



TIOGA COUNTY  
DEPARTMENT OF PUBLIC WORKS COMMITTEE AGENDA  
May 9, 2024  
9:00 am

- MINUTES APPROVAL for March 7, 2024 and April 4, 2024
- FINANCIAL
  - YTD Budget Summary
- OLD BUSINESS
  - None
- NEW BUSINESS
  - Buildings and Grounds
  - Highway Department
  - Capital Projects
- PERSONNEL
  - None
- RESOLUTIONS
  - Authorizing the Implementation and Funding PIN 9754.94
  - Authorize Appointment of Deputy Commissioner of Public Works
- PROCLAMATIONS
  - None
- ADJOURNMENT



TIOGA COUNTY  
DEPARTMENT OF PUBLIC WORKS COMMITTEE MINUTES  
Thursday, March 7, 2024  
9:00 am

▪ ATTENDANCE

➤ Legislators

- Marté Sauerbrey, Legislative Chair
- William Standinger, Public Works Committee
- Barbara Roberts, Public Works Committee
- Ron Ciotoli, Public Works Committee

➤ Staff

- Gary Hammond, Commissioner
- Barbara Cushman, Secretary to the Commissioner

➤ Guests

- Cathy Haskell, Legislative Clerk
- Peter DeWind, County Attorney

➤ Absent

- Dale Weston, Public Works Committee Chairman
- Richard Perkins, Deputy Commissioner

▪ APPROVAL OF MINUTES

- A motion to approve the minutes as submitted for February 8, 2024, was made by Mrs. Roberts, 2<sup>nd</sup> by Mr. Ciotoli. All in favor. Motion carried.

▪ FINANCIAL

- YTD Budget Summary was shared with the committee.

▪ OLD BUSINESS

- None

▪ NEW BUSINESS

- Mr. Hammond reported on Buildings and Grounds.
  - Removed and reinstalled louvres from the Lounsberry Methodist Church for the bell removal.
  - Finished painting the Court House basement.
  - Moved the dental van to a new school twice.
  - Finished the carpet in the hall by the legislative office at 56 Main Street.

# Department of Public Works

477 State Route 96 Owego, NY 13827



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Gary Hammond, P.E. Commissioner Rich Perkins, P.E. Deputy Commissioner

- Repaired 5 lights in the mechanics garage at the Public Works facility.
  - Finished the controls (drive units) at the HHS Building.
  - Put the finish on the new Court House doors. The doors will be installed when the weather improves.
  - Fabricated cork boards and shelves for 2 people in Board of Elections.
  - Rebuilt the lift gate on the Board of Elections van.
  - We would like to remove 2 trees at the HHS Building. Additionally, we would like to build a new pavilion and a picnic table.
  - We would like to move forward with procuring the property adjacent to the truck wash facility. Mrs. Roberts requested documentation to justify purchasing the property for more than the appraised value.
  - Mr. Standinger stated that the sheriff wants to build a garage for the patrol cars. Mrs. Sauerbrey responded that she would like to ascertain where the funding for this project will come from.
  - The Courts are requesting to have acoustical panels installed on the walls and in the ceiling of the main Courtroom. After much discussion the committee has agreed that they are uncomfortable with making structural changes to the historic courtroom. Gary responded that he would reach out to the state to request that they consider alternative solutions.
- Mr. Hammond reported on the Highway Department.
- Washing Trucks at the new Truck Wash facility.
  - Cold patching operations are ongoing.
  - Fabrication of concrete blocks.
  - Tree trimming operations are ongoing.
  - Hauling sand.
  - Sign repairs.
  - Some washouts were repaired.
- Mr. Hammond reported on Capital Projects.
- Harnick Road Bridge is under preliminary design and moving forward.
  - Bids were opened for Glenmary Drive Culvert. We have included a resolution to award the contract for this project to Procon Contracting.
  - The Chiller at the Public Safety Building is mostly completed.
  - Bridge Preventative Maintenance Phase 10 is under preliminary design.
  - We have decided to go with a Carrier unit instead of a Trane unit for the Court Annex HVAC project. This will save \$44,000 on the cost of the unit. The contract has been awarded.
  - Day Hollow Road Culvert is still under preliminary design by Delta Engineers.
  - East Spencer Road Bridge is under preliminary design.



