

PUBLIC WORKS COMMITTEE MEETING MINUTES
FEBRUARY 8, 2018

PUBLIC WORKS COMMITTEE MEMBERS PRESENT: Fedler, Shaw, Shay, Campbell, Haff, Hicks, Skellie, Middleton, Rozell

PUBLIC WORKS COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Henke, LaPointe, Ferguson, Moore, O'Brien, Hogan, Clary
Debra Prehoda, Clerk Roger Wickes, County Attorney
Chris DeBolt, County Administrator Al Nolette, County Treasurer
Melissa Fitch, Personnel Director

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Discuss DPW Staffing
3. Other Business
4. Adjournment

Chairwoman Fedler called the meeting to order at 1:00 P.M.

DISCUSS DPW STAFFING - Chairwoman Fedler stated the Superintendent of Public Works has tenured his resignation, his last day is February 16, 2018 and need to discuss how to move forward. She stated that DPW is one of the most expensive and crucial departments. She has been on a listening tour of the department, office and barns, to solicit feedback. Employees are very proud of the job they do. She sees her role as a conduit for employees' ideas, opinions, concerns, questions and to bring them to the Board. They are concerned about the what ifs.

Appointment Options – Short term, the Board can appoint from within or go to the outside. The Superintendent of Public Works is an unclassified position in Civil Service and appointment is by the Board and the Deputy Superintendent is along the same lines. There is a job description but unclassified does not have to have a job description per Civil Service.

Roger Wickes, County Attorney, discussed the options: don't do anything and there is currently a Deputy and he would be in charge, appoint an acting Superintendent of Public Works, or make a permanent appoint to fill the unexpired term and would then need to be reappointed. A local law defines the duties and responsibilities of the Superintendent of Public Works.

A motion to enter an executive session to discuss matters leading to the appointment, employment/promotion of a particular person was moved by Mr. Campbell, seconded by Mr. Skellie and adopted. A motion to return to regular session was moved by Mr. Hicks, seconded by Mr. Campbell and adopted. The County Attorney stated in executive session also discussed a matter that could lead to potential litigation.

Superintendent of Public Works job description was distributed and discussed, attached. The advertisement should state preference given to having a PE. The current salary being paid to the Superintendent of Public Works is \$87,101 and Deputy Superintendent \$73,826. The County Administrator envisions having someone in this position that is really, really strong in operations and planning to run the department. Mr. Hicks stated he would amend to remove such as Parks and Recycling from the distinguishing features of the class (This employee may also be assigned responsibilities in various other Public Works programs ~~such as Parks and Recycling~~). Chairwoman Fedler summarized that the committee has recommended PE preferred and removing Parks and Recycling. Discussion ensued on what to advertise as the salary ; possibly a range of \$80,000 to \$90,000/\$100,000, starting at \$80,000 or commensurate with experience and current base salary, at base salary \$84,101 commensurate with experience. Chairwoman Fedler

stated \$80,000 commensurate with experience and credentials. The Personnel Director stated she had direction to proceed with the advertisement for the position.

The committee recessed at 2:57 P.M. until 2PM on Wednesday, February 14th.

FEBRUARY 8, 2018 PUBLIC WORKS COMMITTEE MEETING
RECONVENED FEBRUARY 14, 2018

PUBLIC WORKS COMMITTEE MEMBERS PRESENT: Fedler, Shaw, Campbell, Haff, Hicks, Skellie, Middleton, Rozell

PUBLIC WORKS COMMITTEE MEMBERS ABSENT: Shay

SUPERVISORS: Henke, LaPointe, Moore, O'Brien, Hogan, Clary

Debra Prehoda, Clerk

Roger Wickes, County Attorney

Chris DeBolt, County Administrator

Melissa Fitch, Personnel Director

Public

The committee reconvened at 2:01 P.M.

