



**TIOGA COUNTY
DEPARTMENT OF PUBLIC WORKS COMMITTEE AGENDA
December 8, 2022
9:00 am**

- MINUTES APPROVAL for November 8, 2022

- FINANCIAL
 - YTD Budget Summary

- OLD BUSINESS
 - None

- NEW BUSINESS
 - Buildings and Grounds
 - Highway Department
 - Capital Projects

- PERSONNEL
 - None

- RESOLUTIONS
 - Amend Capital Budget and Transfer Funds for Patrol Truck – Public Works
 - Amend Capital Budget and Transfer Funds for B&G Garage – Public Works
 - Amend Budget and Transfer Funds for Road Machinery Repairs – Public Works
 - 2023 Staff Change - Public Works

- PROCLAMATIONS
 - None

- ADJOURNMENT



TIOGA COUNTY
DEPARTMENT OF PUBLIC WORKS COMMITTEE MINUTES
Thursday, November 10, 2022
9:00 am

- ATTENDANCE
 - Legislators
 - Marté Sauerbrey, Legislative Chair
 - Dale Weston, Public Works Committee Chairman
 - William Standing, Public Works Committee
 - Ron Ciotoli, Public Works Committee
 - Barbara Roberts, Public Works Committee
 - Staff
 - Richard Perkins, Deputy Commissioner
 - Barbara Cushman, Secretary to the Commissioner
 - Guests
 - Cathy Haskell, Legislative Clerk
 - Peter DeWind, County Attorney
 - Stephanie Jerzak, Chief Accountant
 - Absent
 - Gary Hammond, Commissioner
- APPROVAL OF MINUTES
 - A motion to approve the minutes as submitted for October 6, 2022 was made by Mr. Standing, 2nd by Mr. Ciotoli. All in favor. Motion Carried.
- FINANCIAL
 - YTD Budget Summary was shared with the committee. The department is currently well under budget.
- OLD BUSINESS
 - None
- NEW BUSINESS
 - Mr. Perkins reported on Buildings and Grounds.
 - Card swipes were installed on the doors at 56 Main Street and are operational. New cores will be installed on Monday.
 - Carpeting has been installed in the second floor of the HHS Building.
 - The lower parking lot at the jail has been paved.
 - Ceiling was repaired in the Court Annex from a roof leak.

Department of Public Works

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

- 2 new boilers in the Clerk's Office and Court Annex have been installed. They should be fully up and running within the next week.
 - ED&P office renovations project is progressing. The new heating unit has been installed, waiting on a breaker that is back ordered. It is anticipated that this project should be complete by year end.
 - Weed eaters and tractors have been cleaned and serviced.
- Mr. Perkins reported on the Highway Department.
- Performed shoulder operations for the Towns of Owego and Candor for shared services.
 - Clean up was done under guide rails.
 - Ditching operations are ongoing.
 - Patching operations are ongoing.
 - Hauling snow sand and getting ready for snow.
- Mr. Perkins gave an update on the Capital Projects
- Harnick Road Bridge is currently under design phase.
 - Culvert program is under design phase in our office.
 - HVAC controls at HHS Building is progressing.
 - 56 Main Street HVAC is expected to be finished soon.
 - Chiller at Public Safety Building will be ordered soon. It is expected that it will take approximately a year to receive it.
 - Michigan Hollow Road Bridge is under construction now. It will be paved next week and opened by the end of November.
- PERSONNEL
 - None
 - RESOLUTIONS
 - Authorize Purchase Of Hipeplus/PZ Metal Detector
 - Mr. Weston (aye) Mr. Ciotoli (aye) Mrs. Roberts (aye), Mr. Standing (aye).
Carried
 - Amend Capital Budget and Transfer Funds for Pickup Truck
 - Mr. Weston (aye) Mr. Ciotoli (aye) Mrs. Roberts (aye), Mr. Standing (aye).
Carried
 - Amend Capital Budget and Transfer Funds for Heavy Equipment Lifts
 - Mr. Weston (aye) Mr. Ciotoli (aye) Mrs. Roberts (aye), Mr. Standing (aye).
Carried

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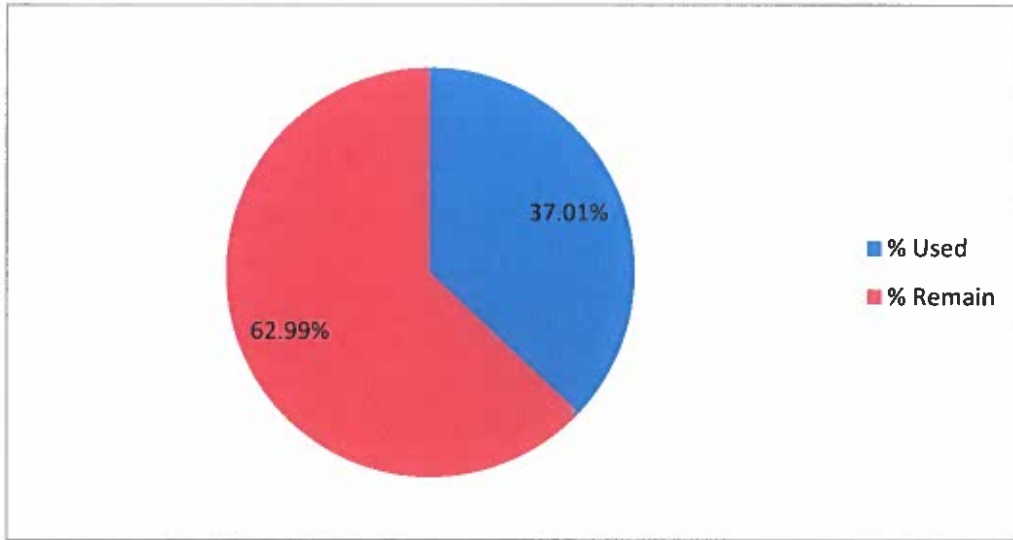
- Authorize Payoff Interim Financing Associated with Village of Nichols USDA Grant
 - Mr. Weston (aye) Mr. Ciotoli (aye) Mrs. Roberts (aye), Mr. Standinger (aye).
Carried
- PROCLAMATIONS
 - None
- ADJOURNMENT
 - Mr. Weston adjourned the meeting at 9:21 am.

