



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

- MINUTES APPROVAL for March 7, 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 BIN 33351 10
 - Award Design Services To Barton & Loguidice for BIN 33351 10
 - Create and Fill Three (3) Highway Worker (Seasonal) Positions Public Works
 - Amend Budget and Transfer Funds Glenmary Drive Culvert PIN 9754.94
 - Authorize Purchase of Adjacent Delphine Street Property
 - Amend 2024 Budget and Transfer Funds Safety Audit
 - Award Construction Inspection Services to Delta Engineers PIN 9754.94
 - Amend 2024 Budget and Transfer Funds Highway Worker (Seasonal)
 - Authorization to Create and Fill One (1) Full Time HEO I position
- 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, 2nd 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

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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.

Department of Public Works



- 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 1st and 2nd 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 13th.
 - 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

Department of Public Works

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

- EXECUTIVE SESSION
 - None

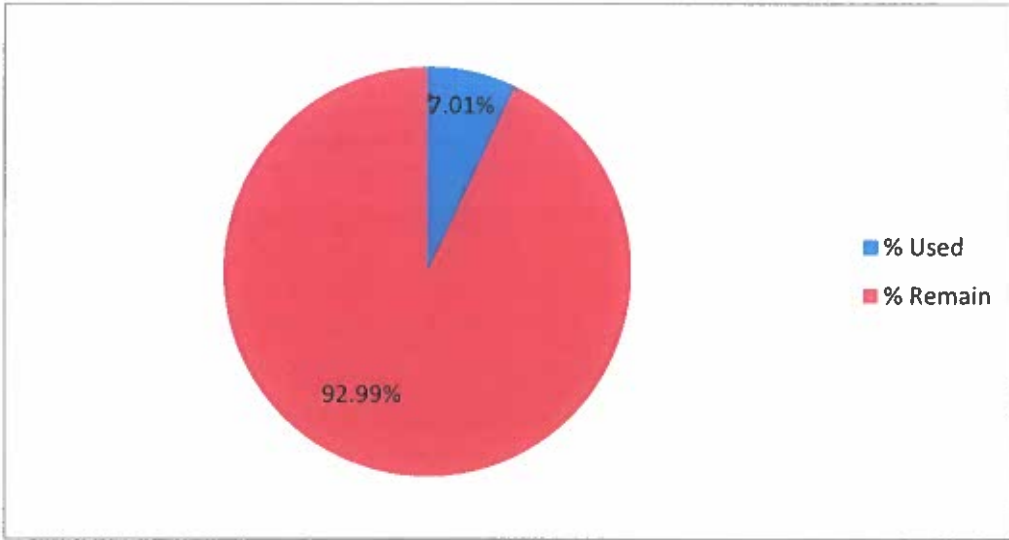
- ADJOURNMENT
 - The meeting was adjourned at 10:16 am.

Respectfully submitted,

Gary Hammond, P.E.
Commissioner of Public Works

DRAFT

March 29 2024 Budget Summary



		% Used	% Remain
A1490	PW Admin	21.33%	78.67%
A1620	Building & Grounds	19.46%	80.54%
A1621	Buildings HHS	10.46%	89.54%
D5110	Maint. Roads & Bridges	19.56%	80.44%
DM5130	Road Machinery	23.70%	76.30%
H1620	Capital B&G	0.49%	99.51%
H1621	Capital HHS Building	0.00%	100.00%
H5110	Capital Roads & Bridges	0.23%	99.77%
H5130	Capital Equipment	9.99%	90.01%
	Overall	7.01%	92.99%

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 Glenmary Drive over Thorn Hollow Creek (BIN 33351 10) Bridge Replacement PIN 9755.38 (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.

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 authorized the County of Tioga to pay in the first instance 100% of the Federal and non-Federal share of the cost of the Preliminary Engineering / Design work for the Project or portions thereof; and it is further

RESOLVED: That funding be appropriated and made available to cover the cost of participation in the above phases of the project and new project accounts established as follows:

From: H5110.445020.H2401 Federal Aid-County Road Bridge	\$255,200.00
H5110.435020.H2401 State Aid-County Road Bridge	\$ 47,850.00
H.390900 Fund Balance Unrestricted	\$ 15,950.00
To: H5110.540004.H2401 Glenmary Dr Bridge BIN 33351 10	\$319,000.00

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

REFERRED TO:

PUBLIC WORKS COMMITTEE

RESOLUTION NO. -24

AWARD DESIGN SERVICES TO
BARTON & LOGUIDICE FOR BIN 3335110

WHEREAS: Tioga County was awarded funding from NYSDOT to replace a bridge, Glenmary Drive over Thorn Hollow Creek BIN 3335110, in the Town of Tioga; and

WHEREAS: The Commissioner of Public Works received a proposal for design services for this project from Barton & Loguidice, Liverpool, NY; and

WHEREAS: The proposal for this project came in at \$262,000; therefore be it

RESOLVED: That the Tioga County Legislature approve the proposal for Glenmary Drive over Thorn Hollow Creek from Barton & Loguidice not to exceed \$262,000 to be paid out of the Glenmary Drive over Thorn Hollow Creek account H5110.540004.H2401.

REFERRED TO:

PUBLIC WORKS COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -24

CREATE AND FILL THREE (3)
HIGHWAY WORKER (SEASONAL) POSITIONS
PUBLIC WORKS

WHEREAS: There will be a need for the Highway Department to employ three (3) Highway Worker (Seasonal) positions for 2024; and

WHEREAS: The Commissioner of Public Works has budgeted money to cover expenditures of such employment; therefore be it

RESOLVED: That the Commissioner of Public Works is hereby authorized to create and fill three (3) temporary full-time Highway Worker (Seasonal) positions effective April 15, 2024 through October 11, 2024 at an hourly rate of \$15.31 (equivalent to CSEA Grade 9), not to exceed \$30,000.