- Taylor and Bodle Hill Roads and Day Hollow Spur paving project should be out to bid in April.
- We are waiting for an engineering proposal for Glenmary Drive by Thornhollow Road.
- We have a resolution to award design services for the HVAC in the 1<sup>st</sup> and 2<sup>nd</sup> floors of the Ronald E. Dougherty County Office Building.
- We have a resolution to award design services for the HVAC Controls at the Court Annex.
- The roof around the unit on the Court Annex/Clerks building is soft. In speaking with an engineer, the historical society will never allow the removal of the cupola. The plan moving forward is to take down the cupola, repair the roof, and rebuild the cupola.
- We have finished the new doors for the Court House. They will be installed when the weather improves.
- The Public Safety Building boiler has been ordered.
- Bridge NY program. We anticipate hearing about culverts in April. We are waiting for approval for a bridge on Straits Corners Road and another bridge on Brown Road.
- Waverly Mental Health offices are on track. We have included a resolution to award the bids for this project.
  
- MISCELLANEOUS
  - Mr. Hammond stated that there are safety improvement funds available through the BMTS. To qualify for these funds, a safety audit needs to be performed which will cost \$20,000.00. A resolution will be presented at the next meeting.
  
- PERSONNEL
  - Mr. Hammond shared that Mr. Perkins' last day will be Wednesday, March 13<sup>th</sup>.
  - Mr. Hammond requested advanced sick leave for our new heavy equipment mechanic. It is expected that he will repay the sick leave.
  
- RESOLUTIONS
  - Award Design Services To Delta Engineers for HVAC at COB Building
  - Award Design Services To Delta Engineers for HVAC Controls at Annex
  - Award Glenmary Drive Culvert PIN 9754.94 Construction Contract
  - Award Construction Contracts for the Waverly Annex Project
  
- PROCLAMATIONS
  - None

TIOGA COUNTY, NEW YORK

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Gary Hammond, P.E. Commissioner Rich Perkins, P.E. Deputy Commissioner

- EXECUTIVE SESSION
  - None
  
- ADJOURNMENT
  - The meeting was adjourned at 10:16 am.

Respectfully submitted,

Gary Hammond, P.E.  
Commissioner of Public Works

DRAFT



TIOGA COUNTY  
DEPARTMENT OF PUBLIC WORKS COMMITTEE MINUTES  
Thursday, April 4, 2024  
9:00 am

▪ ATTENDANCE

➤ Legislators

- Marté Sauerbrey, Legislative Chair
- William Standinger, Public Works Committee
- Barbara Roberts, Public Works Committee

➤ Staff

- Gary Hammond, Commissioner
- Barbara Cushman, Secretary to the Commissioner

➤ Guests

- Cathy Haskell, Legislative Clerk

➤ Absent

- Ron Ciotoli, Public Works Committee

▪ APPROVAL OF MINUTES

- As there was not a quorum present, voting on approval of the minutes of the March 7, 2024 meeting was tabled for the time being.

▪ FINANCIAL

- YTD Budget Summary was shared with the committee.

▪ OLD BUSINESS

- None

▪ NEW BUSINESS

- Mr. Hammond reported on Buildings and Grounds.
- Installed a 65" television for IT in the training room.
  - Moved the dental van twice.
  - Changed the stained ceiling tiles in the 1<sup>st</sup> and 2<sup>nd</sup> floors of the HHS Building.
  - Moved two copiers and a workstation to a new location in the HHS Building.
  - Fabricated a new desktop and some shelves in the HHS Building.
  - Repaired a runoff ditch and the walking trail at the HHS Building.
  - Installed asphalt shingles on the walking trail bridge at the HHS Building.



- Mr. Hammond reported on the Highway Department.
  - Washing Trucks at the new Truck Wash facility.
  - Cold patching operations are ongoing. The blacktop plants should open the second week of April.
  - Tree trimming operations on Montrose Turnpike and Pennsylvania Avenue.
  - Hauling sand.
  - Sign repairs.
  - Changing driveway pipes and ditching operations on Stanton Hill Road and Wilson Creek Road are ongoing.
  - We will pave Goodrich Road with our own forces.
- Mr. Hammond reported on Capital Projects.
  - We have final design approval for Harnick Road Bridge.
  - Glenmary Drive Culvert is ongoing. A pre-construction meeting is scheduled.
  - The chiller at the Public Safety Building is installed. It is expected to be operational soon.
  - Day Hollow Road Culvert is on track.
  - East Spencer Road Bridge is under preliminary design. Mr. Hammond stated that he would like to close the bridge for the construction with a 3 ½ to 4 ½ mile detour. The bridge could be re-decked in 3 months and reopened in time for school to start.
  - Taylor and Bodle Hill Roads and Day Hollow Spur paving project is on schedule.
  - Glenmary Drive by Thornhollow Road.
  - HVAC in the 1<sup>st</sup> and 2<sup>nd</sup> floors of the Ronald E. Dougherty County Office Building. An asbestos survey is scheduled to be done on the roof.
  - The roof at the Court Annex/Clerks building is on schedule.
  - We have finished the new doors for the Court House. They will be installed when the weather improves.
  - The Public Safety Building boiler has been purchased.
  - A pre-construction meeting is scheduled for this morning for the Waverly Mental Health offices.
- MISCELLANEOUS
  - Mr. Standinger asked for a moment of silence to honor Dale Weston, Public Works Committee Chairman.
  - Mr. Hammond stated that the bell ceremony was well received.
  - Mrs. Sauerbrey mentioned that there is a new Village of Owego Public Parking sign that has been installed by the Park Street parking lot. There is some concern that this will cause a problem for the Courts, although it hasn't to date.