Respectfully submitted,

Richard Perkins, P.E.
Deputy Commissioner of Public Works

DRAFT

November 30 2022 Budget Summary



		% Used	% Remain
A1490	PW Admin	85.67%	14.33%
A1620	Building & Grounds	80.34%	19.66%
A1621	Buildings HHS	74.09%	25.91%
D5110	Maint. Roads & Bridges	80.77%	19.23%
DM5130	Road Machinery	89.75%	10.25%
H1620	Capital B&G	7.94%	92.06%
H1621	Capital HHS Building	28.21%	71.79%
H5110	Capital Roads & Bridges	37.66%	62.34%
H5130	Capital Equipment	38.34%	61.66%
	Overall	37.01%	62.99%

REFERRED TO: PUBLIC WORKS COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -22 AMEND CAPITAL BUDGET AND
TRANSFER FUNDS FOR PATROL TRUCK
PUBLIC WORKS

WHEREAS: The Commissioner of Public Works has budgeted for the purchase of a patrol truck in 2022 for \$100,000.00; and

WHEREAS: A plow is needed for the new patrol truck; and

WHEREAS: The Commissioner of Public Works received proposals for the purchase of the plow; and

WHEREAS: Legislative approval is needed to amend 2022 Capital Budget and transfer funds; therefore be it

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

From: H5130.520939	Excavator	\$10,000.00
To: H5130.520915	Patrol Truck	\$10,000.00

REFERRED TO: PUBLIC WORKS COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -22 AMEND CAPITAL BUDGET AND
TRANSFER FUNDS FOR B&G GARAGE
PUBLIC WORKS

WHEREAS: The Commissioner of Public Works has budgeted to insulate and heat the Buildings & Grounds garage in 2022 for \$50,000.00; and

WHEREAS: The Commissioner of Public Works received proposals for this work to be done; and

WHEREAS: Proposals for the spray foam insulation and fire retardant paint needed for the new heating system came in higher than anticipated; and

WHEREAS: The cost to pave the Public Safety Building Parking Lot came in under budget; and

WHEREAS: Legislative approval is needed to amend 2022 Capital Budget and transfer funds; therefore be it

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

From: H1620.521914	Parking Lot	\$85,000.00
To: H1620.520926	HVAC Control System	\$85,000.00

REFERRED TO: PUBLIC WORKS COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -22 AMEND BUDGET AND TRANSFER FUNDS FOR
ROAD MACHINERY REPAIRS – PUBLIC WORKS

WHEREAS: The Commissioner of Public Works has budgeted for road machinery repairs in 2022 for \$175,000.00; and

WHEREAS: Expenses for road machinery repairs will be over budget in 2022; and

WHEREAS: The County Road Fund (D-fund) and the Road and Machinery fund (DM fund) are funded by the General Fund (A-Fund); and

WHEREAS: Legislative approval is needed to transfer funds and an interfund transfer will be needed from the Maintenance Roads and Bridges Fund to Road Machinery Fund; therefore be it

RESOLVED: That the Tioga County Legislature authorize the following transfer of funds and amend the 2022 Operating Budget:

From: D5110.540262	Metal Pipes/Culverts	\$25,000.00
To: DM5130.540560	Repairs	\$25,000.00

And be it further

RESOLVED: The interfund revenue budgets for County Road Fund and the Road and Machinery fund be adjusted as follows:

From: D5110-450310	Interfund Transfers	\$25,000.00
To: DM5130-450310	Interfund Transfers	\$25,000.00

REFERRED TO: PUBLIC WORKS COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -22 2023 STAFF CHANGES
PUBLIC WORKS

WHEREAS: The Public Works Department requested a staffing change as part of the 2023 Budget Process; and

WHEREAS: This request was approved by the Tioga County Legislature; therefore be it

RESOLVED: That the following staffing change be effective January 1, 2023:

<u>Name</u>	<u>Current Title/ Salary</u>	<u>New Title/ Salary</u>	<u>Budget Impact</u>
		Heavy Equipment Mechanic I (FT) (\$20.29/hour)	\$42,203

and be it further:

RESOLVED: That the Tioga County Legislature authorizes the creation of one, full-time Heavy Equipment Mechanic I position (CSEA salary grade 3 at an hourly rate of \$20.29) effective January 1, 2023.