REFERRED TO: PUBLIC WORKS COMMITTEE
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -24 AMEND BUDGET AND TRANSFER FUNDS
GLENMARY DRIVE CULVERT PIN 9754.94

WHEREAS: Tioga County was awarded funding for this project through NYSDOT;
and

WHEREAS: The Commissioner has received a proposal for construction inspection
and construction support; and

WHEREAS: The budgeted amount is insufficient; and

WHEREAS: Additional funding has been approved through NYSDOT due to a
change order bringing the current contract amount to \$483,143.00; and

WHEREAS: Budget Amendments require Legislative approval; therefore be it

RESOLVED: That funding be transferred as follows:

From: H390900	Fund Balance-Unrestricted	\$66,643.00
To: H5110.520003.H1008	Culvert Replacement	\$66,643.00

REFERRED TO:

PUBLIC WORKS COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -24

AUTHORIZE PURCHASE OF ADJACENT
DELPHINE STREET PROPERTY

WHEREAS: Tioga County Department of Public Works acquired the former Town of Owego Highway Facility to be used as a facility to wash vehicles and equipment to prolong their service life; and

WHEREAS: The Commissioner of Public Works desires to install a drive through automatic car wash; and

WHEREAS: There is currently not enough county owned land to make this building a drive through car wash; and

WHEREAS: There is a piece of property adjacent to the Delphine Street property that is available for purchase for \$10,000; and

WHEREAS: The Tioga County Legislature has granted the utilization of American Recovery Plan Act (ARPA) Funds for the sum of \$10,000 to cover the purchase of the adjacent Delphine Street property under the ARPA Provision of Governmental Services; therefore be it

RESOLVED: That the Legislature authorizes the purchase of the adjacent Delphine Street property for the sum of \$10,000.00 to be paid out of H1620 520994 M7674.

REFERRED TO: PUBLIC WORKS COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -24 AMEND 2024 BUDGET AND
TRANSFER FUNDS SAFETY AUDIT
PUBLIC WORKS

WHEREAS: The Commissioner of Public Works has identified safety improvement funding which is available through the BMTS; and

WHEREAS: In order to qualify for this funding, a safety audit will need to be performed that will cost \$20,000.00; and

WHEREAS: Public Works is willing to utilize the available funds in their 2024 Operating Budget for this safety audit; and

WHEREAS: Legislative approval is needed to amend the 2024 Budget and transfer funds; therefore be it

RESOLVED: That the Tioga County Legislature authorize the following transfer of funds and amend the 2024 Budget:

From: A1620.540140	Contracting Services	\$20,000.00
To: D5110.540140	Contracting Services	\$20,000.00

And be it further

RESOLVED: That the Tioga County Legislature authorizes an interfund transfer and appropriation of funds from the General Fund to the County Road Fund as follows:

From: A9901.591715	Transfers – A to D Fund	\$20,000.00
To: D5110.450310	Interfund Transfers	\$20,000.00

upon notification by the New York State Department of Transportation thereof; and it is further

RESOLVED: That the Chair of the Tioga County Legislature of the County of Tioga 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

RESOLUTION NO. -24

AWARD CONSTRUCTION INSPECTION
SUPPORT SERVICES TO DELTA ENGINEERS
PIN 9754.94

WHEREAS: Tioga County was awarded funding for Glenmary Drive Culvert PIN 9754.94 through NYSDOT; and

WHEREAS: The Commissioner of Public Works has received a proposal for construction inspection and construction support services from Delta Engineers, Endwell, NY; and

WHEREAS: The proposal for this project came in at \$110,779.00; therefore be it

RESOLVED: That the Tioga County Legislature approve the proposal for Glenmary Drive Culvert PIN 9754.94 not to exceed \$110,779.00 to be paid out of H5110.520003.H1008 Culvert Replacement.

REFERRED TO:

PUBLIC WORKS COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -24

AMEND 2024 BUDGET AND
TRANSFER FUNDS FOR
HIGHWAY WORKER (SEASONAL) POSITION
PUBLIC WORKS

WHEREAS: There will be a need for the Highway Department to employ one (1) additional Highway Worker (Seasonal) position for 2024; and

WHEREAS: Public Works has budgeted for a Motor Equipment Operator II position that has not been able to be filled to date; and

WHEREAS: Legislative approval is needed to amend 2024 Budget and transfer funds; therefore be it

RESOLVED: That the Tioga County Legislature authorize the following transfer of funds and amend the 2024 Budget:

From: D5110.510010	Full Time	\$10,000.00
To: D5110.510020	Part Time/Temporary	\$10,000.00

REFERRED TO:

PUBLIC WORKS COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -24

AUTHORIZATION TO CREATE AND FILL
ONE, FULL TIME HEO I POSITION AND
ABOLISH ONE FULL TIME MEO II
PUBLIC WORKS

WHEREAS: Legislative approval is required for the creation of any new position within Tioga County; and

WHEREAS: The Commissioner of Public Works has identified a staffing need for an additional HEO I position; and

WHEREAS: The Commissioner of Public Works feels that this position would aid in the retention of a skilled employee; therefore be it

RESOLVED: That the Tioga County Legislature authorizes the creation and promotional filling of one, full-time HEO I position (CSEA SG 3) effective April 22, 2024; and be it further

RESOLVED: That once the newly created HEO I position has been filled promotionally, it will create a vacant MEO III position that will also be filled promotionally. The Commissioner of Public Works will then abolish the vacant MEO II; and be it further

RESOLVED: That the HEO I position shall not represent an increase to the department's full-time headcount.