appropriate before deleting it completely. Mr. Tennyson concluded that if the Committee was amenable to his requests, they could refer the matter to the Personnel Committee and he would provide the proper request forms for the April 9th Personnel Committee meeting.

Motion was made by Mr. Dickinson, seconded by Mr. Sokol and carried unanimously to approve the 2014 DPW Personnel Reorg document, as presented, and refer same to the Personnel Committee.

Mr. Tennyson advised Agenda pages 12 and 13 included requests for transfers of funds. The request on page 12, he said, sought to transfer \$10,000 from Budget Code DM.5130 439, *Road Machinery, Machinery, Misc Fees & Expense*, to Budget Code A.1628 439, *Waste Management Containment, Misc Fees & Expense*, to move funds mistakenly budgeted under the wrong code. Mr. Tennyson pointed out that Agenda page 13 included requests to transfer funds totaling \$1,500 between various salary budget codes.

Motion was made by Mr. Taylor, seconded by Ms. Wood and carried unanimously to approve the previously mentioned requests for transfers of funds and refer same to the Finance Committee. *Copies of the Request for Transfer of Funds forms are on file with the meeting minutes.*

Addressing the Pending Items section, Mr. Tennyson advised they continued to await NYSDOT documentation for a grant amendment regarding consultant work for construction on the NYSDOT-owned portion of Beach Road. He stated that once this information was received, he would submit an out-of-Committee request to approve the documents.

Concluding the Agenda review, Kevin Hajos, Deputy Superintendent of Public Works, addressed the Items of Interest section, as follows:

- * Valley Rd Bridge over Patterson Brook - Scope Change: Mr. Hajos reminded the Committee that during prior meetings information had been provided relative to the Valley Road Bridge over Patterson Brook located in the Town of Thurman, which had been awarded grant funding for reconstruction, and the possibility of improving the nearby Combs Road Bridge for use as a detour during the construction work. He said documentation was recently received from the FHWA (*Federal Highway Administration*) indicating that they concurred the reconstruction of the Combs Road Bridge would be Federal-Aid eligible and advising they would be revising the supplemental agreements to include the additional construction work.
- * Beach Rd Reconstruction - NYSDEC Owned Section: Mr. Hajos informed that the construction contract for this project had been awarded to Kubricky Construction and he noted that the maintenance boards advertising upcoming construction had been erected. He informed that work was scheduled to begin on the following day with the first steps being to do some clearing and grubbing work and, once the snow-pack and frost were removed from the road, the reconstruction work would commence.

Mr. Merlino advised Ruth Lamb, of the Tri-County Transition Initiative Citizens Composting Support Group, had done a great job of organizing and inviting people to the upcoming Organics Management Workshop which would be held on April 4th. He said Ms. Lamb had filled the Workshop meeting to capacity and had a waiting list of others that would like to attend, as well. Mr. Merlino asked anyone who had committed to attending, but had decided not to, to contact Ms. Lamb so that she could offer that space to someone on the waiting list.

A brief discussion ensued with regard to the containers used for solid waste hauling and removal.

There being no further business to come before the Public Works Committee, on motion made by Ms. Wood and seconded by Mr. Vanselow, Mr. Merlino adjourned the meeting at 10:26 a.m.

Respectfully submitted,
Amanda Allen, Deputy Clerk of the Board