# Department of Public Works

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Gary Hammond, P.E. Commissioner Rich Perkins, P.E. Deputy Commissioner

- Mr. Hammond stated that there are safety improvement funds available through the BMTS. To qualify for these funds, a safety audit needs to be performed which will cost \$20,000.00. A resolution is included.
- Mrs. Roberts stated that Rhodes Road bridge was brought up again in the Pennysaver. Mr. Hammond stated that it may be possible to get federal funding to repair this bridge through the Bridge NY program.
- Mr. Hammond stated that there has been no progress on the Belva Lockwood Lane abandonment.
  
- PERSONNEL
  - None
  
- RESOLUTIONS
  - Authorizing the Implementation and Funding BIN 3335110
    - Mr. Standinger (aye) Mrs. Roberts (aye)
  - Award Design Services To Barton & Loguidice for BIN 3335110
    - Mr. Standinger (aye) Mrs. Roberts (aye)
  - Create and Fill Three (3) Highway Worker (Seasonal) Positions Public Works
    - Mr. Standinger (aye) Mrs. Roberts (aye)
  - Amend Budget and Transfer Funds Glenmary Drive Culvert PIN 9754.94
    - Mr. Standinger (aye) Mrs. Roberts (aye)
  - Authorize Purchase of Adjacent Delphine Street Property
    - Mr. Standinger (aye) Mrs. Roberts (aye)
  - Amend 2024 Budget and Transfer Funds Safety Audit
    - Mr. Standinger (aye) Mrs. Roberts (aye)
  - Award Construction Inspection Services to Delta Engineers PIN 9754.94
    - Mr. Standinger (aye) Mrs. Roberts (aye)
  - Amend 2024 Budget and Transfer Funds Highway Worker (Seasonal)
    - Mr. Standinger (aye) Mrs. Roberts (aye)
  - Authorization to Create and Fill One (1) Full Time HEO I position
    - Mr. Standinger (aye) Mrs. Roberts (aye)

As there was not a quorum present, the resolutions could not be approved. Cathy Haskell, Legislative Clerk stated that they can be presented to the full Legislature at today's Legislative Work Session.

- PROCLAMATIONS
  - None
  
- EXECUTIVE SESSION



TIOGA COUNTY, NEW YORK

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Gary Hammond, P.E. Commissioner Rich Perkins, P.E. Deputy Commissioner

➤ None

- ADJOURNMENT

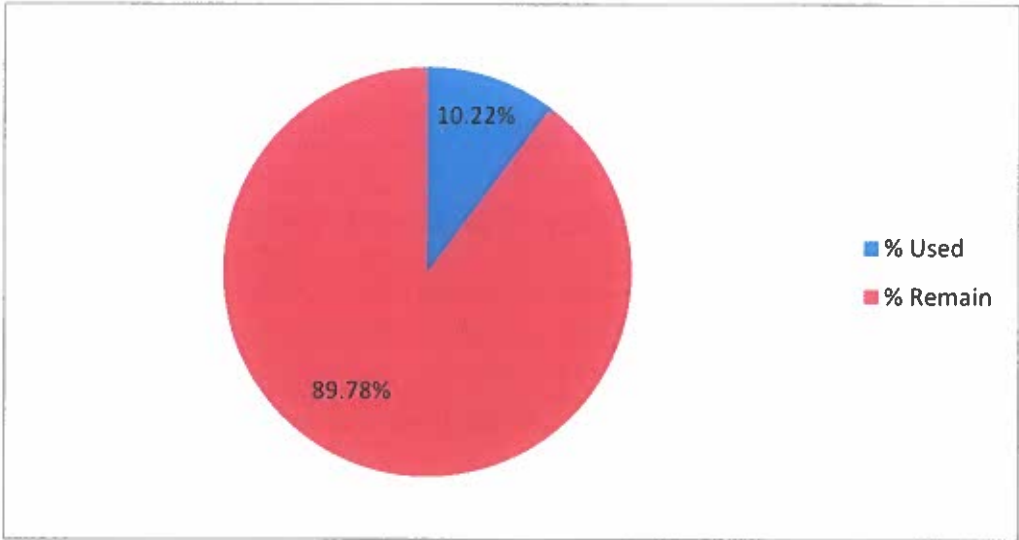
- The meeting was adjourned at 10:02 am.