CONTINUED DISCUSSION - DPW STAFFING - A motion to enter into an executive session to discuss matters leading to the appointment of a particular person/persons was moved by Mr. Skellie, seconded by Mr. Hicks and adopted. A motion to return to regular session was moved by Mr. Haff, seconded by Mr. Hicks and adopted. No action was taken in the executive session.

A motion to have the Chairman request the lone candidate interested in the position to come and meet with the Board in executive session on Friday at the end of the regular Board meeting was moved by Mr. Hicks and seconded by Mr. Haff. Discussion. A motion to amend to state Jack McMillian was moved by Mr. Haff, seconded by Mr. Campbell and adopted. Mr. Middleton opposed. The motion to have the Chairman request the lone candidate interested in the position to come and meet with the Board in executive session on Friday at the end of the regular Board meeting was moved by Mr. Hicks, seconded by Mr. Haff and adopted as amended. Mr. Middleton opposed.

OTHER BUSINESS:

Snow Plow Blades – It was mentioned at a previous meeting that the Town of Dresden purchased some carbide cutting edges and cover plates from DPW for \$600+ and asked why they were half price. Mr. Haff stated that is the price. Reached out to Chemung Supply Corp. and the carbide cutting edges are \$50/ft. at 11 feet (\$550) and the cover plate is \$10/ft. at 11 feet (\$110) for a total of \$660 so it was not half discount.

Status of Bid on Co. Rt. 113 Bridge – The County Attorney stated we are waiting for H&V to get back to us on the rights of way maps, the second appraisal is in the process of getting done, and unsure of where we are with engineering and asking for an extension (DPW). NYS DOT Region 1 is aware of where we are at with this project. The County Administrator plans to meet with the DPW Superintendent on this project tomorrow and then he will work to secure the extension the County needs. January 31st was the date that the County was supposed to own the easements and we are quite a way away from that. Mr. Middleton asked if we could wait until fall to bid and the County Administrator stated probably not but he will ask that question. Mr. Middleton stated because we are late in the process, the bids will now come in 10% to 15% higher.

Highway Department Structure – Mr. Campbell stated the committee may want to talk about the structure of the highway department prior to the interviews.

A motion to adjourn was moved by Mr. Hicks, seconded by Mr. Campbell and adopted. The meeting adjourned at 3:32 P.M.

Debra Prehoda, Clerk
Washington County Board of Supervisors

Unclassified

SUPERINTENDENT OF PUBLIC WORKS

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative position involving outstanding executive and engineering ability. Determination of policy by the Board of Supervisors is the result of policy formulation by the incumbent of this class. General supervision is exercised over the activities of planning, inspection, design, engineering, surveying, construction, and maintenance of county highways. This employee may also be assigned responsibilities in various other Public Works programs such as Parks and Recycling. Does related work as required.

TYPICAL WORK ACTIVITIES:

Originates road plans, methods of work, and highway programs;
Supervises employees directly or by delegation;
Purchases highway materials and machinery;
Establishes chemical and physical controls for the quality of road materials used;
Oversees research projects to determine highway construction costs;
Plans and administers all highway and bridge construction;
Plans and directs equipment and men in snow removal;
Makes reports and advises the Board of Supervisors on all county highway problems;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS:

Comprehensive knowledge of administrative procedures and techniques involved in the initiation, planning, and development of major engineering programs;
Ability to coordinate complex and diverse phases of an engineering program;
Ability to obtain cooperation from outside organizations and agencies;
Technical and administrative leadership of a high order;
Ability to originate new procedures, processes, and techniques;

SUPERINTENDENT OF PUBLIC WORKS CONT'D

Ability to lead and direct activities of a practical engineering research and investigation program;

Ability to address lay and professional audiences on engineering subjects;

Ability to present engineering programs in a clear, intelligible manner;

Ability to solve new and complex engineering problems;

Initiative and resourcefulness in the solution of complex administrative and engineering problems.

SPECIAL REQUIREMENT:

Eligibility for an appropriate Class NYS Drivers License at time of application. Possession of License at time of appointment.

Revised 12/15/10