Respectfully submitted,

Gary Hammond, P.E.  
Commissioner of Public Works

DRAFT

## May 3 2024 Budget Summary



		% Used	% Remain
A1490	PW Admin	33.01%	66.99%
A1620	Building & Grounds	29.55%	70.45%
A1621	Buildings HHS	14.70%	85.30%
D5110	Maint. Roads & Bridges	26.12%	73.88%
DM5130	Road Machinery	32.97%	67.03%
H1620	Capital B&G	0.50%	99.50%
H1621	Capital HHS Building	81.41%	18.59%
H5110	Capital Roads & Bridges	0.36%	99.64%
H5130	Capital Equipment	9.99%	90.01%
	<b>Overall</b>	<b>10.22%</b>	<b>89.78%</b>

REFERRED TO:

PUBLIC WORKS COMMITTEE

RESOLUTION NO. -24

AUTHORIZING THE IMPLEMENTATION AND FUNDING IN THE FIRST INSTANCE 100% OF THE FEDERAL AID AND STATE "MARCHISELLI" PROGRAM-AID ELIGIBLE COSTS OF A TRANSPORTATION FEDERAL-AID PROJECT AND APPROPRIATING FUNDS

WHEREAS: A project for the Tioga County Culvert Program Phase 1 (FFY 2022), PIN 9754.94 (the Project) is eligible for funding under Title 23 U.S. Code, as amended that calls for the apportionment of the costs of such program to be borne at the ratio of 80% Federal Funds and 20% non-Federal Funds; and

WHEREAS: The County of Tioga desires to advance the Project by making a commitment of 100% of the Federal and non-Federal share of the costs of the Preliminary Engineering/Design, Right-of-Way Incidentals, Right-of-Way Acquisition, Construction, Construction Support, and Construction Inspection work.

NOW, THEREFORE, the Tioga County Legislature, duly convened does hereby

RESOLVE: That the Tioga County Legislature hereby approves the above-subject project; and it is hereby further

RESOLVED: That the Tioga County Legislature hereby authorizes the County of Tioga to pay in the first instance 100% of the Federal and non-Federal share of the cost of the Construction, Construction Support, and Construction Inspection work for the Project or portions thereof; and it is further

RESOLVED: That the sum of \$420,803 is hereby appropriated from account H5110.520003.H1008 and made available to cover the costs of participation in the above phase of the Project; and it is further

RESOLVED: That in the event the full Federal and non-Federal share costs of the project exceeds the amount appropriated above, the Tioga County Legislature shall convene as soon as possible to appropriate said excess amount immediately upon notification by the New York State Department of Transportation thereof, and it is further

RESOLVED: That the Chair of the Tioga County Legislature be and is hereby authorized to execute all necessary Agreements, certifications or reimbursement requests for Federal Aid and/or Marchiselli Aid on behalf of the County of Tioga with the New York State Department of Transportation in connection with the

advancement or approval of the Project and providing for the administration of the Project and the municipality's first instance funding of project costs and permanent funding of the local share of federal-aid and state-aid eligible Project costs and all Project costs within appropriations therefore that are not so eligible, and it is further

RESOLVED: That a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project, and it is further

RESOLVED: This Resolution shall take effect immediately.

REFERRED TO: PUBLIC WORKS COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. -24 AUTHORIZE APPOINTMENT OF  
DEPUTY COMMISSIONER OF PUBLIC WORKS  
(PUBLIC WORKS)

WHEREAS: Legislative approval is required for any appointment to a Management/Confidential position within Tioga County; and

WHEREAS: The Deputy Commissioner of Public Works position became vacant as of March 13, 2024; and

WHEREAS: The Commissioner of Public Works, who intends to fill this vacancy, has identified a well-qualified candidate who has passed the Fundamentals of Engineering Exam; therefore be it

RESOLVED: That the Commissioner of Public Works is hereby authorized to appoint Justin Ruggiero to the title of Deputy Commissioner of Public Works effective May 20, 2024, at an annual Management/Confidential salary of \$60,979; and be it further

RESOLVED: That Mr. Ruggiero shall be eligible for any Management/Confidential salary increase that may occur January 1, 2025; and be it further

RESOLVED: Upon a successful completion of the 52-week probationary period, Mr. Ruggiero's annual Management/Confidential salary shall increase to \$65,979; and be it further

RESOLVED: That this resolution will be null and void if Mr. Ruggiero fails to pass the County mandated criminal background check.